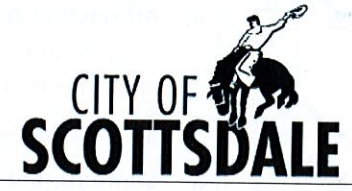


# Preliminary Plat (PP) Development Application Checklist Subdivision, and Master Planned Property



### Minimal 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 rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, 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 Preliminary Plat Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 10 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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. The City's full-service Records Department can assist.

### 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"/>	<input type="checkbox"/>	1. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>1,270 + 20/LOT</u> (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"> <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 review under the Standard Application Review methodology.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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## Preliminary Plat Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. <b>Affidavit of Authorization to Act for Property Owner</b> (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 type="checkbox"/>	7. <b>Appeals of Required Dedications or Exactions</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – ① copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. <b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. <b>Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)</li> <li>• Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. <b>Preliminary Plat Notification Affidavit</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. <b>Request for Site Visits and/or Inspections Form</b> (form provided)
		13. <b>Addressing Requirements</b> (form provided)
		14. <b>Design Guidelines</b> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> <b>Design Standards and Policies Manual</b>  <input checked="" type="checkbox"/> <b>MAG Supplements</b> </div> <div style="width: 45%;"> <input type="checkbox"/> <b>Environmentally Sensitive Land Ordinance</b>  <small>(see Zoning Ordinance)</small> </div> </div> <ul style="list-style-type: none"> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. <b>Public Participation Process Requirements</b> (see Attachment A)
		16. <b>Request for Neighborhood Group Contact information</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	17. <b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (example provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copy of the set of prints</li> <li>• See the attached <u>Photo Exhibit of Existing Conditions</u> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - ①① copies of the set of prints (<b>Delayed submittal</b>). 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.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	18. <b>Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Cultural Resources Survey and Report - ③ copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies</li> <li><input type="checkbox"/> Copies of Previous Archaeological Research - ① copy</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	19. <b>Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided. Short form)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>20. ESL Overlay Wash Modifications Development Application</b> (application provided) The ESL Overlay Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat Application.
<b>PART II -- REQUIRED PLANS &amp; RELATED DATA</b>		
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"/>	<input type="checkbox"/>	<b>21. Plan &amp; Report Requirements For Preliminary Plat Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ⑪ copies</li> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>2. The application narrative shall provide and explanation and justification for any proposed amended development standard(s)</li> <li>3. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Proposed Development Standards / Amended Development Standards</b> (Example provided) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ② copies (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>24. Proposed Covenants, Conditions, and Restrictions (CC&amp;R'S)</b> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – ③ copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>25. Proposed Development Agreement</b> (shared facilities, etc.) (Must adhere to the Maricopa County Recorder requirements) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>26. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ④ color copies, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of: <input checked="" type="checkbox"/> 750 foot radius from site _____ 1/4 mile radius from site _____ Other: _____

# Preliminary Plat Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>27. Preliminary Plat</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ①① copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>28. Site Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ①② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>29. Open Space Plan (Site Plan Worksheet) (Example Provided)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>30. Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u></li> </ul>
N/A		<b>31. Construction Envelope Plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>32. Natural Area Open Space Plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>33. Topography and slope analysis plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> </ul>

## Preliminary Plat Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>34. Phasing Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ④ copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>35. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.)</li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>36. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>37. Parking Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>38. Parking Master Plan</b></p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ② copies</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>39. Pedestrian and Vehicular Circulation</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ④ copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>40. Bikeways &amp; Trails Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ③ copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>42. Community Features (mail kiosk, private street signs, etc) Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>43. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>44. Exterior Lighting Photometric Analysis</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>45. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>46. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>47. Drainage Report</b></p> <p>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 shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>48. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets</li> <li>• Digital - ① copy (see handout submittal instructions)</li> </ul>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>49. Final Basis of Design Report for Water</b></p> <p>See the City's <u>Design Standards &amp; 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.</p> <p><b>Submit by one of the options below:</b></p> <ul style="list-style-type: none"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>50. Final Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p><b>Submit by one of the options below:</b></p> <ul style="list-style-type: none"> <li>• Email (see handout submittal instructions)</li> <li>• CD/DVD</li> <li>• 8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>51. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>• Show location of sample stations on the preliminary plat.</li> <li>• Fax 8 1/2" x 11" copy of the preliminary plat with sampling stations to Water Resources 480-312-5650</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>52. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</b></p> <p>Please contact Elisa Klien at 480-312-5670</p> <ul style="list-style-type: none"> <li>• ① copy of the approval from the Water Conservation Office</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>53. Transportation Impact &amp; Mitigation Analysis (TIMA) (information provided)</b></p> <p>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 shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> </ul> <ul style="list-style-type: none"> <li>• Email (see handout instructions)</li> <li>• 8-1/2" x 11" - ③ copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets</li> </ul>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>54. Native Plant Submittal:</b> (information provided)</p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u>.</li> </ul> <p>(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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>55. Revegetation Site Plan, including Methodology and Techniques</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>56. Landform Types Maps</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>57. Cuts and Fills Site Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>58. Cuts and Fills Site Cross Sections</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>59. Composite Factors Map</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>60. Unstable Slopes / Boulders Rolling Map</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>61. Geotechnical Report</b></p> <ul style="list-style-type: none"> <li>Email (see handout instructions)</li> <li>8 ½" x 11" – ① copy of the Geotechnical Report including full size plans/maps in pockets.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>62. Bedrock &amp; Soils Map</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>63. Conservation Area, Scenic Corridor, Vista Corridor Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>64. Other:</b></p> <hr/> <p><input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u></p> <p><input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction)</p> <p><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</p> <p><input type="checkbox"/> Digital – ① copy (see handout instructions)</p>

