

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. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>		1. Development Review 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.
		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) <ul style="list-style-type: none"> • 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)																		
	<table border="0"> <tr> <td>13. Design Guidelines</td> <td>MAG Supplements</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 & 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: http://www.scottsdaleaz.gov/design</p>	13. Design Guidelines	MAG Supplements	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																		
	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. <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. 																		
	17. Archaeological Resources (information packet provided) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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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		<p>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</p>
PART II -- REQUIRED PLANS & RELATED DATA		
Req'd	Rec'd	<p>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.</p>
		21. Plan & Report Requirements for Development Applications Checklist (form provided)
		<p>22. Application Narrative</p> <ol style="list-style-type: none"> 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).
		<p>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: _____</p>
		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
		<p>32. Landscape Plan</p> <ul style="list-style-type: none"> • (a gray-tone copy of the color Landscape Plan will not be accepted)
		<p>33. Hardscape Plan</p> <ul style="list-style-type: none"> • (a gray-tone copy of the color Hardscape Plan will not be accepted)
		34. Transitions Plan
		35. Parking Plan
		<p>36. 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.</p>
		37. Pedestrian and Vehicular Circulation
		38. Bikeways & Trails Plan
		<p>39. Building Elevations</p> <ul style="list-style-type: none"> • (a gray-tone copy of the color Elevations will not be accepted)

	<p>40. Building Elevations Worksheet(s) Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.</p>
	<p>41. Perspectives</p>
	<p>42. Streetscape Elevation(s)</p>
	<p>43. Wall Elevations and Details and/or Entry Feature Elevations and Details</p>
	<p>44. Floor Plans</p>
	<p>45. Floor Plan Worksheet(s) Required for restaurants, bars or development containing there-of, and multi-family developments.</p>
	<p>46. Roof Plan Worksheet(s)</p>
	<p>47. Demolition Plan</p>
	<p>48. Sign Details</p>
	<p>49. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p>
	<p>50. Exterior Lighting Photometric Analysis (policy provided)</p>
	<p>51. Manufacturer Cut Sheets of All Proposed Lighting</p>
	<p>52. Cultural Improvement Program Plan Conceptual design of location <ul style="list-style-type: none"> Approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) Narrative explanation of the methodology to comply with the requirement/contribution.</p>
	<p>53. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p>
	<p>54. Master Thematic Architectural Character Plan</p>
	<p>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. <ul style="list-style-type: none"> Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions) </p>
	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

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		59. Water Sampling Station <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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: _____

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) <ul style="list-style-type: none"> 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): <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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		<p>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.)</p>
		<p>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.)</p>
PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	<p>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</p>
		<p>76. Notify your coordinator by e-mail after you have completed your submittal.</p>
<input checked="" type="checkbox"/>		<p>77. Submit all items indicated on this checklist pursuant to the submittal requirements.</p>
<input checked="" type="checkbox"/>		<p>78. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.</p>
<input checked="" type="checkbox"/>		<p>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.</p>
		<p>80. Other _____ _____ _____ _____ _____ _____</p>
		<p>81. If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 480-312- _____ Coordinator e-mail: _____ @scottsdaleaz.gov Date: _____ 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: New Project Number, or A New Phase to an old Project Number: _____</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>

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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Public Participation

- DR
- PP



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

Step 1: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal

- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the city's interested parties list, and to the city project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Applicant and city contact names, phone numbers, and e-mail addresses
 - Scheduled open house(s) - including time, date, and location
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the project coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

Complete Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the city's standard interested parties list, and to the city project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Project location (street address)
 - Size (e.g. Number of Acres of project, Square Footage of Lot)
 - Zoning
 - Conceptual site plan/elevations
 - Applicant and city contact names and phone numbers

Step 2: Document your Project Notification efforts as follows:

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

Public Participation

- DR
- PP



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

City will post public hearing sign notices and provide other public notification

- 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

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.

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.

