

REPLAT

# Plat (PP)

## Development Application Checklist Subdivision, and Master Planned Property



### 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.

Project No.: \_\_\_\_\_-PA-\_\_\_\_\_ Key Code: \_\_\_\_\_

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: \_\_\_\_\_ Phone Number: 480-312-\_\_\_\_\_ Coordinator e-mail: \_\_\_\_\_@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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		1. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>		2. Application Fee \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>		3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.</li> </ul>
		4. Request to Submit Concurrent Development Applications (form provided)
		5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
		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)

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**Preliminary Plat Development Application Checklist**

	<p><b>22. Application Narrative</b></p> <ol style="list-style-type: none"> <li>The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>The application narrative shall provide an explanation and justification for any proposed amended development standard(s)</li> <li>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.</li> </ol>
	<p><b>23. Proposed Development Standards / Amended Development Standards</b> (Example provided) (Must adhere to the Maricopa County Recorder requirements)</p>
	<p><b>24. Proposed Covenants, Conditions, and Restrictions (CC&amp;R’S)</b></p>
	<p><b>25. Proposed Development Agreement</b> (shared facilities, etc.) (Must adhere to the Maricopa County Recorder requirements)</p>
	<p><b>26. Context Aerial with the proposed site improvements superimposed</b> 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: 750-foot radius from site ¼-mile radius from site (lots greater than 1 acre) Other: _____</p>
	<p><b>27. REPLAT Plat</b></p>
	<p><b>28. Site Plan</b></p>
	<p><b>29. Open Space Plan (Site Plan Worksheet)</b> (Example Provided)</p>
	<p><b>30. Site Cross Sections</b></p>
	<p><b>31. Construction Envelope Plan</b> (ESL Areas)</p>
	<p><b>32. Natural Area Open Space Plan</b> (ESL Areas)</p>
	<p><b>33. Topography and slope analysis plan</b> (ESL Areas)</p>
	<p><b>34. Phasing Plan</b></p>
	<p><b>35. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>(a gray-tone copy of the color Landscape Plan will not be accepted)</li> </ul>
	<p><b>36. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>(a gray-tone copy of the color Hardscape Plan will not be accepted)</li> </ul>
	<p><b>37. Parking Plan</b></p>
	<p><b>38. Parking Master Plan</b> See the city’s <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.</p>
	<p><b>39. Pedestrian and Vehicular Circulation</b></p>
	<p><b>40. Bikeways &amp; Trails Plan</b></p>
	<p><b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p>
	<p><b>42. Community Features (mail kiosk, private street signs, etc.) Elevations and Details</b></p>
	<p><b>43. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p>
	<p><b>44. Exterior Lighting Photometric Analysis</b></p>

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**Preliminary Plat Development Application Checklist**

	<p><b>45. Manufacturer Cut Sheets of All Proposed Lighting</b></p>
	<p><b>46. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p>
	<p><b>47. Drainage Report</b> See Chapter 4 of the city’s <u>Design Standards &amp; 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.</p> <ul style="list-style-type: none"> <li>Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
	<p><b>48. Master Drainage Plan</b> See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans.</p> <ul style="list-style-type: none"> <li>See handout submittal instructions</li> </ul>
	<p><b>49. Final Basis of Design Report for Water</b> See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. Must include preliminary design parameters of special infrastructure, such as PRV and/or booster pump station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans.</p>
	<p><b>50. Final Basis of Design Report for Wastewater</b> See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. Must include preliminary design parameters of special infrastructure, such as sewer lift station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans.</p>
	<p><b>51. Conduit Plan</b></p> <ul style="list-style-type: none"> <li>Show size of conduit and route from existing street right-of-way to booster pump station or sewer lift station.</li> </ul>
	<p><b>52. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>Show location of sample stations on the preliminary plat.</li> </ul>
	<p><b>53. Approval For Fountains Or Water Features from the Water Conservation Office</b> Please contact Water Resources at 480-312-5650, <a href="mailto:waterconservation@scottsdaleaz.gov">waterconservation@scottsdaleaz.gov</a></p> <ul style="list-style-type: none"> <li>① copy of the approval from the Water Conservation Office</li> </ul>
	<p><b>54. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided) Please review the city’s Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report must include all required exhibits, and plans.</p> <p>Category 1 Study Category 2 Study Category 3 Study</p>
	<p><b>55. Native Plant Submittal</b> (information provided): (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> <li>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
	<p><b>56. Revegetation Site Plan, including Methodology and Techniques</b></p>

