

# 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.: \_\_\_\_\_ -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, 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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		1. <b>Development Review Application Checklist</b> (this list)
<input checked="" type="checkbox"/>		2. <b>Application Fee</b> \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>		3. <b>Completed Development Application Form</b> (form provided) <ul style="list-style-type: none"><li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li><li>• If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.</li></ul>
		4. <b>Request to Submit Concurrent Development Applications</b> (form provided)
		5. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
		6. <b>Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)

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**DRB Development Application Checklist**

		<b>7. Appeals of Required Dedications or Exactions</b> (form provided)																		
		<b>8. Commitment for Title Insurance</b> – No older than 30 days from the submittal date (information provided) <ul style="list-style-type: none"> <li>• Include complete Schedule A and Schedule B.</li> </ul>																		
		<b>9. Legal Description</b> (if not provided in Commitment for Title Insurance)																		
		<b>10. Results of ALTA Survey</b> (The ALTA Survey shall not be more than 30 days old)																		
<input checked="" type="checkbox"/>		<b>11. Request for Site Visits and/or Inspections Form</b> (form provided)																		
		<b>12. Addressing Requirements</b> (form provided)																		
		<table border="0"> <tr> <td><b>13. Design Guidelines</b></td> <td><b>MAG Supplements</b></td> </tr> <tr> <td>Sensitive Design Program</td> <td>Scenic Corridors Design Guidelines</td> </tr> <tr> <td>Design Standards and Policies Manual</td> <td>Office Design Guidelines</td> </tr> <tr> <td>Commercial Retail Guidelines</td> <td>Restaurants Guidelines</td> </tr> <tr> <td>Gas Station &amp; Convenience Store Guidelines</td> <td>Lighting Design Guidelines</td> </tr> <tr> <td>Environmentally Sensitive Land Ordinance</td> <td>Shading Guidelines</td> </tr> <tr> <td>Old Town Scottsdale Urban Design and Architectural Guidelines</td> <td>Self-Storage Facilities Design Guidelines</td> </tr> <tr> <td>Greater Phoenix Metro Green Infrastructure Handbook</td> <td>Desert Park Guidelines</td> </tr> <tr> <td>Golf Course Guidelines</td> <td>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: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></p>	<b>13. Design Guidelines</b>	<b>MAG Supplements</b>	Sensitive Design Program	Scenic Corridors Design Guidelines	Design Standards and Policies Manual	Office Design Guidelines	Commercial Retail Guidelines	Restaurants Guidelines	Gas Station & Convenience Store Guidelines	Lighting Design Guidelines	Environmentally Sensitive Land Ordinance	Shading Guidelines	Old Town Scottsdale Urban Design and Architectural Guidelines	Self-Storage Facilities Design Guidelines	Greater Phoenix Metro Green Infrastructure Handbook	Desert Park Guidelines	Golf Course Guidelines	Canal Design Guidelines
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Greater Phoenix Metro Green Infrastructure Handbook	Desert Park Guidelines																			
Golf Course Guidelines	Canal Design Guidelines																			
		<b>14. Public Participation Process Requirements</b> (see Attachment A)																		
		<b>15. Request for Neighborhood Group Contact information</b> (form provided)																		
		<b>16. Photo Exhibit of Existing Conditions</b> (form provided) <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ⑥ copies of the set of prints (<b>Delayed submittal</b>). 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.</li> </ul>																		
		<b>17. Archaeological Resources</b> (information packet provided) Cultural Resources Survey & Report Archaeology 'Records Check' Report Only Copies of Previous Archaeological Research																		
		<b>18. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) Short Form 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: <a href="https://oeaaa.faa.gov/oeaaa/external/portal.jsp">https://oeaaa.faa.gov/oeaaa/external/portal.jsp</a> ) Aviation Fuel Dispensing Application Form																		
		<b>19. ESLO Wash Modifications Development Application</b> (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.																		

