

Development Review Minor (SA)

Administrative Staff Approval

Development Application Checklist

**Official Use:**

City Staff Contact: _____

Phone: _____

Staff Signature: _____

Email: _____

<input checked="" type="checkbox"/> Completed Application (this form) and Application Fee – \$ _____ (fee subject to change every July)	Landscape Plan (____ copy(ies) – indicate location of existing and new plants, location and dimension of paving, a plant palette with names, symbols, sizes, spacing & quantities, and open space/landscaping calculations.
Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below	
Request to Submit Concurrent Development Applications	Cross Sections – for all cuts and fills applications
Signed Owner Certification Acknowledging Receipt of Notice of Right to Appeal Exactions and Deductions	Conceptual Grading & Drainage Plan – show existing, proposed drainage flows, channels, retention, etc.
Request for Site Visits and/or Inspections form	Copy of Liquor License Application (for all bars or restaurants patio applications)
Narrative – describing nature of request	
Homeowners or Property Owners Association Approval	Airport Vicinity Development Checklist
Color photographs of site – include area of request	
Site plan (____ copy(ies) indicate the extent and location of additions, buildings and other structures, dimensions of existing and proposed structures, sidewalks, and/or driveways as well as any required setbacks.	Floor Plan(s) – show additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction.
Material Samples – color chips, awning fabric, glazing, etc.	Exterior Lighting – provide cut sheets, details and photometrics for any proposed lighting.
Elevation Drawings or Color Photo simulations (____ copy(ies) – of additions, buildings, or other changes with materials and colors noted and keyed	Other: _____


Submittal Requirements:Please submit materials requested below. **All digital files must be uploaded in PDF format.**

Project No.: _____ -PA- _____ Key Code: _____

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>**Project Name:** _____**Property's Address:** _____**A.P.N.:** _____**Property's Zoning District Designation:** _____**Application Request:** _____

Owner: _____	Applicant: _____
Company: FMT Scottsdale Owner, LLC c/o Strategic Hotels & Resorts	Company: _____
Address: 150 N Riverside Plaza, Suite 4270 Chicago, IL 60606	Address: 4265 Conant Street, Suite 101 Long Beach, CA 90808
Phone: _____ Fax: _____	Phone: _____ Fax: _____
E-mail: _____	E-mail: _____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):**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
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Planning and Development Services

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