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**Preliminary Plat Development Application Checklist**

		<b>57. Landform Types Maps</b>
		<b>58. Cuts and Fills Site Plan</b>
		<b>59. Cuts and Fills Site Cross Sections</b>
		<b>60. Composite Factors Map</b>
		<b>61. Unstable Slopes / Boulders Rolling Map</b>
		<b>62. Geotechnical Report</b>
		<b>63. Bedrock &amp; Soils Map</b>
		<b>64. Conservation Area, Scenic Corridor, Vista Corridor Plan</b>
		<b>65. Other:</b> _____ _____ _____

**PART III – SAMPLES & MODELS**

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
		<b>66. Paint Color Drawdowns</b> (digital images): <ul style="list-style-type: none"> <li>• 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>
		<b>67. Exterior Building Color &amp; Material Sample Board(s):</b> <ul style="list-style-type: none"> <li>• A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board must be submitted prior to DRB Hearing.</li> <li>• 8-1/2" x 14" material sample board(s) The material sample board shall include the following:               <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2"x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> </ul>
		<b>68. Other:</b> _____ _____ _____

**PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION**

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
		<b>69. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>70. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
		<b>71. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>

**Preliminary Plat Development Application Checklist**

		<p><b>72. Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your project coordinator is preparing the public hearing report(s). Your project coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.</p>
		<p><b>73. Other</b> _____          _____          _____</p>
		<p><b>74. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b></p> <p><b>Coordinator Name (print):</b> _____ <b>Phone Number: 480-312-</b> _____</p> <p><b>Coordinator e-mail:</b> _____ <b>@scottsdaleaz.gov</b> <b>Date:</b> _____</p> <p><b>Coordinator Signature:</b> <u><i>Cari Melton</i></u></p> <p><b>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</b></p> <p>This application needs a: <span style="float:right">New Project Number, or A New Phase to an old Project Number: _____</span></p> <p><b>Required Notice</b>          Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the city’s applicable administrative policies available at the Planning and Development Services’ One Stop Shop, or from the city’s website:  <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></p> <p>Planning and Development Services          One Stop Shop          Planning and Development Services Director          7447 E. Indian School Rd, Suite 105          Scottsdale, AZ 85251          Phone: (480) 312-7000</p>