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## DRB Development Application Checklist

		<b>20. International Green Construction Code (IgCC) requirements</b> (see attached checklist) The above referenced requirements may also be found on the city's website at: <a href="https://www.scottsdaleaz.gov/green-building-program/green-codes">https://www.scottsdaleaz.gov/green-building-program/green-codes</a>
<b>PART II -- REQUIRED PLANS &amp; RELATED DATA</b>		
<b>Req'd</b>	<b>Rec'd</b>	<b>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.</b>
		<b>21. Plan &amp; Report Requirements for Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>		<b>22. Application Narrative</b> <ol style="list-style-type: none"> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (form provided)</li> <li>2. 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.</li> <li>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).</li> </ol>
		<b>23. Context Aerial with the proposed site improvements superimposed</b> 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: _____
		<b>24. Site Plan</b>
		<b>25. Preliminary Grading and Drainage Plan</b>
		<b>26. Refuse Plan</b> - designed to city standards regardless of service provider (Design Standards & Policies Manual Section 2-1.309)
		<b>27. Site Details</b> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
		<b>28. Open Space Plan (Site Plan Worksheet)</b> (Example Provided)
		<b>29. Site Cross Sections</b>
		<b>30. Natural Area Open Space Plan</b> (ESLO Areas)
		<b>31. Topography and slope analysis plan</b> (ESLO Areas)
		<b>32. Phasing Plan</b>
		<b>33. Landscape Plan</b> (a gray-tone copy of the color Landscape Plan will not be accepted)
		<b>34. Hardscape Plan</b> (a gray-tone copy of the color Hardscape Plan will not be accepted)
		<b>35. Transitions Plan</b>
		<b>36. Parking Plan</b>
		<b>37. Parking Master Plan</b> See the city's <u>Zoning Ordinance</u> , Article IX for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
		<b>38. Pedestrian and Vehicular Circulation</b>
		<b>39. Bikeways &amp; Trails Plan</b>
		<b>40. Building Elevations</b> (a gray-tone copy of the color Elevations will not be accepted)
		<b>41. Building Elevations Worksheet(s)</b> Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.

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		<b>42. Perspectives</b>
		<b>43. Streetscape Elevation(s)</b>
		<b>44. Wall Elevations and Details and/or Entry Feature Elevations and Details</b>
		<b>45. Floor Plans</b>
		<b>46. Floor Plan Worksheet(s)</b> Required for restaurants, bars or development containing there-of, and multi-family developments.
		<b>47. Roof Plan Worksheet(s)</b>
		<b>48. Demolition Plan</b>
		<b>49. Sign Details</b>
		<b>50. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b>
		<b>51. Exterior Lighting Photometric Analysis</b> (policy provided)
		<b>52. Manufacturer Cut Sheets of All Proposed Lighting</b>
		<b>53. Cultural Improvement Program Plan</b> Conceptual design of location <ul style="list-style-type: none"> <li>Approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)</li> </ul> Narrative explanation of the methodology to comply with the requirement/contribution.
		<b>54. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
		<b>55. Master Thematic Architectural Character Plan</b>
		<b>56. Drainage Report</b> See Chapter 4 of the city's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps. <ul style="list-style-type: none"> <li>Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
		<b>57. Master Drainage Plan</b> See the city's <u>Design Standards &amp; Policies Manual</u> 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.
		<b>58. Final Basis of Design Report for Water</b> See the city's <u>Design Standards &amp; Policies Manual</u> 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.
		<b>59. Final Basis of Design Report for Wastewater</b> See the city's <u>Design Standards &amp; Policies Manual</u> 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.
		<b>60. Fire Flow Test</b>
		<b>61. Water Sampling Station</b> <ul style="list-style-type: none"> <li>Show location of sample stations on the site plan.</li> </ul>

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		<b>62. Approval For Fountains Or Water Features from the Water Conservation Office</b> Please contact Water Resources at 480-312-5650, <a href="mailto:waterconservation@scottsdaleaz.gov">waterconservation@scottsdaleaz.gov</a> <ul style="list-style-type: none"> <li>Approval from the Water Conservation Office</li> </ul>
		<b>63. Native Plant Submittal:</b> Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development.
		<b>64. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (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
		<b>65. Revegetation Site Plan, including Methodology and Techniques</b>
		<b>66. Cuts and Fills Site Plan</b>
		<b>67. Cuts and Fills Site Cross Sections</b>
		<b>68. Environmental Features Map</b>
		<b>69. Geotechnical Report</b>
		<b>70. Unstable Slopes / Boulders Rolling Map</b>
		<b>71. Bedrock &amp; Soils Map</b>
		<b>72. Conservation Area, Scenic Corridor, Vista Corridor Plan</b>
		<b>73. Other:</b> _____
<b>PART III – SAMPLES &amp; MODELS</b>		
<b>Req'd</b>	<b>Rec'd</b>	<b>Description of Documents Required for Complete Application.</b> <b>No application shall be accepted without all items marked below.</b>
		<b>74. Color Cards or Paint Color Drawdowns</b> (digital images) <ul style="list-style-type: none"> <li>1 set of 5" x 7" (min. size) of each paint color and material identification names and numbers.</li> </ul>
		<b>75. Exterior Building Color &amp; Material Sample Board(s):</b> <ul style="list-style-type: none"> <li>A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board must be submitted prior to DRB Hearing.</li> <li>8-1/2" x 14" material sample board(s)              The material sample board shall include the following:             <ul style="list-style-type: none"> <li>A color elevation of one side of the building</li> <li>3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>2"x 2" of proposed paint colors</li> <li>All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> </ul>
		<b>76. Electronic Massing Model:</b> 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.)

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		<b>77. Electronic Detail Model:</b> 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.)
<b>PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION</b>		
Req'd	Rec'd	<b>Description of Documents Required for Complete Application.</b> <b>No application shall be accepted without all items marked below.</b>
		<b>78. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>79. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>		<b>80. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.</b>
<input checked="" type="checkbox"/>		<b>81. Delayed Submittal.</b> 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.
		<b>82. Other</b> _____ _____ _____ _____ _____
		<b>83. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b>  <b>Coordinator Name (print):</b> _____ <b>Phone Number: 480-312-</b> _____ <b>Coordinator e-mail:</b> _____ <b>@scottsdaleaz.gov</b> <b>Date:</b> _____ <b>Coordinator Signature:</b> _____  <b>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.</b>  <b>Required Notice</b> 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: <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a>  Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000

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# Development Application



## Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Land Divisions
Rezoning (ZN)	Development Review (Major) (DR)	Subdivision (PP)
In-fill Incentive (II)	Development Review (Minor) (SA)	Subdivision (Minor) (MD)
Conditional Use Permit (UP)	Wash Modification (WM)	Land Assemblage
Text Amendment (TA)	Historic Property (HP)	<b>Other</b>
Development Agreement (DA)	<b>Wireless Communication Facilities</b>	Annexation/De-annexation (AN)
<b>Exceptions to the Zoning Ordinance</b>	Small Wireless Facilities (SW)	General Plan Amendment (GP)
Minor Amendment (MN)	Type 2 WCF DR Review Minor (SA)	In-Lieu Parking (IP)
Hardship Exemption (HE)	<b>Signs</b>	Abandonment (AB)
Variance/Accommodation/Appeal (BA)	Master Sign Program (MS)	<b>Other Application Type Not Listed</b>
Special Exception (SX)	Community Sign District (MS)	Other:

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property's Current Zoning District Designation: C-2 DO

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.

<b>Owner:</b> Mark Saba	<b>Agent/Applicant:</b>		
<b>Company:</b> Saba Brothers Rentals LLC	<b>Company:</b>		
<b>Address:</b> 3270 N. Colorado St.	<b>Address:</b>		
<b>Phone:</b> 480 969-7122	<b>Fax:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b> msaba@sabas.us	<b>E-mail:</b>		
<b>Designer:</b> Courtney Larsen	<b>Engineer:</b>		
<b>Company:</b> Spindles Design Co.	<b>Company:</b>		
<b>Address:</b>	<b>Address:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b> hello@spindlesdesignco.com	<b>E-mail:</b>		

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 applications<sup>1</sup> 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	_____ Michelle Myers Agent/Applicant Signature
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Official Use Only: Submittal Date: \_\_\_\_\_

Development Application No.: \_\_\_\_\_

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# Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: 7330 E Main St. Ste. 100
- b. County Tax Assessor's Parcel Number: 130-23-212
- c. General Location: In Scottsdale Civic Center near Brown Ave. & Main St.
- d. Parcel Size: \_\_\_\_\_
- e. Legal Description: Scottsdale Mall, QS Num: 16-45, MCR Num: 170-02, Date: 7/28/2003  
(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

_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

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# 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 of 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 violations 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 of 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](http://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:

7330 E Main St. Ste. 100

---

(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.

---

Signature of Property Owner

---

Date

# Request for Site Visits and/or Inspections

## Construction Document Application



**This request concerns all property identified in the construction document (plan review) application.**

Project Name: Scottsdale Sun Globe Mural

Project Address: 7330 E. Main St. Ste. 100, Scottsdale, AZ 85251

### 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 construction document.

### 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 construction document 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: Michelle Myers

Print Name

*Michelle Myers*

Signature

### City Use Only:

Submittal Date: \_\_\_\_\_

Plan review number: \_\_\_\_\_

### Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)



## SCOTTSDALE SUN GLOBE MURAL PROJECT NARRATIVE

Experience Scottsdale is requesting to paint a mural on the east side of the building located at 7330 E Main Street, Ste. 100, in Old Town Scottsdale. Experience Scottsdale has commissioned a local artist to paint a beautiful scenic mural of Scottsdale that highlights the flora and fauna of the area, as part of an immersive art experience that will be used to drive tourism into the city of Scottsdale.

### **The Mural Design**

Local artist, Courtney Larsen, has painted many murals across Scottsdale, featuring Scottsdale's flora and fauna. The design will leverage bright, vibrant colors that are naturally found in Scottsdale's Sonoran Desert to align with the goal of Old Town Scottsdale Character Area Plan to enhance Old Town Scottsdale's artistic landscape.

The mural in Old Town Scottsdale will be utilized in an immersive art project Experience Scottsdale is preparing call the Scottsdale Sun Globe Experience that will take place in New York and Chicago in January and February 2024. Once the mural is painted in Old Town Scottsdale, images will be taken of the mural, and those images will be utilized to build the Scottsdale Sun Globe Experience.

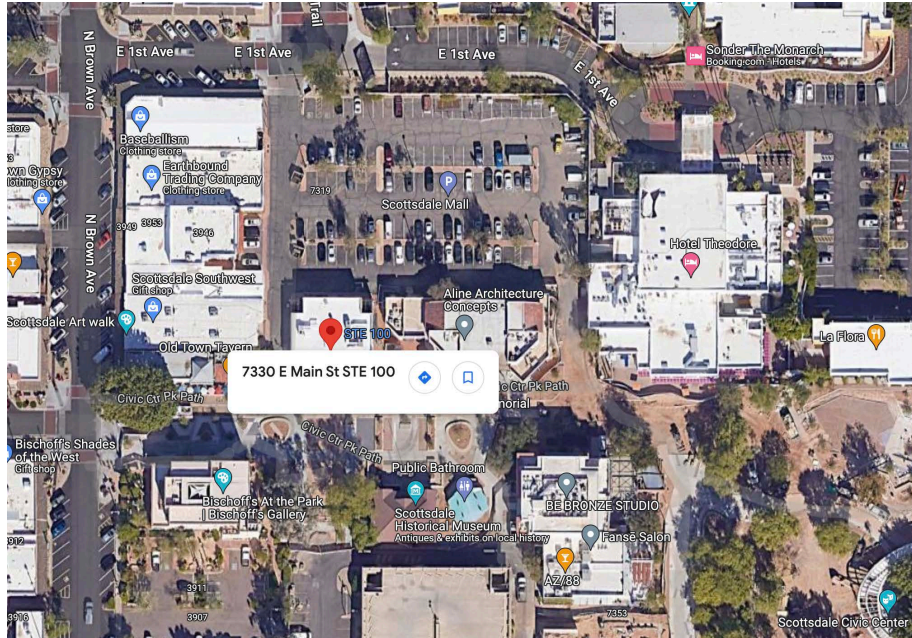
The mural will be promoted in New York and Chicago, two of our top feeder markets, generating interest and awareness of the art scene in Scottsdale and continue to help distinguish Old Town Scottsdale as a premiere arts and culture destination.

### **The Location**

We are requesting the mural to be painted on the east side of the building located at 7330 E Main Street, Ste. 100, in Old Town Scottsdale, as this is an ideal location to ensure accessibility to the public as it is near pedestrian circulation routes. Being in the newly renovated Scottsdale Civic Center, the mural would help to drive foot traffic to the space and provide photo opportunities to locals and tourists by utilizing public art to strengthen interconnectivity between downtown districts and cultural facilities.

