Development Review Board (DRB)
Development Application Checklist

CITY OF SCOTTSDALE

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.: ___686 ⊞-PA- 2022___   Key Code: 62G96 ___

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: Greg Bloemberg ___   Phone Number: 480-312- 4306 ___   Coordinator e-mail: ___ gbloemberg@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.**
☒	☐	1. **Development Review Application Checklist** (this list)
☒	☐	2. **Application Fee** $ 1,975.00 ___ (subject to change every July)
☒	☐	3. **Completed Development Application Form** (form provided) • 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.
☐	☐	4. **Request to Submit Concurrent Development Applications** (form provided)
☑	☐	5. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
☑	☐	6. **Affidavit of Authorization to Act for Property Owner** (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)

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☑	☐	7. **Appeals of Required Dedications or Exactions** (form provided)
☑	☐	8. **Commitment for Title Insurance** – No older than 30 days from the submittal date (information provided) • Include complete Schedule A and Schedule B.
☑	☐	9. **Legal Description** (if not provided in Commitment for Title Insurance)
☑	☐	10. **Results of ALTA Survey** (The ALTA Survey shall not be more than 30 days old)
☐	☐	11. **Request for Site Visits and/or Inspections Form** (form provided)
		12. **Addressing Requirements** (form provided)

13. **Design Guidelines**

☑ Sensitive Design Program	☑ MAG Supplements
☑ Design Standards and Policies Manual	☐ Scenic Corridors Design Guidelines
☐ Commercial Retail Guidelines	☐ Office Design Guidelines
☐ Gas Station & Convenience Store Guidelines	☐ Restaurants Guidelines
☐ Environmentally Sensitive Land Ordinance	☑ Lighting Design Guidelines
☑ Old Town Scottsdale Urban Design and Architectural Guidelines	☑ Shading Guidelines
☑ Greater Phoenix Metro Green Infrastructure Handbook	☐ Self-Storage Facilities Design Guidelines
☐ Golf Course Guidelines	☐ Desert Park Guidelines
	☐ Canal Design Guidelines

The above reference design guidelines, standards, policies, and additional information may be found on the city's website at: http://www.scottsdaleaz.gov/design

☑	☐	14. **Public Participation Process Requirements** (see Attachment A)
		15. **Request for Neighborhood Group Contact information** (form provided)
☑	☐	16. **Photo Exhibit of Existing Conditions** (form provided) See attached <u>Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. • 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.
☐	☐	17. **Archaeological Resources** (information packet provided) ☐ Cultural Resources Survey & Report ☐ Archaeology 'Records Check' Report Only ☐ Copies of Previous Archaeological Research
☐	☐	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) ☐ Short Form ☐ Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review) ☐ Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp) ☐ Aviation Fuel Dispensing Application Form
☐	☐	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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Req'd	Rec'd	
☐	☐	**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

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PART II -- REQUIRED PLANS & RELATED DATA

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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)
☑	☐	**22. Application Narrative** 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (form provided) 2. 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. 3. 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).
☑	☐	**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: ☑ 750-foot radius from site ☐ ¼-mile radius from site (lots greater than 1 acre) ☐ Other: _____
☑	☐	**24. Site Plan**
☑	☐	**25. Refuse Plan**
☑	☐	**26. Site Details** (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
☐	☐	**27. Open Space Plan (Site Plan Worksheet)** (Example Provided)
☐	☐	**28. Site Cross Sections**
☐	☐	**29. Natural Area Open Space Plan** (ESLO Areas)
☐	☐	**30. Topography and slope analysis plan** (ESLO Areas)
☐	☐	**31. Phasing Plan**
☑	☐	**32. Landscape Plan** • (a gray-tone copy of the color Landscape Plan will not be accepted)
☑	☐	**33. Hardscape Plan** • (a gray-tone copy of the color Hardscape Plan will not be accepted)
☐	☐	**34. Transitions Plan**
☐	☐	**35. Parking Plan**
☐	☐	**36. Parking Master Plan** See the city's Zoning Ordinance, Article IX for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
☑	☐	**37. Pedestrian and Vehicular Circulation**
☐	☐	**38. Bikeways & Trails Plan**
☑	☐	**39. Building Elevations** • (a gray-tone copy of the color Elevations will not be accepted)