# Development Application Process

## Enhanced Application Review Development Review (DR & PP)

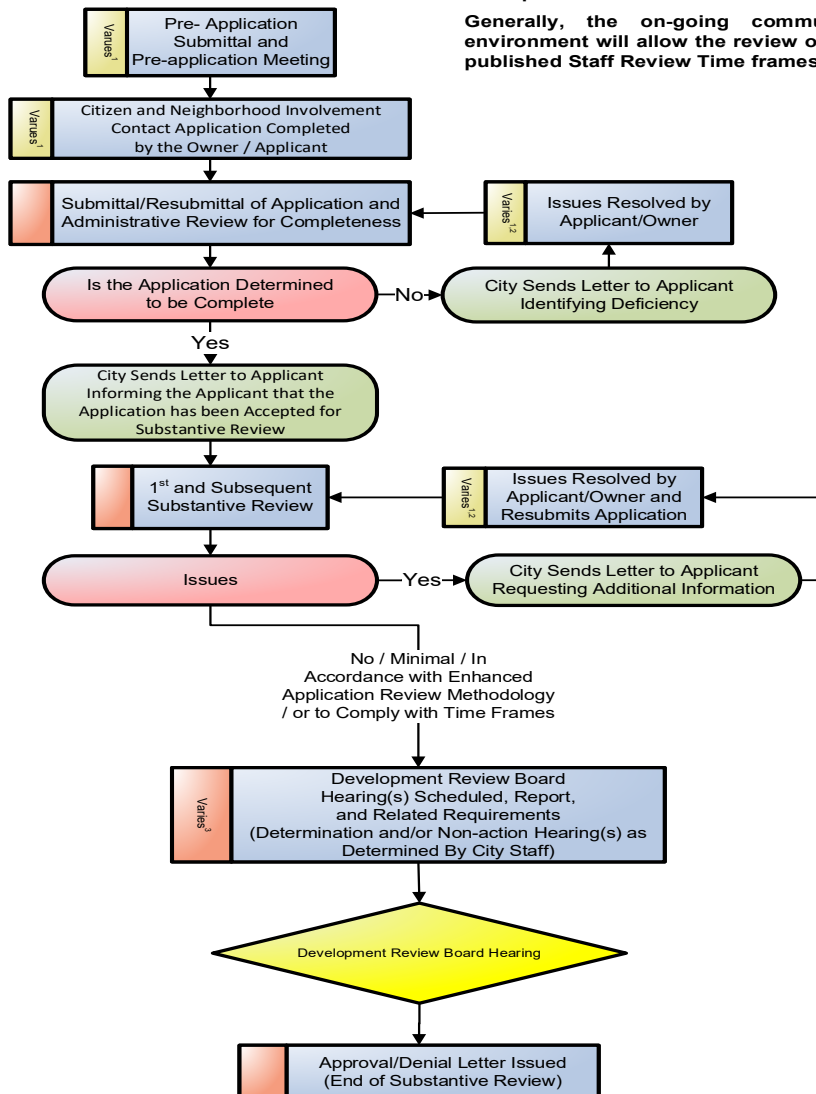


### Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



#### Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
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# Development Application Process