# SCOTTSDALE SUN GLOBE MURAL SITE PLAN, ARTWORK & COLOR CARDS

Location: 7330 E. Main St., Suite 100





## PROPOSED MURAL ART



## MOCK UP OF ART AT LOCATION







EMERALD

PMS 3268 C C:86 M:0

Y:53 K:0 R:0 G:189 B:163

#01BDA3



TWILIGHT

PMS 655 C C:100 M:89

Y:36 K:43 R:18 G:36 B:76

#12244C



HEAT  
PMS 158 C C:0 M:63  
Y:80 K:0 R:255 G:127  
B:65 #FF7F41



BLOOM

PMS 710 C C:0 M:84

Y:46 K:0 R:224 G:62 B:82

#E03E52



PRICKLY PEAR  
PMS 2300 C C:39 M:7  
Y:96 K:0 R:169 G:194  
B:63 #A9C23D



CAMELBACK

PMS 504 C C:47 M:89

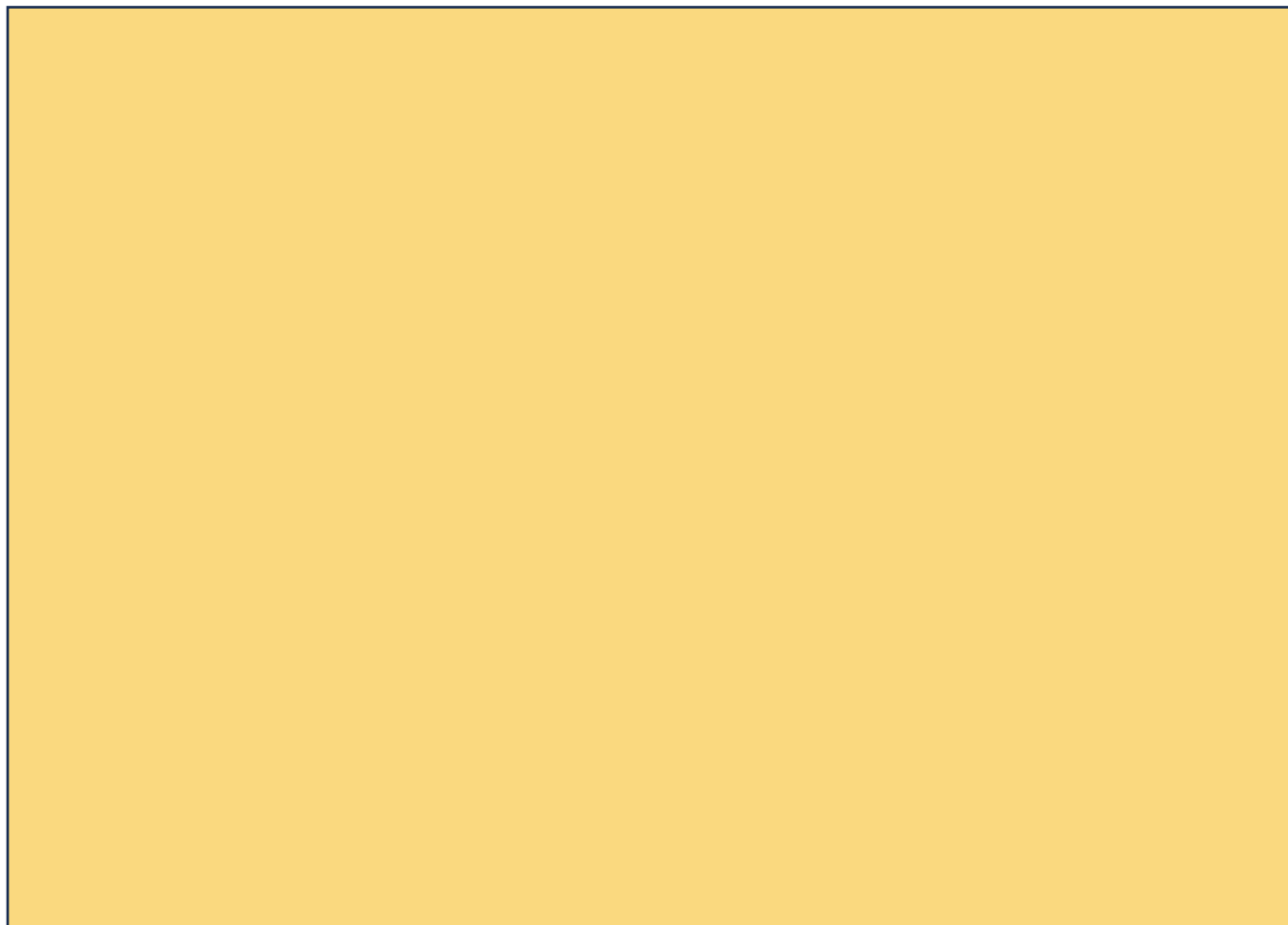
Y:61 K:62 R:74 G:21 B:38

#421929

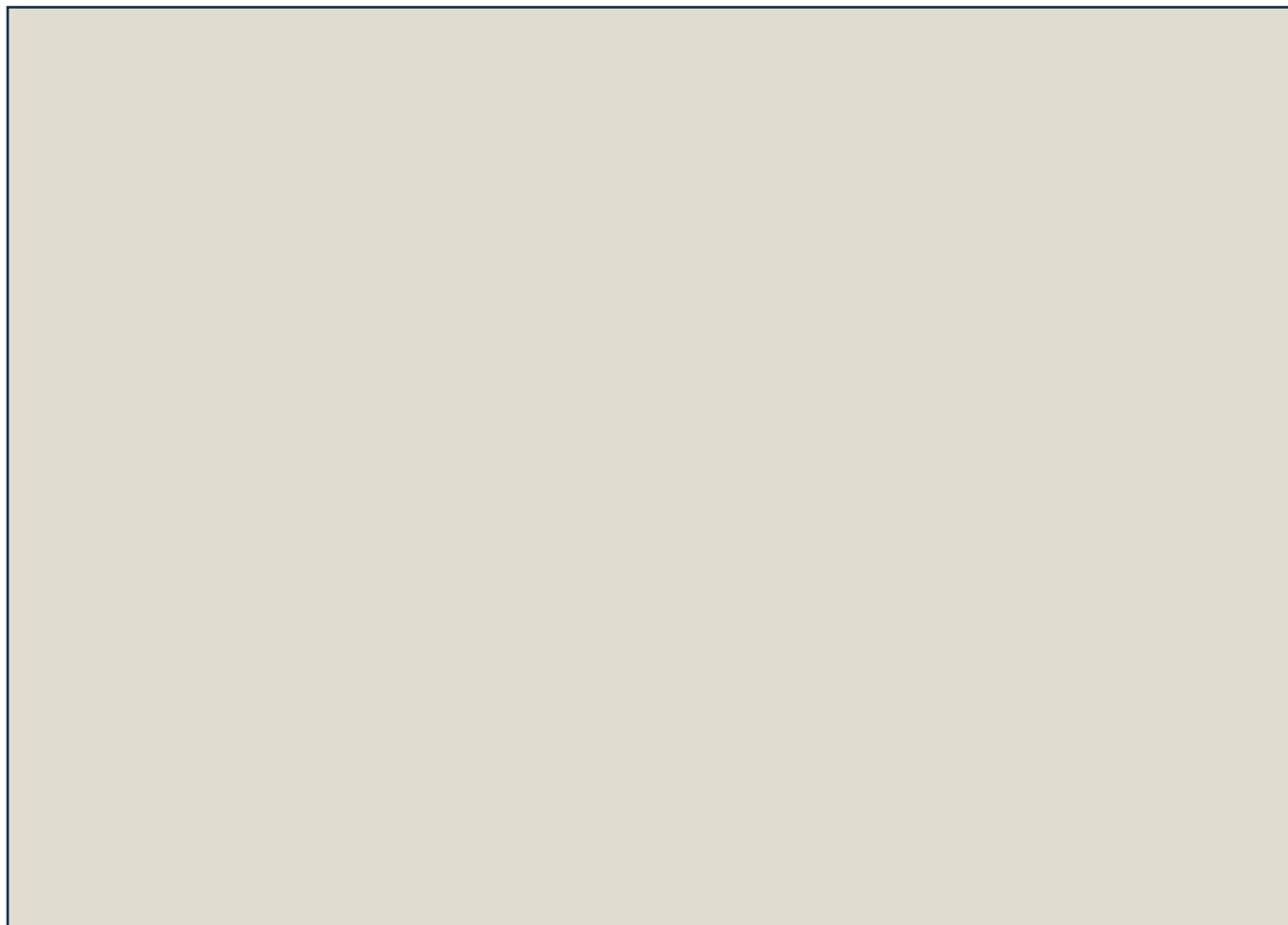




POOL  
PMS 2175 C C:98 M:47  
Y:1 K:0 R:0 G:118 B:188  
#0076BC



GLOW  
PMS 7403 C C:3 M:13  
Y:60 K:0 R:248 G:216  
B:127 #F8D874



SAND  
PMS 7527 C C:11 M:10  
Y:19 K:0 R:239 G:237  
B:228 #EFEDE4