### 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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>65. Paint Color Drawdowns</b></p> <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>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>66. Other:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### 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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>67. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>643</u>-PA-<u>2018</u>.</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>68. Submit all items indicated on this checklist pursuant to the submittal requirements.</b></p>

### Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov



## Preliminary Plat Application Checklist

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.

This application need a:  New Project Number, or

A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

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:

<http://www.scottsdaleaz.gov/building-resources/forms>

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

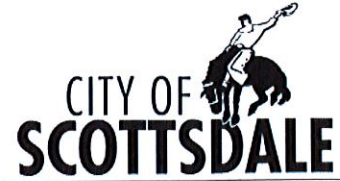
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# Development Applications Process

## Enhanced Application Review

### Development Review (DR and PP)

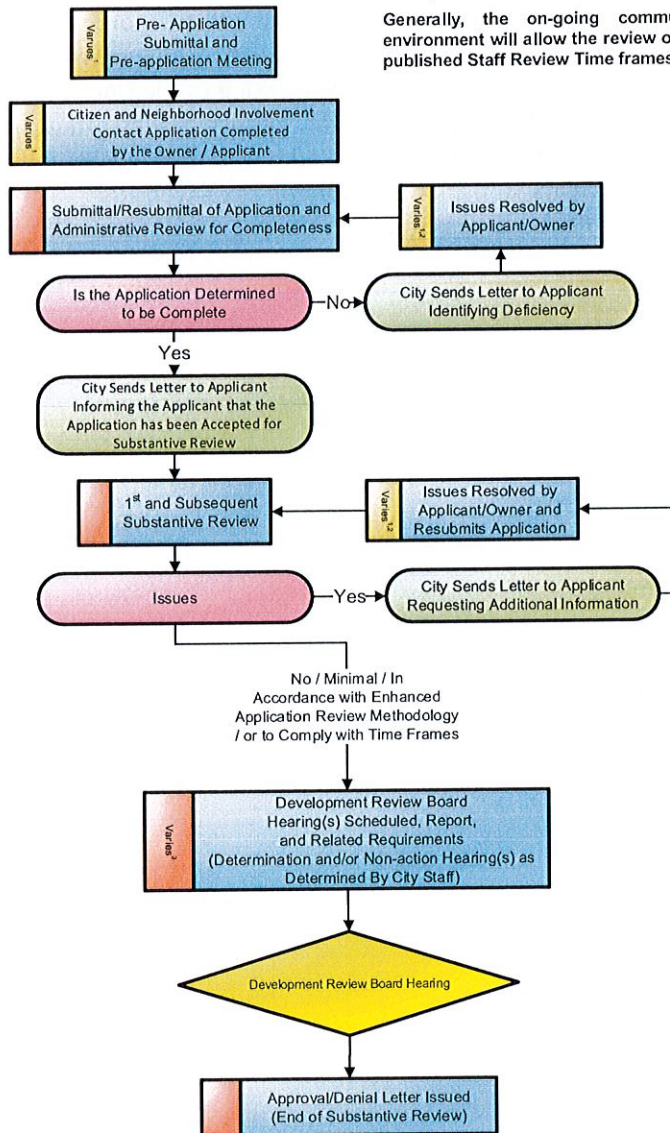


#### Enhanced Application Review Methodology

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 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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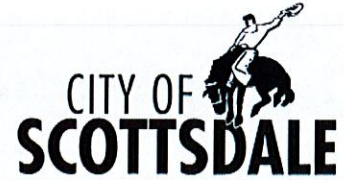
## Planning and Development Services

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# Development Applications Process