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 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: _____
 Company: _____
 Address: _____
 Phone: _____ Fax: _____
 E-mail: _____

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): _____ Title: _____
 _____ Date: _____
 Signature

Official Use Only:	Submittal Date: _____
Request: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied	
Staff Name (Print): _____	
Staff Signature: _____	Date: _____

Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: _____
- b. County Tax Assessor's Parcel Number: _____
- c. General Location: _____
- d. Parcel Size: _____
- e. Legal Description: _____

(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 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:

(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

Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department



The City of Scottsdale planning department requires applicants for various zoning applications, building permits and other approvals to provide evidence of land ownership. Unless city staff directs otherwise, the required evidence shall be a title insurance commitment meeting the following requirements:

1. The applicant shall instruct the title insurance company to prepare a normal title insurance commitment.
2. The title commitment must cover the whole project site, just as if the city were a commercial real estate developer who was going to buy the whole site from whoever owns it today.
3. The title insurance commitment must be in the same form and have the same wording that the title insurer usually uses when a sophisticated real estate purchaser is buying land from a sophisticated seller. For example, it must not have any extra notes, disclaimers or other language that is not in a normal title insurance commitment for a straightforward land purchase.
4. The City of Scottsdale must be listed as the proposed insured.
5. The proposed insurance amount must be a reasonable estimate of the actual dollar value of the whole site. (The price for the most recent arms-length sale of the whole site is usually an acceptable amount.)
6. The Schedule B requirements must call for:
 - a. A deed from the current owner to the city.
 - b. Releases of all liens, as if the city were going to pay cash for the land and not assume any liens or take subject to any liens.
 - c. Termination of all leases. (Leases with 24 or fewer months remaining in their term may be listed in the Schedule B exceptions instead.)
 - d. Any other specific payments or specific document recordings that the title insurer would normally call for (such as payment of delinquent property taxes).
7. The Schedule B exceptions must show any other specific title matters that may exist.
8. Title companies sometimes state in their title commitments that they will update the title search before issuing a title insurance policy. That's o.k. if the language is clear that the update will only include new title documents that are recorded after the title commitment date. For example, it is o.k. to have wording that says: "Additional items may be added based on new documents recorded before closing." But there must not be vague wording such as this: "Check with title examiner for additional items before closing."
9. The title search date on the title commitment must be less than 30 days old.
10. Both "standard coverage" and "extended coverage" title commitments are acceptable. (The title information on an extended coverage commitment must be identical to the title information that would be on a standard coverage commitment. The only difference is that the Schedule B requirements for an "extended coverage" commitment will call for a survey and will allow the title company to add Schedule B exceptions or requirements for any problems the survey reveals.)
11. There is no need to open an escrow to make a routine dedication. The city will record the dedication directly without sending it through the title company. Often, the city will not actually buy the title insurance described in the commitment or require the applicant to buy it. But, if the city decides to do it (or require the applicant to do it), then the city or the applicant will follow up with the title insurer to pay the insurance premium and satisfy the Schedule B requirements so that the title insurer will issue the policy.
12. The applicant shall inform city staff in writing of any and all title changes that occur after the title commitment is issued.
13. The city reserves the right for city staff to require additional evidence of title, including but not limited to an extended title insurance policy in favor of the city.

Addressing Requirements



Make all addressing requests using the city's online application form online: www.ScottsdaleAZ.gov and search: address request form

Prior to your application submittal to Current Planning for your entitlement approval (Development Review Board, Planning Commission, City Council) the City will need to assign an address to your property. This will be used for all future submittals and permit issuance. Prior to final plan submittal the records department will work with applicants on assigning suite, units, or apartment numbers and any additional addresses.

The City is responsible for assigning addresses/suite, and apartment numbers. If any developer/builder or owner performs this, it is subject to change by the City. Any and all costs associated with these changes will be the responsibility of the developer/builder or owner.

The City of Scottsdale utilizes the Maricopa Association of Government Standards (MAG) for all addressing. This policy was developed to aid emergency and first responders. We have a Mutual Aid agreement with the City of Phoenix Fire Department, it is essential that we maintain this policy.

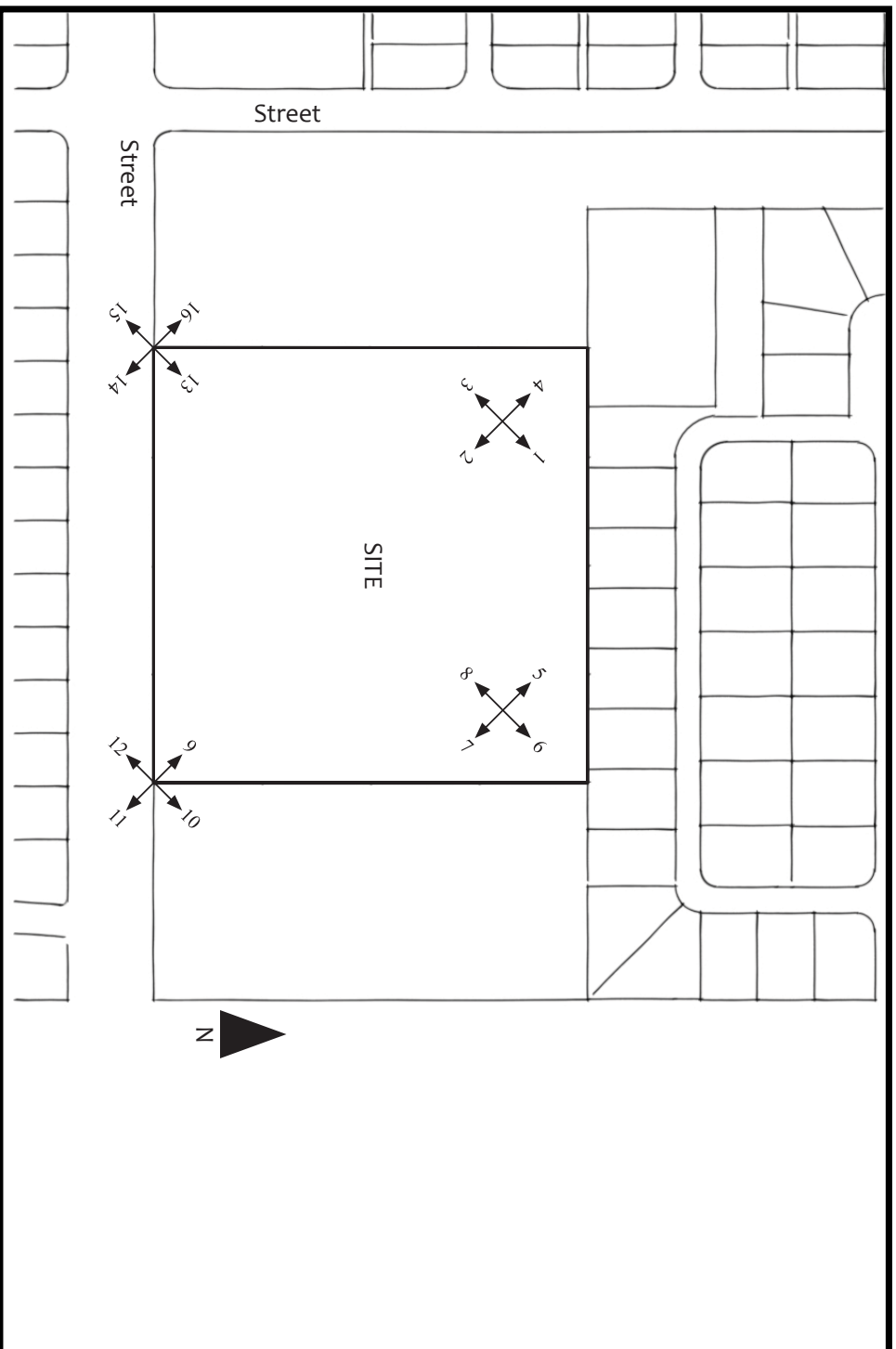
To provide the commercial suite assignments please provide the records department with a floor plan showing the different suites within your building. The second floor being in the 200 range, and the third floor 300 range, etc. Suite numbering for commercial suites will be provided in a sequence of fives to allow for future suite division. For example: if you had 5 suites on the first floor we would assign them as 100, 105, 110, 115 & 120.

Individual living spaces (Condominiums and Apartments) are designated as units and numbered in the thousand ranges (4 digits). First floor units get 1000 numbers; second floor units get 2000 numbers, etc.

Planning and Development Services

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Photos of Existing Conditions



 = Photograph
 Number and
 Direction of
 View

Please Note:

Please Note:
 Color photographs are to be taken indicating site conditions and adjacent property.
 Color photographs are also to be taken of newly developed properties within ¼ mile - Please provide street address on photographs.



SCOTTSDALE AIRPORT VICINITY DEVELOPMENT SHORT FORM

For development projects within 20,000 feet of Scottsdale Airport NOT located on an Airpark taxilane or 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:	Plan#:
Site Address:	
Contact name:	Phone:

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.
 1. 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

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.

