

Minor Subdivision (MD) 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.: _____-PA-_____ Key Code: _____

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

Minimum Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

In addition to the items on this checklist and to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- Requirements specified in the Plan & Report Requirements for Development Applications Checklist; and
- Design Standards & Policies Manual; and
- Requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- Stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- The city's design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator.

Name: _____ Phone Number: 480-312-_____ Coordinator e-mail: _____@scottsdaleaz.gov

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. Visit the city's Planning & Development Services Records Department for assistance: <https://www.scottsdaleaz.gov/planning-development/records>.

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>		1. Minor Subdivision Application Checklist (this list)
<input checked="" type="checkbox"/>		2. Application Fee \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>		3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • 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.

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<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) Abandonment Application
<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<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)
<input checked="" type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)
<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"/>	9. Legal Description: (if not provided in Commitment for Title Insurance)
<input checked="" type="checkbox"/>	10. Results of ALTA Survey (The ALTA Survey shall not be more than 30 days old)
<input type="checkbox"/>	11. Preliminary Plat Notification Affidavit (form provided)
<input checked="" type="checkbox"/>	12. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	13. Addressing Requirements (form provided)
	14. Design Guidelines <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> MAG Supplements Environmentally Sensitive Land Ordinance <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 checked="" type="checkbox"/>	15. Public Participation Process Requirements <p>Step 1: Complete Neighborhood Notification</p> <ul style="list-style-type: none"> • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) • Provide one copy of the Neighborhood Notification Report <p>Step 2: City will post public hearing sign and provide other public notification including:</p> <ul style="list-style-type: none"> • Mailing out postcards to property owners within 750 feet • Posting case information on the city website • Posting on social media • Sending to e-mail subscribers
<input type="checkbox"/>	16. Request for Neighborhood Group Contact Information (form provided)
	17. Photo Exhibit of Existing Conditions: (form provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
<input checked="" type="checkbox"/>	18. Archaeological Resources (information packet provided) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cultural Resources Survey & Report Archaeology 'Records Check' Report Only Copies of Previous Archaeological Research
	19. 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 Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp)

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		20. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Minor Subdivision Application.
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 Preliminary Plat Application Checklist (form provided) and the Preliminary Plat Checklist Submittal Requirements (form provided). <i>Reference documents for Minor Subdivisions</i>
<input checked="" type="checkbox"/>		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. The application narrative shall provide an explanation and justification for any proposed amended development standard(s) 3. 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.
		23. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>		24. 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: _____
<input checked="" type="checkbox"/>		25. Preliminary Plat
		26. Construction Envelope Plan (ESLO Areas)
<input checked="" type="checkbox"/>		27. Natural Area Open Space Plan (ESLO Areas)
		28. Site Plan A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.
		29. Open Space Plan An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.
<input checked="" type="checkbox"/>		30. Topography and slope analysis plan (ESL Areas)
		31. Landscape Plan • (a gray-tone copy of the color Landscape Plan will not be accepted)
		32. Wall Elevations and Details and/or Entry Feature Elevations and Details
		33. Exterior Lighting Site Plan (including exterior building mounted fixtures)
		34. Exterior Lighting Photometric Analysis
		35. Manufacturer Cut Sheets of All Proposed Lighting

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X		<p>36. Drainage Report To be submitted either with MD Application or Final Plans See Chapter 4 of the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps.</p> <ul style="list-style-type: none"> Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
		<p>37. Basis of Design Report for Water See the city's <u>Design Standards & 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>38. Basis of Design Report for Wastewater See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report must include all required exhibits and plans.</p>
		<p>39. Expansion of Participation for Water and Wastewater (form provided)</p>
		<p>40. Native Plant Submittal (information provided): (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
X		<p>41. Revegetation Site Plan, including Methodology and Techniques For Waterline/Sewer line Easement</p>
		<p>42. Landform Types Maps</p>
		<p>43. Cuts and Fills Site Plan</p>
		<p>44. Cuts and Fills Site Cross Sections</p>
		<p>45. Unstable Slopes / Boulders Rolling Map</p>
		<p>46. Bedrock & Soils Map</p>
		<p>47. Conservation Area, Scenic Corridor, Vista Corridor Plan</p>
		<p>48. Other. _____</p>

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.
		<p>49. Paint Color Drawdowns (digital images).</p> <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		<p>50. Exterior Building Color & Material Sample Board(s).</p> <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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		51. Other: _____
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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.
		52. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>		53. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>		54. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
<input checked="" type="checkbox"/>		55. 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.
		56. Other _____

		<p>57. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator e-mail: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: </p> <p>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.</p> <p>This application needs a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>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</p> <p>Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>
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