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☑	☐	**40. Building Elevations Worksheet(s)** Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.
☑	☐	**41. Perspectives**
☑	☐	**42. Streetscape Elevation(s)**
☐	☐	**43. Wall Elevations and Details and/or Entry Feature Elevations and Details**
☑	☐	**44. Floor Plans**
☑	☐	**45. Floor Plan Worksheet(s)** Required for restaurants, bars or development containing there-of, and multi-family developments.
☐	☐	**46. Roof Plan Worksheet(s)**
☐	☐	**47. Demolition Plan**
☐	☐	**48. Sign Details**
☑	☐	**49. Exterior Lighting Site Plan** (including exterior building mounted fixtures)
☑	☐	**50. Exterior Lighting Photometric Analysis** (policy provided)
☑	☐	**51. Manufacturer Cut Sheets of All Proposed Lighting**
☐	☐	**52. Cultural Improvement Program Plan** ☐ Conceptual design of location • Approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) ☐ Narrative explanation of the methodology to comply with the requirement/contribution.
☐	☐	**53. Sensitive Design Concept Plan and Proposed Design Guidelines** (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
☐	☐	**54. Master Thematic Architectural Character Plan**
☐	☐	**55. 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. • Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
☐	☐	**56. 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.
☑	☐	**57. 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.
☑	☐	**58. 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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☐	☐	**59. Water Sampling Station** • Show location of sample stations on the site plan.
☐	☐	**60. Approval For Fountains Or Water Features from the Water Conservation Office** Please contact Water Resources at 480-312-5650, waterconservation@scottsdaleaz.gov • Approval from the Water Conservation Office
☐	☐	**61. Native Plant Submittal:** Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development.
☐	☐	**62. 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. ☐ Category 1 Study ☐ Category 2 Study ☐ Category 3 Study
☐	☐	**63. Revegetation Site Plan, including Methodology and Techniques**
☐	☐	**64. Cuts and Fills Site Plan**
☐	☐	**65. Cuts and Fills Site Cross Sections**
☐	☐	**66. Environmental Features Map**
☐	☐	**67. Geotechnical Report**
☐	☐	**68. Unstable Slopes / Boulders Rolling Map**
☐	☐	**69. Bedrock & Soils Map**
☐	☐	**70. Conservation Area, Scenic Corridor, Vista Corridor Plan**
☑	☐	**71. Other:** Preliminary Grading & Drainage Plan (no drainage report required)

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.
☐	☐	**72. Color Cards or Paint Color Drawdowns (digital images)** • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
☑	☐	**73. Exterior Building Color & Material Sample Board(s):** • 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: ○ 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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Req'd	Rec'd	
☐	☐	**74. Electronic Massing Model:** Scaled model indicating building masses on the site plan and the mass of any building within: ☐ 750-foot radius from site ☐ Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
☐	☐	**75. Electronic Detail Model:** Scaled model indicating building masses on the site plan and the mass of any building within: ☐ 750-foot radius from site ☐ 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.
		76. Notify your coordinator by e-mail after you have completed your submittal.
☒	☐	**77.** Submit all items indicated on this checklist pursuant to the submittal requirements.
☒	☐	**78.** Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.
☒	☐	**79. 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.
☐	☐	**80. Other** _____ _____ _____ _____ _____ _____ _____ _____
		81. If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): Greg Bloemberg Phone Number: 480-312- 4306 Coordinator e-mail: _____ gbloemberg _@scottsdaleaz.gov Date: 11/2/2022 Coordinator Signature: _____ 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: ☑ New Project Number, or ☐ A New Phase to an old Project Number: _____

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