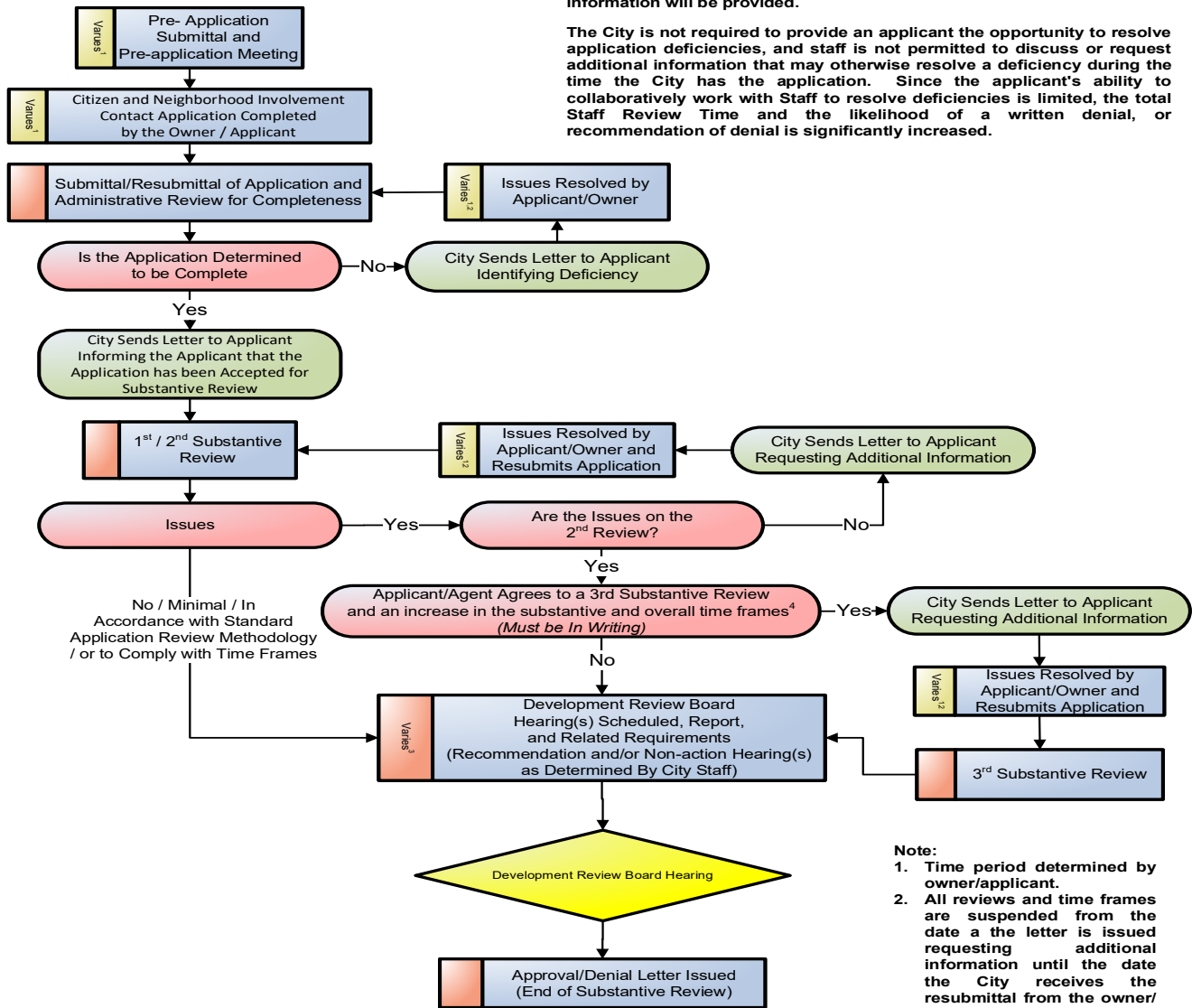
## Standard Application Review Development Review (DR & PP)



### Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



### Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

### Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	

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# Development Application



### Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Land Divisions
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Subdivision (PP)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Subdivision (Minor) (MD)
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Wash Modification (WM)	<input type="checkbox"/> Land Assemblage
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Historic Property (HP)	<b>Other</b>
<input type="checkbox"/> Development Agreement (DA)	<b>Wireless Communication Facilities</b>	<input type="checkbox"/> Annexation/De-annexation (AN)
<b>Exceptions to the Zoning Ordinance</b>	<input type="checkbox"/> Small Wireless Facilities (SW)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Minor Amendment (MN)	<input type="checkbox"/> Type 2 WCF DR Review Minor (SA)	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	<b>Signs</b>	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance/Accommodation/Appeal (BA)	<input type="checkbox"/> Master Sign Program (MS)	<b>Other Application Type Not Listed</b>
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Community Sign District (MS)	<input type="checkbox"/> Other: _____

**Project Name:** \_\_\_\_\_

**Property's Address:** \_\_\_\_\_

**Property's Current Zoning District Designation:**

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

<b>Owner:</b>	<b>Agent/Applicant:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> _____ <b>Fax:</b> _____	<b>Phone:</b> _____ <b>Fax:</b> _____
<b>E-mail:</b>	<b>E-mail:</b>
<b>Designer:</b>	<b>Engineer:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> _____ <b>Fax:</b> _____	<b>Phone:</b> _____ <b>Fax:</b> _____
<b>E-mail:</b>	<b>E-mail:</b>

**Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).**

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

**Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Agent/Applicant Signature

**Official Use Only**      Submittal Date: \_\_\_\_\_      Development Application No.: \_\_\_\_\_

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# Development Application

## Review Methodologies



### Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

#### **1. Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### **2. Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

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# Development Application

## Arizona Revised Statutes Notice



### **§9-834. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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