## Standard Application Review

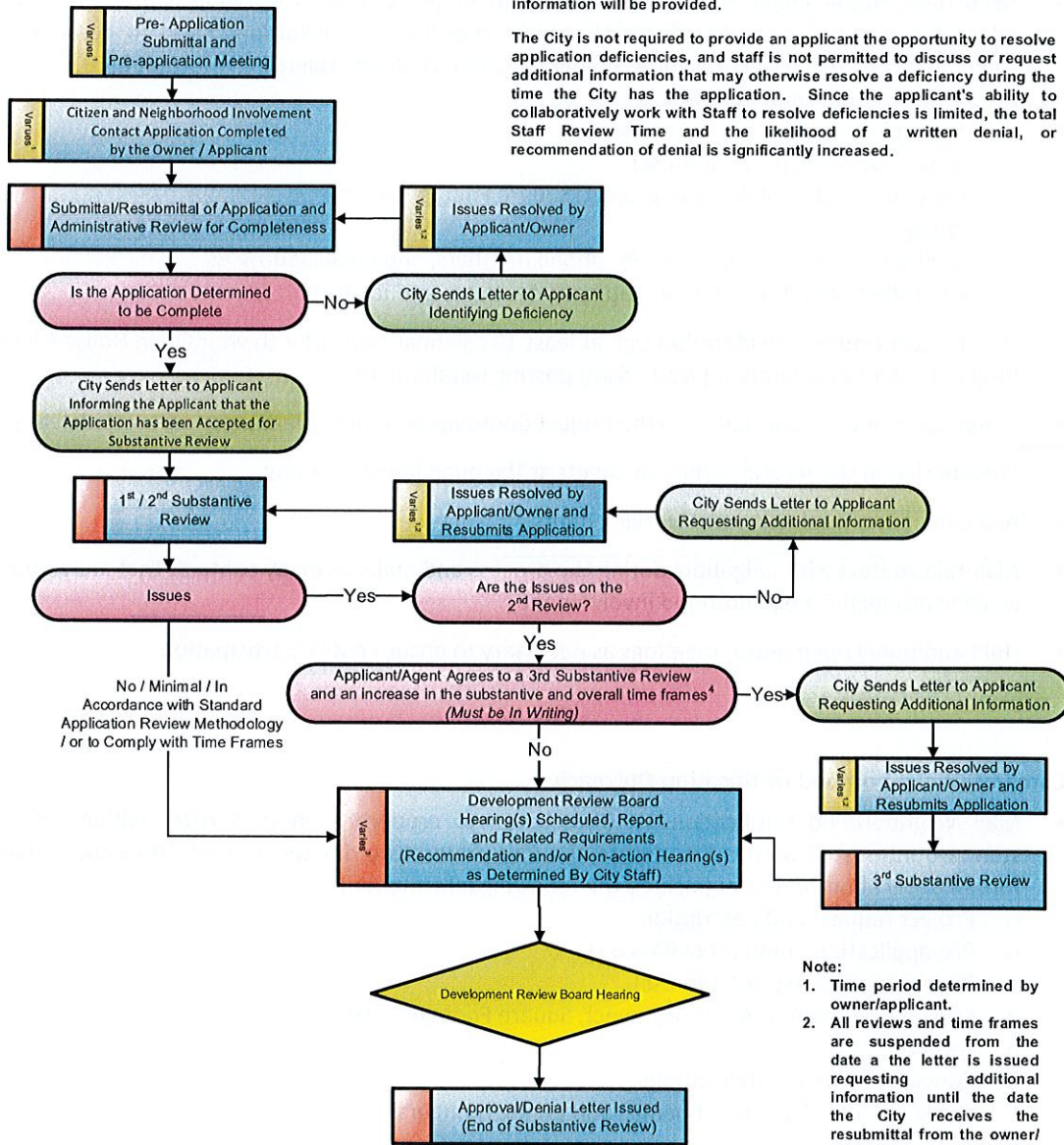
### Development Review (DR and PP)



**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 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days. Two 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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## Planning and Development Services

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# Public Participation - DR, PP



Public participation ensures early notification and involvement prior to the filing of a formal application, which is an integral component of Scottsdale's public hearing process.

**Step 1: Complete Neighborhood Involvement Outreach**

**Hold a minimum of 1 Open House Meeting prior to formal application submittal**

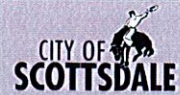
- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the City's interested parties list, and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

**Complete Neighborhood Notification Outreach**

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Conceptual site plan/elevations
  - Applicant and City contact names and phone numbers

# Public Participation - DR, PP



**Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

**City will post public hearing sign notices and provide other public notification**

- Mailing out postcards to property owners within 750 feet
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers