

Development Review Board (DRB)

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.: 128 -PA- 2022 Key Code: 4Y330

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, 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: Wayland Barton Phone Number: 480-312- 2817 Coordinator e-mail: wbarton @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 checked="" type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>1,900.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" 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.
<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)
<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)

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<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 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. Request for Site Visits and/or Inspections Form (form provided)		
		12. Addressing Requirements (form provided)		
		13. Design Guidelines <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail Guidelines <input type="checkbox"/> Gas Station & Convenience Store Guidelines <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Old Town Scottsdale Urban Design and Architectural Guidelines <input type="checkbox"/> Greater Phoenix Metro Green Infrastructure Handbook <input type="checkbox"/> Golf Course Guidelines </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design Guidelines <input checked="" type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants Guidelines <input checked="" type="checkbox"/> Lighting Design Guidelines <input checked="" type="checkbox"/> Shading Guidelines <input checked="" type="checkbox"/> Self-Storage Facilities Design Guidelines <input type="checkbox"/> Desert Park Guidelines <input type="checkbox"/> Canal Design Guidelines </td> </tr> </table> <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"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail Guidelines <input type="checkbox"/> Gas Station & Convenience Store Guidelines <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Old Town Scottsdale Urban Design and Architectural Guidelines <input type="checkbox"/> Greater Phoenix Metro Green Infrastructure Handbook <input type="checkbox"/> Golf Course Guidelines	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design Guidelines <input checked="" type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants Guidelines <input checked="" type="checkbox"/> Lighting Design Guidelines <input checked="" type="checkbox"/> Shading Guidelines <input checked="" type="checkbox"/> Self-Storage Facilities Design Guidelines <input type="checkbox"/> Desert Park Guidelines <input type="checkbox"/> Canal Design Guidelines
<input type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail Guidelines <input type="checkbox"/> Gas Station & Convenience Store Guidelines <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input type="checkbox"/> Old Town Scottsdale Urban Design and Architectural Guidelines <input type="checkbox"/> Greater Phoenix Metro Green Infrastructure Handbook <input type="checkbox"/> Golf Course Guidelines	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design Guidelines <input checked="" type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants Guidelines <input checked="" type="checkbox"/> Lighting Design Guidelines <input checked="" type="checkbox"/> Shading Guidelines <input checked="" type="checkbox"/> Self-Storage Facilities Design Guidelines <input type="checkbox"/> Desert Park Guidelines <input type="checkbox"/> Canal Design Guidelines			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14. Public Participation Process Requirements (see Attachment A)		
		15. Request for Neighborhood Group Contact information (form provided)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Photo Exhibit of Existing Conditions (form provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. <ul style="list-style-type: none"> • 8-1/2" x 11" - ⑥ copies of the set of prints (Delayed submittal). At the time your project coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the Determination Letter. 		
<input type="checkbox"/>	<input type="checkbox"/>	17. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. 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 checked="" type="checkbox"/> Long Form (including full-size site plan at a 1" = 20' scale and elevation plan submitted to Aviation Staff for review) <input checked="" type="checkbox"/> Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp) <input type="checkbox"/> Aviation Fuel Dispensing Application Form 		
<input type="checkbox"/>	<input type="checkbox"/>	19. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.		

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<input type="checkbox"/>	<input type="checkbox"/>	20. International Green Construction Code (IgCC) and Energy Compliance Report The above referenced requirements may be found on the city's website at: https://www.scottsdaleaz.gov/green-building-program/green-codes
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 Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22. Application Narrative <ol style="list-style-type: none"> The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (form provided) 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. Design Guideline Conformance. The application narrative shall specify through narrative and/or graphical exhibits how the proposal addresses the Design Guidelines marked on DRB Development Application Checklist item number 13 (above).
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23. Context Aerial with the proposed site improvements superimposed 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: <ul style="list-style-type: none"> <input type="checkbox"/> 750-foot radius from site <input checked="" type="checkbox"/> ¼-mile radius from site (lots greater than 1 acre) <input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	24. Site Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Preliminary Grading and Drainage Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26. Refuse Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	28. Open Space Plan (Site Plan Worksheet) (Example Provided)
<input type="checkbox"/>	<input type="checkbox"/>	29. Site Cross Sections
<input type="checkbox"/>	<input type="checkbox"/>	30. Natural Area Open Space Plan (ESLO Areas)
<input type="checkbox"/>	<input type="checkbox"/>	31. Topography and slope analysis plan (ESLO Areas)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. Phasing Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	33. Landscape Plan <ul style="list-style-type: none"> (a gray-tone copy of the color Landscape Plan will not be accepted)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	34. Hardscape Plan <ul style="list-style-type: none"> (a gray-tone copy of the color Hardscape Plan will not be accepted)
<input type="checkbox"/>	<input type="checkbox"/>	35. Transitions Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Parking Plan INCLUDED ON SITE PLAN
<input type="checkbox"/>	<input type="checkbox"/>	37. Parking Master Plan 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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38. Pedestrian and Vehicular Circulation
<input type="checkbox"/>	<input type="checkbox"/>	39. Bikeways & Trails Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40. Building Elevations <ul style="list-style-type: none"> (a gray-tone copy of the color Elevations will not be accepted)

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<input type="checkbox"/>	<input type="checkbox"/>	41. Building Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	42. Perspectives
<input type="checkbox"/>	<input type="checkbox"/>	43. Streetscape Elevation(s)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	44. Wall Elevations and Details and/or Entry Feature Elevations and Details
<input type="checkbox"/>	<input type="checkbox"/>	45. Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	46. Floor Plan Worksheet(s) Required for restaurants, bars or development containing there-of, and multi-family developments.
<input type="checkbox"/>	<input type="checkbox"/>	47. Roof Plan Worksheet(s)
<input type="checkbox"/>	<input type="checkbox"/>	48. Demolition Plan
<input type="checkbox"/>	<input type="checkbox"/>	49. Sign Details
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50. Exterior Lighting Site Plan (including exterior building mounted fixtures)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	51. Exterior Lighting Photometric Analysis (policy provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	52. Manufacturer Cut Sheets of All Proposed Lighting
<input type="checkbox"/>	<input type="checkbox"/>	53. Cultural Improvement Program Plan <input type="checkbox"/> Conceptual design of location <ul style="list-style-type: none"> • Approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) <input type="checkbox"/> Narrative explanation of the methodology to comply with the requirement/contribution.
<input type="checkbox"/>	<input type="checkbox"/>	54. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	55. Master Thematic Architectural Character Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	56. Drainage Report See Chapter 4 of the city's Design Standards & Policies Manual 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 type="checkbox"/>	<input type="checkbox"/>	57. Master Drainage Plan See the city's Design Standards & Policies Manual 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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58. Final Basis of Design Report for Water See the city's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. Must include detailed design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The report must include all required exhibits and plans.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	59. Final Basis of Design Report for Wastewater See the city's Design Standards & Policies Manual for specific submittal and content requirements for Design Report for Wastewater. Must include detailed design parameters of special infrastructure, such as sewer lift station if required to serve the development. The report shall be bound and must include all required exhibits and plans.

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60. Fire Flow Test
<input type="checkbox"/>	<input type="checkbox"/>	61. Water Sampling Station <ul style="list-style-type: none"> Show location of sample stations on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	62. Approval For Fountains Or Water Features from the Water Conservation Office Please contact Water Resources at 480-312-5650, waterconservation@scottsdaleaz.gov <ul style="list-style-type: none"> Approval from the Water Conservation Office
<input type="checkbox"/>	<input type="checkbox"/>	63. Native Plant Submittal: Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	64. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the city’s Design Standards & 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. <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study
<input type="checkbox"/>	<input type="checkbox"/>	65. Revegetation Site Plan, including Methodology and Techniques
<input type="checkbox"/>	<input type="checkbox"/>	66. Cuts and Fills Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	67. Cuts and Fills Site Cross Sections
<input type="checkbox"/>	<input type="checkbox"/>	68. Environmental Features Map
<input type="checkbox"/>	<input type="checkbox"/>	69. Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	70. Unstable Slopes / Boulders Rolling Map
<input type="checkbox"/>	<input type="checkbox"/>	71. Bedrock & Soils Map
<input type="checkbox"/>	<input type="checkbox"/>	72. Conservation Area, Scenic Corridor, Vista Corridor Plan
<input type="checkbox"/>	<input type="checkbox"/>	73. Other: _____

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 checked="" type="checkbox"/>	<input type="checkbox"/>	74. Color Cards or Paint Color Drawdowns (digital images) <ul style="list-style-type: none"> 1 set of 5" x 7" (min. size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. 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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<input type="checkbox"/>	<input type="checkbox"/>	76. Electronic Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within: <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
<input type="checkbox"/>	<input type="checkbox"/>	77. Electronic Detail Model: Scaled model indicating building masses on the site plan and the mass of any building within: <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		78. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	79. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	80. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	81. Delayed Submittal. 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.
<input type="checkbox"/>	<input type="checkbox"/>	82. Other _____ _____ _____ _____ _____ _____ _____
		83. If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): <u>Wayland Barton</u> Phone Number: <u>480-312-2817</u> Coordinator e-mail: <u>wbarton</u> @scottsdaleaz.gov Date: <u>2/17/2022</u> Coordinator Signature: <u></u> 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 needs a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> 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/planning-development/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

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 checked="" 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)	Other
<input type="checkbox"/> Development Agreement (DA)	Wireless Communication Facilities	<input type="checkbox"/> Annexation/De-annexation (AN)
Exceptions to the Zoning Ordinance	<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)	Signs	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance/Accommodation/Appeal (BA)	<input type="checkbox"/> Master Sign Program (MS)	Other Application Type Not Listed
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Community Sign District (MS)	<input type="checkbox"/> Other: _____

Project Name: _____

Property's Address: 7410 E. Sutton Dr. Scottsdale, AZ 85260

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.


Owner: Reginald Leach	Agent/Applicant: Kurt Jones
Company: Arizona Conference Corp of SDA	Company: Tiffany & Bosco, P.A.
Address: 13405 N. Scottsdale Road	Address: 2525 E. Camelback Road, Seventh Floor
Phone: 480.991.6777 Fax:	Phone: 602.452.2729 Fax:
E-mail: rleach@azconference.org	E-mail: kajones@tblaw.com
Designer: Mark S. Cone AIA	Engineer: Larry Talbott, PE
Company: LGE Design Group	Company: Hunter Engineering
Address: 4925 Greenville Avenue, Dallas, TX 75206	Address: 5600 Greenwood Plaza Blvd, Suite 200, Greenwood Village, CO 80111
Phone: 469-498-0998 Fax:	Phone: 720-868-5066 Fax:
E-mail: markc@lgedesigngroup.com	E-mail: ltalbott@hunterengineeringpc.com

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 applications¹ 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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Request To Submit Concurrent Development Applications

Acknowledgment and Agreement



The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input checked="" type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Owner: Reginald Leach

Company: Arizona Conference of SDA

Address: 13405 N. Scottsdale Road, Scottsdale, AZ 85254

Phone: 480.991.6777

Fax: _____

E-mail: rleach@azconference.org

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to an another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): Reginald Leach

Title: Treasurer

Reginald Leach
Signature

Date: 5-5-2022

Official Use Only:

Request: Approved or Denied

Submittal Date: _____

Staff Name (Print): _____

Staff Signature: _____

Date: _____

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • www.ScottsdaleAZ.gov

Affidavit of Authorization to Act for Property Owner

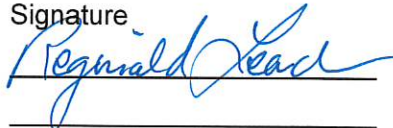


1. This affidavit concerns the following parcel of land:

- a. Street Address: 7410 E. Sutton Dr
- b. County Tax Assessor's Parcel Number: 175-04-002A
- c. General Location: NEC of Sutton & Scottsdale Rd.
- d. Parcel Size: 75+/-
- e. Legal Description: See attached

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

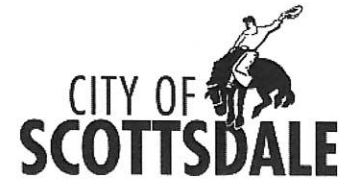
- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)	Date	Signature
<u>Reginald Leach</u>	<u>5-5</u> , 20 <u>22</u>	<u></u>
<u>Kurt Jones</u>	_____, 20 <u>22</u>	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

Planning and Development Services

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

Appeals of Dedication, Exactions or Zoning Regulations



Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decision.

Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial *nevo* with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk
3939 Drinkwater Blvd
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

Planning and Development Services

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

**Owner Certification
Acknowledging Receipt
Of
Notice Of Right To Appeal
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

7410 E. Sutton Dr. Scottsdale, AZ 85260

(address where development approval, building permits, or city required improvements and dedications are being required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Scottsdale as part of my property development on the parcel listed in the above address.

Reginald Leach, Treasurer
Signature of Property Owner

5-5-2022
Date

Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 128 -PA- 2022

Project Name: _____

Project Address: 7410 E. Sutton Dr. Scottsdale, AZ 85260

STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: Reginald Leads Treasurer

Print Name

Reginald Leads

Signature

City Use Only:

Submittal Date: _____ Case number: _____

Planning and Development Services

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



SCOTTSDALE AIRPORT VICINITY DEVELOPMENT LONG FORM

For development projects with taxilane access and/or parcels adjacent to airport property

The owner of developments within the Airport Influence Area shall complete forms required by the City and Scottsdale Airport to comply with the Scottsdale Revised Code, Chapter 5 – Aviation and the Airpark Rules and Regulations; and submit the completed forms with final plans to the assigned city project manager.

Project Name: Scottsdale & Thunderbird	Pre-App: 128-PA-2022
Site Address: Scottsdale Rd & Thunderbird Rd	
Contact name: Kurt A. Jones	Phone: (602) 452-2729

1. HEIGHT ANALYSIS, CH. 5, SEC. 5-354. GENERAL REQUIREMENTS

- Applicants must conduct a height analysis for all projects located within 20,000 feet of Scottsdale Airport.
- Complete a height analysis for all structures, appurtenances or construction equipment through the FAA at: <https://oeaaa.faa.gov/oeaaa/external/portal/jsp>, click on the Notice Criteria Tool (left side). If you do not exceed criteria, submit this FAA response from the website with your packet or you must complete step 2.

IF required by FAA, complete Step 2

- Submit an FAA form 7460-1 Notice of Proposed Construction or Alteration for review and determination. Please allow about 45 days for this process. A copy of the FAA's response will be required prior to final plan approval.

2. TAXILANE ACCESS REVIEW, AIRPARK RULES AND REGULATIONS

- Submit a full-size site plan** at a 1"= 20' scale and elevation plan for aviation staff review. The plans must depict the following: **Taxilane centerline, proposed based aircraft (if known), hangar space dimensions, staging area dimensions, vehicle access path and gate.**
- A staging area shall be greater than or equal to the size of the largest hangar on the site per *Definitions section*.
 - Also proposed parcel site must include enough hangar space for each proposed aircraft to fit simultaneously inside. Sec. 310.

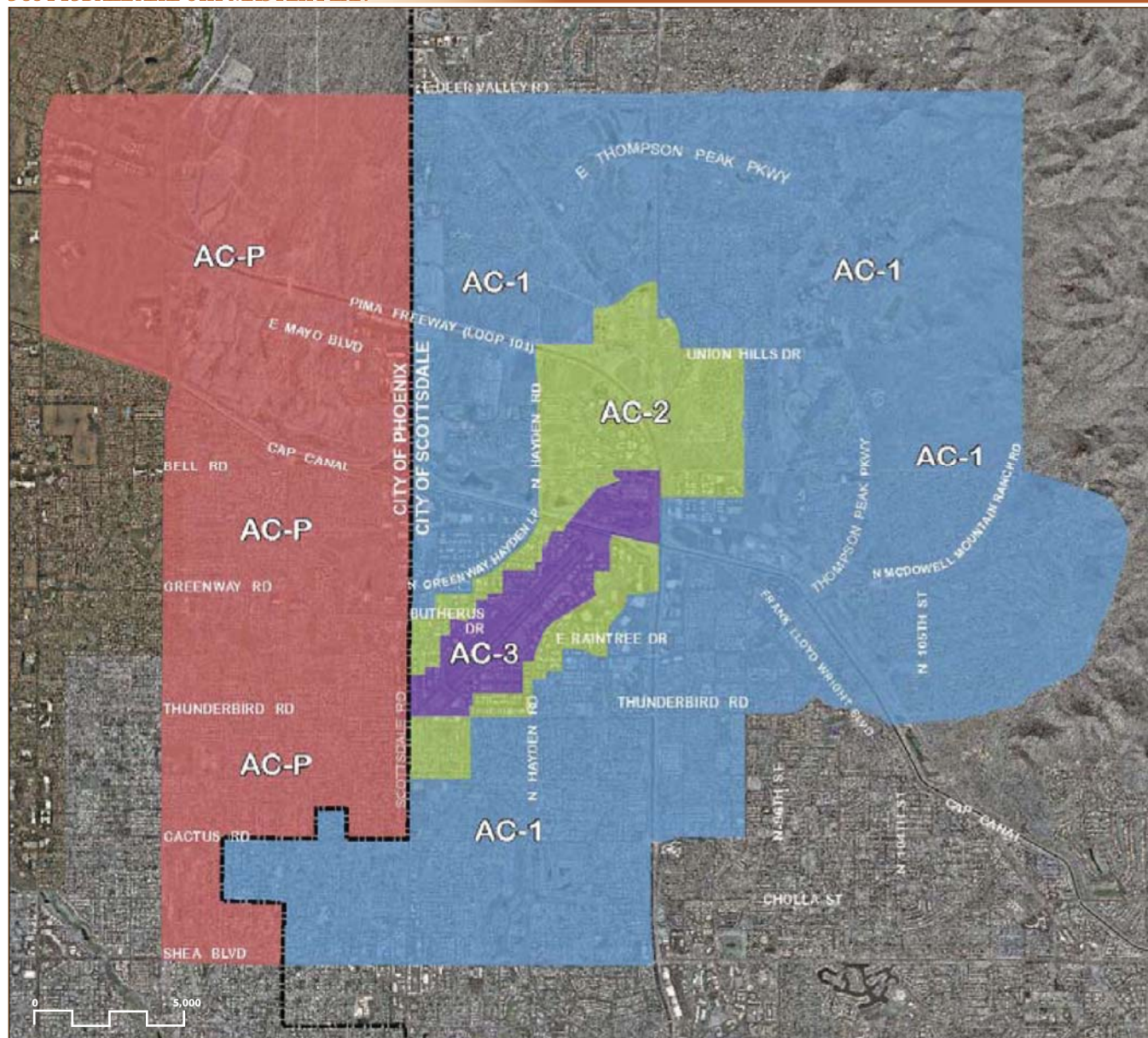
- The taxilane easement safety area must be a weight-bearing surface. Gravel for ground cover is discouraged, and if requested, must be between 2" -3" diameter. *FAA Advisory Circular Airport Design.*
 - The Maximum Recommended Wingspan for aircraft stored in the airpark is 66 feet or less as stated in the *Airpark Rules and Regulations, Sec. 206*
 - Vehicular access to hangar/staging area must not traverse taxilane easement and requires a gate. *Sec. 404*
- Existing or proposed fuel facility.** A fuel storage area must be constructed and maintained in accordance with the regulations in *Sec. 511.*
 - Proposed architectural barriers** (buildings, walls, bollards, etc.) that will separate auto parking area and taxilane easement safety area.
 - Drop-offs, objects** exceeding 3" in height or vegetation in the taxilane safety area (50' from airpark taxilane centerline) are not permitted. *FAA Advisory Circular Airport Design.*
 - Exterior lighting locations.** Lighting must be illuminated downward toward taxilane.
 - Landscape plan.** Slope gradients should not exceed 5%; storm water retention is prohibited.
 - Refuse collection dumpster storage locations.** Locate away from aircraft staging, taxilane access points and airport property fence line.
 - Helicopter landing area** (if applicable). Proposed helicopter operations require approval from both the city and FAA and a conditional use permit. A conditional use permit is required by the City of Scottsdale. The FAA requires completion of an FAA 7480-1 Notice of Landing Area Proposal.

3. AIRCRAFT NOISE AND OVERFLIGHT DISCLOSURE, CH. 5, SEC. 5-356 & SECT. 5-357

- Incorporate the Airport Disclosure for Development around Scottsdale Airport language into the CC&Rs or other procedural documents and provide a copy.
- An avigation easement will need to be granted to the city. If not already recorded for property, submit a notarized Avigation Easement form with packet to your project manager.



SCOTTSDALE AIRPORT MASTER PLAN



LEGEND AND TABLE KEY

----- Municipal Boundary

Airport Influence Areas

- AC-1
- AC-2
- AC-3
- AC-P

NP - Not Permitted

P - Permitted with Use Limitations

(1) - Avigation easement required under Sec. 5-357

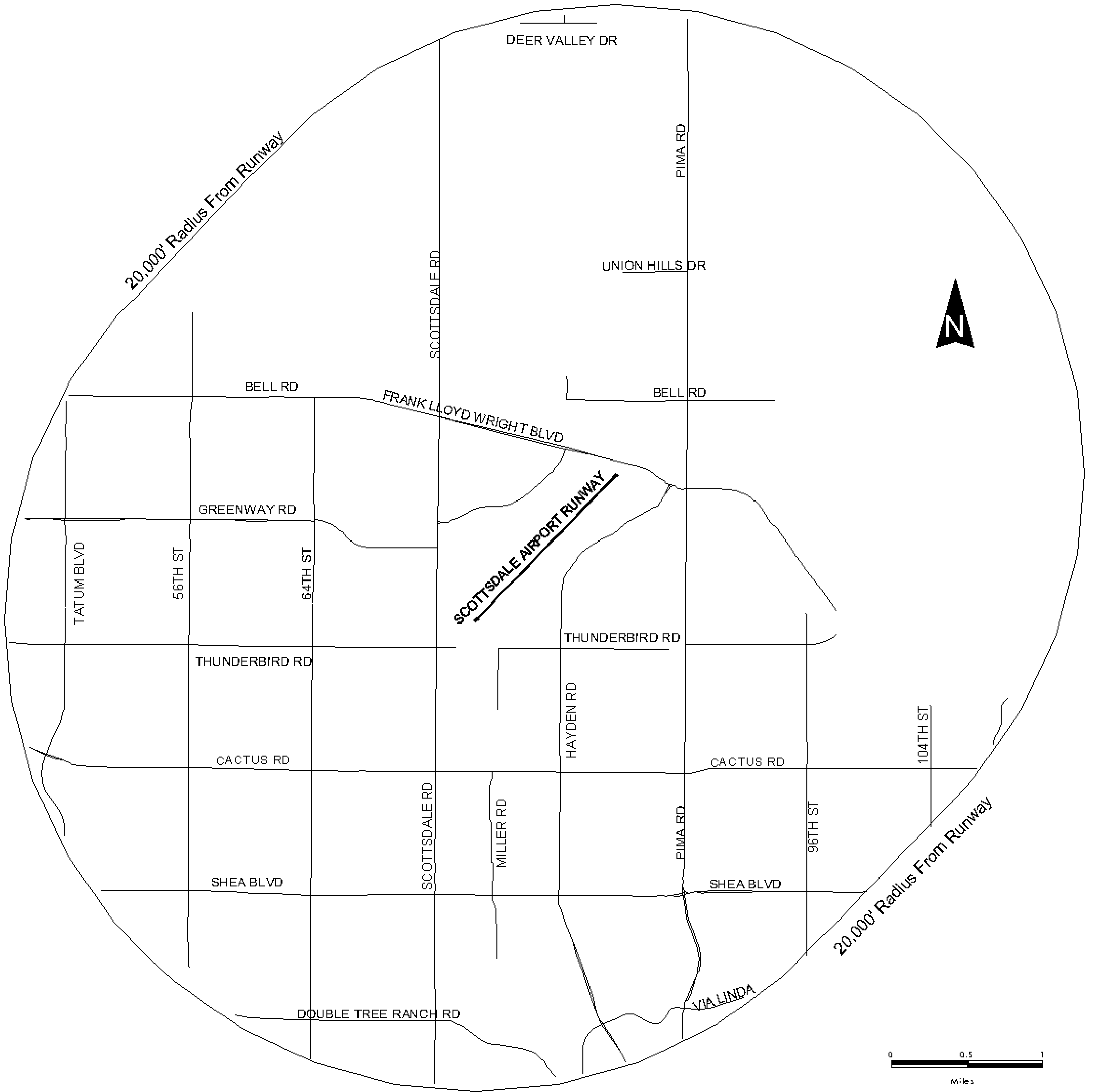
(2) - Noise attenuation required under Sec. 5-358

Noise Sensitive Uses	AC ¹ -3	AC-2	AC-1
Dwelling unit*	NP	P (1) (2)	P (1)
Manufactured home*	NP	P (1) (2)	P (1)
Elementary and secondary school*	NP	P (1) (2)	P (1)
Hospital*	NP	P (1) (2)	P
Travel accommodation*	NP	P (1) (2)	P
Place of worship	NP	P (1) (2)	P (1)
Cultural, civic, and social organization	NP	P (1) (2)	P (1)

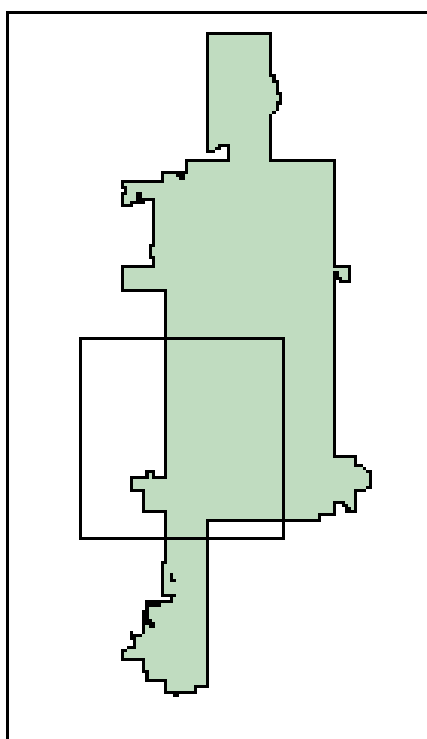
* The terms dwelling unit, manufactured home, elementary and secondary school, hospital and travel accommodation defined in the Basic Zoning Ordinance.

¹ AC - Airport Compatibility District

Scottsdale Airport Vicinity, FAA Notice of Proposed Construction

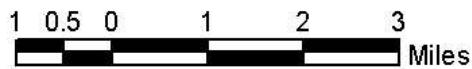
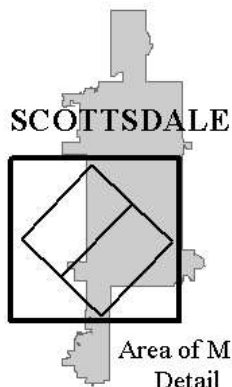
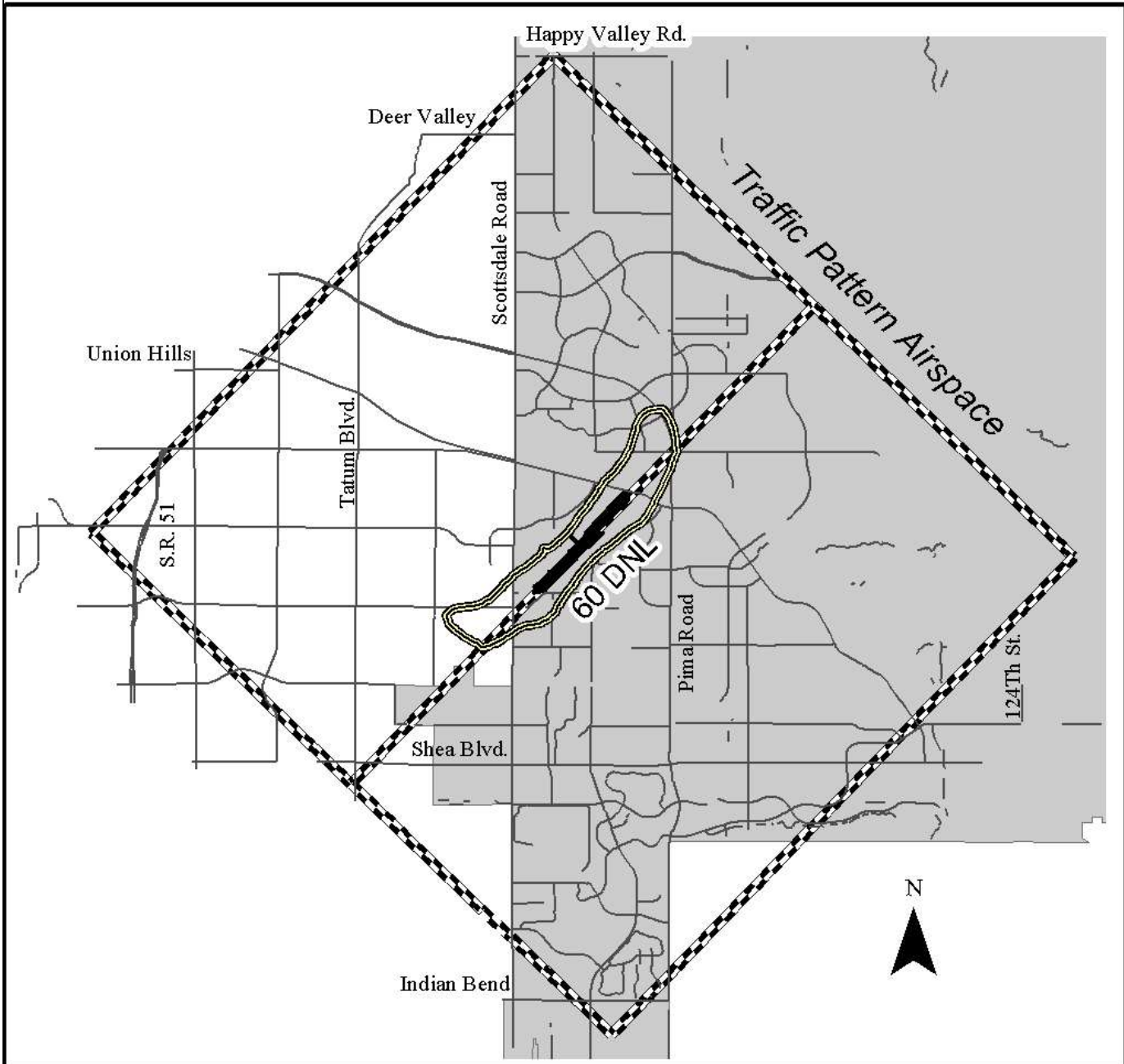


Area Of Detail



INSTRUCTIONS: Proposed temporary cranes or structures which exceed a height of 100:1 slope (100 ft horizontally for 1 foot vertically) from the nearest point of the runway must provide notice to the FAA via a 7460-1 form. Forms are available at the FAA Flight Standards District Office (480 419-0111) or the Scottsdale Airport Administration Office (480 312-2321).

Scottsdale Airport Traffic Pattern Airspace



Map Date: October 18, 2001

SAMPLE FAIR DISCLOSURE FOR DEVELOPMENT AROUND SCOTTSDALE AIRPORT

NOTICE TO PURCHASERS

OF PROXIMITY TO THE SCOTTSDALE AIRPORT

To include in CC&R's or disclosure notice:

Proximity to Airport.

Each Owner of a Lot in the Airport Influence Area identified in Chapter 5 of the Scottsdale Revised Code acknowledges that, as of the date of this notice:

(a) The Lot is close to the Scottsdale Airport (the "Airport"), located generally between Frank Lloyd Wright Boulevard on the north, Pima Road on the east, Thunderbird Road on the south and Scottsdale Road on the west.

(b) The Airport is operated as a general aviation reliever/commercial service airport for Scottsdale and North Phoenix, and used generally for airplanes, jets and helicopters.

(c) Aircraft using the Airport may fly over the Lot and adjacent properties at altitudes that vary for several reasons, including weather conditions, aircraft type, aircraft performance and pilot proficiency.

(d) The majority of takeoffs and landings occur between 6:00 a.m. and 11:00 p.m., but the Airport is open 24 hours each day, so takeoffs and landings may occur at any time.

(e) The number of takeoffs and landings at the Airport average approximately 400 each day, but that number varies and may increase.

(f) Aircraft using the Airport will generate noise, the volume, pitch, amount and frequency of which will vary for several reasons, including weather conditions, aircraft type, aircraft altitude and aircraft number.

(g) Airport management attempts to minimize aircraft noise and its influence on Lots in the Airport Influence Zone, but there is no guarantee that such attempts will be effective or remain in place.

The Owner accepts and assumes any and all risks, burdens and inconvenience caused by or associated with the Airport and its operations (including noise), and agrees not to assert or make any claim arising out of the Airport and its operations against the City of Scottsdale, its elected and appointed officials, officers, directors, commissioners, representatives, employees, and agents.

Any questions regarding the operation of the Airport can be directed to the Airport Administration office at 480-312-2321.

See City staff for official document. Signed documents accepted by City only after approval of legal description.

WHEN RECORDED, RETURN TO:

City of Scottsdale
One Stop Shop/Records
7447 E. Indian School Road, Suite 100
Scottsdale, AZ 85251

Exempt from Affidavit of Value
under A.R.S. § 11-1134(A)(2, 3)



**CITY OF SCOTTSDALE
AVIGATION EASEMENT**

Project No. _____

APN _____

FOR ONE DOLLAR (\$1.00) and other good and valuable consideration received _____ (collectively "Grantor") grants to the City of Scottsdale, an Arizona municipal corporation ("Grantee"), a perpetual, non-exclusive easement upon, over and across the parcel of land (the "Property") described on the legal description and the sketch attached hereto as Exhibits "A" and "B". The purpose of the easement is for a right of flight for aircraft in the airspace above the Property.

