

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.: 47 -PA- 2022 Key Code: 4Y338

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: Katie Posler Phone Number: 480-312- 2703 Coordinator e-mail: kposler @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 checked="" type="checkbox"/>	2. Application Fee \$1,900 (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"/>	N/A	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<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"/>	<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 checked="" type="checkbox"/>	<input checked="" 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 <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Sensitive Design Program <input 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 </div> <div> <input type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design Guidelines <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants Guidelines <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading Guidelines <input type="checkbox"/> Self-Storage Facilities Design Guidelines <input type="checkbox"/> Desert Park Guidelines <input type="checkbox"/> Canal Design Guidelines </div> </div> <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"/>	<input checked="" type="checkbox"/>	14. Public Participation Process Requirements (see Attachment A)
		15. Request for Neighborhood Group Contact information (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	16. Photo Exhibit of Existing Conditions (form provided) <u>See attached Existing Conditions Photo Exhibit</u> 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 type="checkbox"/>	<input 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 type="checkbox"/> Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review) <input 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 type="checkbox"/>	<input 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 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 type="checkbox"/>	<input 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 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 type="checkbox"/>	<input 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 checked="" type="checkbox"/>	36. Parking 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 type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	44. Wall Elevations and Details and/or Entry Feature Elevations and Details
<input checked="" type="checkbox"/>	<input checked="" 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 <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. <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 <u>Design Standards & 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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	58. Final 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. 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 <u>Design Standards & 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.

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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 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. <ul style="list-style-type: none"> <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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	79. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input checked="" 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>Katie Posler</u> Phone Number: <u>480-312-2703</u> Coordinator e-mail: <u>kposler</u> @scottsdaleaz.gov Date: <u>2/9/22</u> 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: <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____ </div>

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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
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