

Minor Subdivision (MD) Development Application Checklist



Digital Submittal:

Please follow the plan and document submittal requirements below. **All files shall be uploaded in PDF format.** Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: 194 -PA- 2021 Key Code: 85C56

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

Minimum Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

In addition to the items on this checklist and to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- Requirements specified in the Plan & Report Requirements for Development Applications Checklist; and
- Design Standards & Policies Manual; and
- Requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- Stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- The city's design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator.

Name: Katie Posler Phone Number: 480-312- 2703 Coordinator e-mail: kposler @scottsdaleaz.gov

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. Visit the city's Planning & Development Services Records Department for assistance: <https://www.scottsdaleaz.gov/planning-development/records>.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Minor Subdivision Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$1,500 + \$20 per lot (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (information provided) <ul style="list-style-type: none"> • Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Results of ALTA Survey (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Preliminary Plat Notification Affidavit (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Addressing Requirements (form provided) <i>N/A</i>
		14. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Design Standards and Policies Manual <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Environmentally Sensitive Land Ordinance <p>The above reference design guidelines, standards, policies, and additional information may be found on the city's website at: http://www.scottsdaleaz.gov/design</p>
<input type="checkbox"/>	<input type="checkbox"/>	15. Public Participation Process Requirements <p>Step 1: Complete Neighborhood Notification</p> <ul style="list-style-type: none"> • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) • Provide one copy of the Neighborhood Notification Report <p>Step 2: City will post public hearing sign and provide other public notification including:</p> <ul style="list-style-type: none"> • Mailing out postcards to property owners within 750 feet • Posting case information on the city website • Posting on social media • Sending to e-mail subscribers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Request for Neighborhood Group Contact information (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	17. Photo Exhibit of Existing Conditions: (form provided) <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.
<input type="checkbox"/>	<input type="checkbox"/>	18. Archaeological Resources (information packet provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey & Report <input type="checkbox"/> Archaeology 'Records Check' Report Only <input type="checkbox"/> Copies of Previous Archaeological Research
<input type="checkbox"/>	<input type="checkbox"/>	19. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided.) <ul style="list-style-type: none"> <input type="checkbox"/> Short Form <input type="checkbox"/> Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp)

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<input type="checkbox"/>	<input type="checkbox"/>	20. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Minor Subdivision Application.
PART II -- REQUIRED PLANS & RELATED DATA		
Req'd	Rec'd	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.
		21. Plan & Report Requirements for Preliminary Plat Application Checklist (form provided) and the Preliminary Plat Checklist Submittal Requirements (form provided). <i>Reference documents for Minor Subdivisions</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Application Narrative 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide an explanation and justification for any proposed amended development standard(s) 3. Historic Property. If the property is an existing or potential historic property, describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<input type="checkbox"/>	<input type="checkbox"/>	23. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Context Aerial with the proposed site improvements superimposed <i>N/A no improvements</i> Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning districts for a radius from the site of: <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> ¼-mile radius from site (lots greater than 1 acre) <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Preliminary Plat
<input type="checkbox"/>	<input type="checkbox"/>	26. Construction Envelope Plan (ESLO Areas)
<input type="checkbox"/>	<input type="checkbox"/>	27. Natural Area Open Space Plan (ESLO Areas)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Site Plan A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Open Space Plan An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.
<input type="checkbox"/>	<input type="checkbox"/>	30. Topography and slope analysis plan (ESL Areas)
<input type="checkbox"/>	<input type="checkbox"/>	31. Landscape Plan • (a gray-tone copy of the color Landscape Plan will not be accepted)
<input type="checkbox"/>	<input type="checkbox"/>	32. Wall Elevations and Details and/or Entry Feature Elevations and Details
<input type="checkbox"/>	<input type="checkbox"/>	33. Exterior Lighting Site Plan (including exterior building mounted fixtures)
<input type="checkbox"/>	<input type="checkbox"/>	34. Exterior Lighting Photometric Analysis
<input type="checkbox"/>	<input type="checkbox"/>	35. Manufacturer Cut Sheets of All Proposed Lighting

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Drainage Report <u>DEFERRED UNTIL SPECIFIC PROJECT</u> See Chapter 4 of the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps. <ul style="list-style-type: none"> Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Basis of Design Report for Water <u>DEFERRED UNTIL SPECIFIC PROJECT</u> See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Basis of Design Report for Wastewater <u>DEFERRED UNTIL SPECIFIC PROJECT</u> See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report must include all required exhibits and plans.
<input type="checkbox"/>	<input type="checkbox"/>	39. Expansion of Participation for Water and Wastewater (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	40. Native Plant Submittal (information provided): (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <ul style="list-style-type: none"> See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	41. Revegetation Site Plan, including Methodology and Techniques
<input type="checkbox"/>	<input type="checkbox"/>	42. Landform Types Maps
<input type="checkbox"/>	<input type="checkbox"/>	43. Cuts and Fills Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	44. Cuts and Fills Site Cross Sections
<input type="checkbox"/>	<input type="checkbox"/>	45. Unstable Slopes / Boulders Rolling Map
<input type="checkbox"/>	<input type="checkbox"/>	46. Bedrock & Soils Map
<input type="checkbox"/>	<input type="checkbox"/>	47. Conservation Area, Scenic Corridor, Vista Corridor Plan
<input type="checkbox"/>	<input type="checkbox"/>	48. Other: <u>COMPOSITE CONCEPTUAL MASTER PLAN</u>

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input type="checkbox"/>	<input type="checkbox"/>	49. Paint Color Drawdowns (digital images): <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input type="checkbox"/>	<input type="checkbox"/>	50. Exterior Building Color & Material Sample Board(s): <ul style="list-style-type: none"> A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board must be submitted prior to DRB Hearing. 8-1/2" x 14" material sample board(s) The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.

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