1. "Aircraft" means any manned or unmanned device that flies.
2. Without limitation, the right of flight includes the right to operate aircraft over and near the Property, and cause any noise, vibration, fumes, light, exhaust, odors, fuel vapor particles, electronic interference, dust, annoyances, nuisances, emissions, and any other effects relating to operating aircraft (collectively "Aircraft Effects").
3. All Aircraft Effects are included within the scope of the easement, including without limitation those that reach or affect the Property or improvements to the Property, interfere with other uses of the Property, annoy users of the Property, and are caused or made worse by any changes in the following:
 - 3.1 The size, number, method of propulsion, weight, noisiness, design, fuel, category, type or other characteristics of aircraft, and in any aircraft practices, laws, rules, policies, circumstances, customs, protocols or procedures.
 - 3.2 The airport size, orientation, configuration, location, runway length, improvements or other characteristics, and in any airport practices, laws, rules, policies, circumstances, customs, protocols or procedures.
 - 3.3 The flight paths, flight frequency, flight timing, airport operations, climbing and descending, altitudes, takeoff and landing, air traffic control, and in any related aircraft and airport practices, laws, rules, policies, circumstances, customs, protocols or procedures.



SCOTTSDALE AIRPARK FUEL DISPENSING INSTALLATION APPROVAL FORM

(Required for installation of an airpark aircraft fuel dispensing and storage facility)

PURPOSE: Scottsdale Airpark Rules and Regulations specify requirements relating to fueling, flammable fluids and safety in the airpark. Proposed installation plans for fuel dispensing facilities in the airpark must be reviewed and approved by airport staff to ensure compliance with all applicable laws, ordinances, rules and regulations. Airport approval is required prior to issuance of any other applicable City permits.

INSTRUCTIONS: Please complete Section A below and submit this form with a site plan, project description and system design for review and approval by Scottsdale Airport staff prior to final plans approval or fire department inspection. After project review, Airport staff will complete Section B and return the form to the Applicant at the specified address, fax, or email address.

Section A – To be completed by Applicant. Please “x” the boxes and complete the requested information as it applies to the project.

Applicant Name and Fuel Dispensing location:

Applicant: _____

Installation Address: _____

APN: _____

Authorized Representative: _____ Title: _____

Indicate where approval should be sent: _____

Specify the number of dispensing sites, tanks, capacity of each tank, and type of fuel:

	<u>Tank 1 (Indicate capacity and fuel type below)</u>	<u>Tank 2 (Indicate capacity and fuel type below)</u>	<u>Tank 3 (Indicate capacity and fuel type below)</u>	<u>Tank 4 (Indicate capacity and fuel type below)</u>
<u>Dispensing Site 1</u>				
<u>Dispensing Site 2</u>				
<u>Dispensing Site 3</u>				

I have reviewed and understand the applicable sections of the Airpark Rules and Regulations including, without limitation, Article 500 pertaining to Fueling, Flammable Fluids, and Safety.

I certify that the statements made in this application are true and complete to the best of my knowledge. The undersigned representative certifies he/she is authorized to sign for the applicant.

Authorized Representative’s Signature Date signed

Return this completed form to: Airport Administration, 15000 N. Airport Drive, Suite 200, Scottsdale, AZ 85260

Section B – To be completed by Airport Staff and returned to Applicant.

Airport staff has reviewed the submitted information pertaining to (AP#)_____, and has determined the proposed project complies with current Airpark Rules and Regulations. Total gallons for the site: _____.

Airport staff cannot approve this project based upon the submitted information. The proposed project must address the following stipulations before airport staff can approve the project:

Stipulations:

Attach copies of applicable documents

Approved Conditional Use Permit

Self-fueling Permit No._____

Airport Director (or designee)

Date signed



Obstruction Evaluation
Version 2021-SEP.16

Project Submission Success

Project Name: KURT -000722573-22

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Project KURT -000722573-22 has been submitted successfully to the FAA.

Your filing is assigned Aeronautical Study Number (ASN):
2022-AWP-10733-OE

Please refer to the assigned ASN on all future inquiries regarding this filing.

Please return to the system at a later date for status updates.

It is the responsibility of each e-filer to exercise due diligence to determine if coordination of the proposed construction or alteration is necessary with their state aviation department. Please use the link below to contact your state aviation department to determine their requirements:
[State Aviation Contacts](#)

To ensure e-mail notifications are delivered to your inbox please add noreply@faa.gov to your address book. Notifications sent from this address are system generated FAA e-mails and replies to this address will NOT be read or forwarded for review. Each system generated e-mail will contain specific FAA contact information in the text of the message.

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