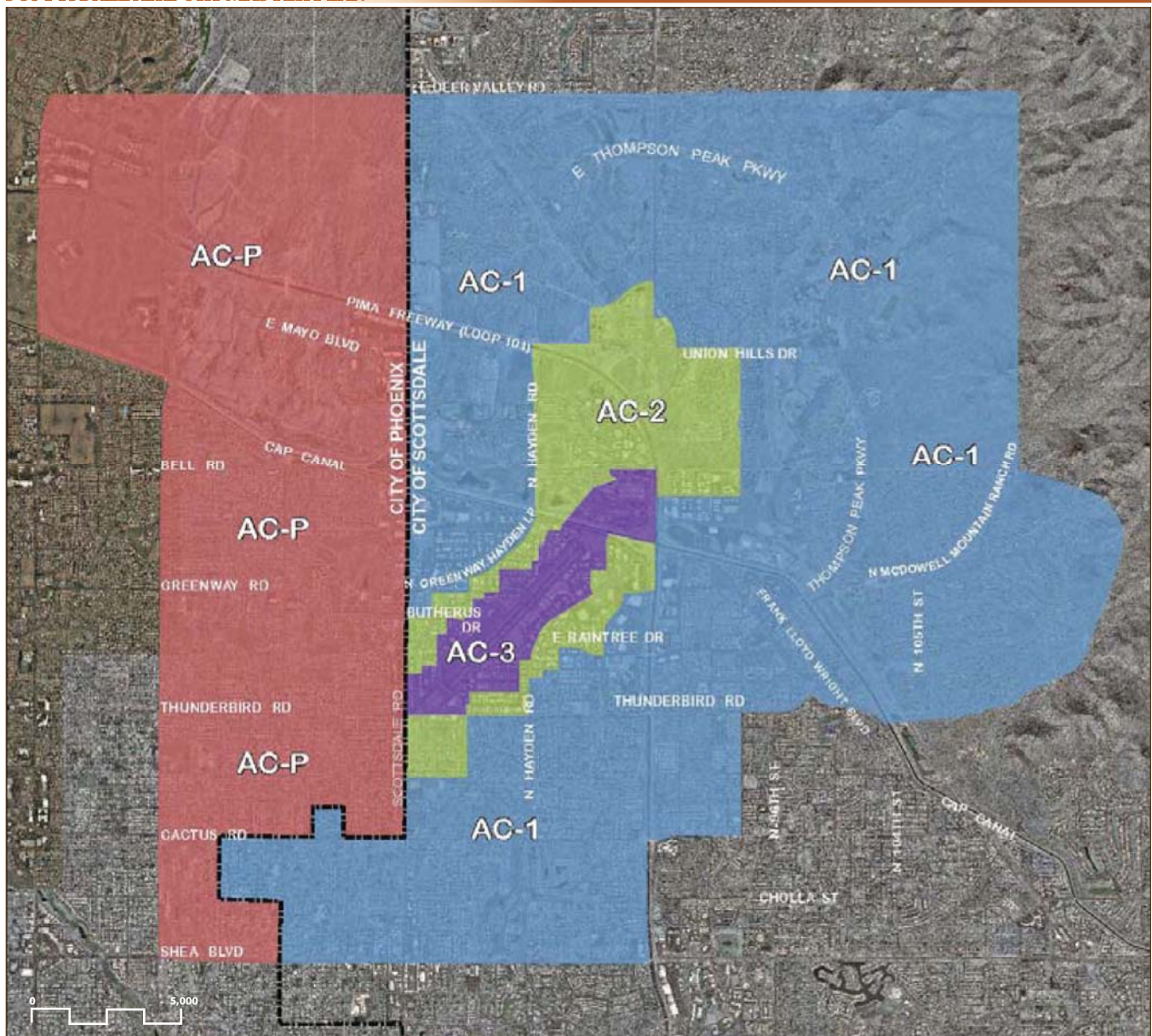
2. AIRCRAFT NOISE AND OVERFLIGHT DISCLOSURE, CH. 5, SEC. 5-356 & SECT. 5-357

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

For questions regarding this form or aviation-related requirements, contact Scottsdale Airport at 480-312-2321.



SCOTTSDALE AIRPORT MASTER PLAN



LEGEND AND TABLE KEY

----- Municipal Boundary

Airport Influence Areas

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

NP - Not Permitted

P - Permitted with Use Limitations

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

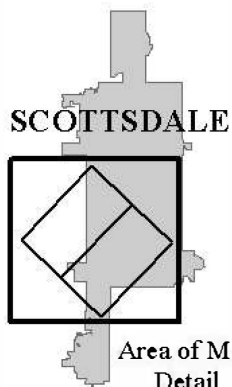
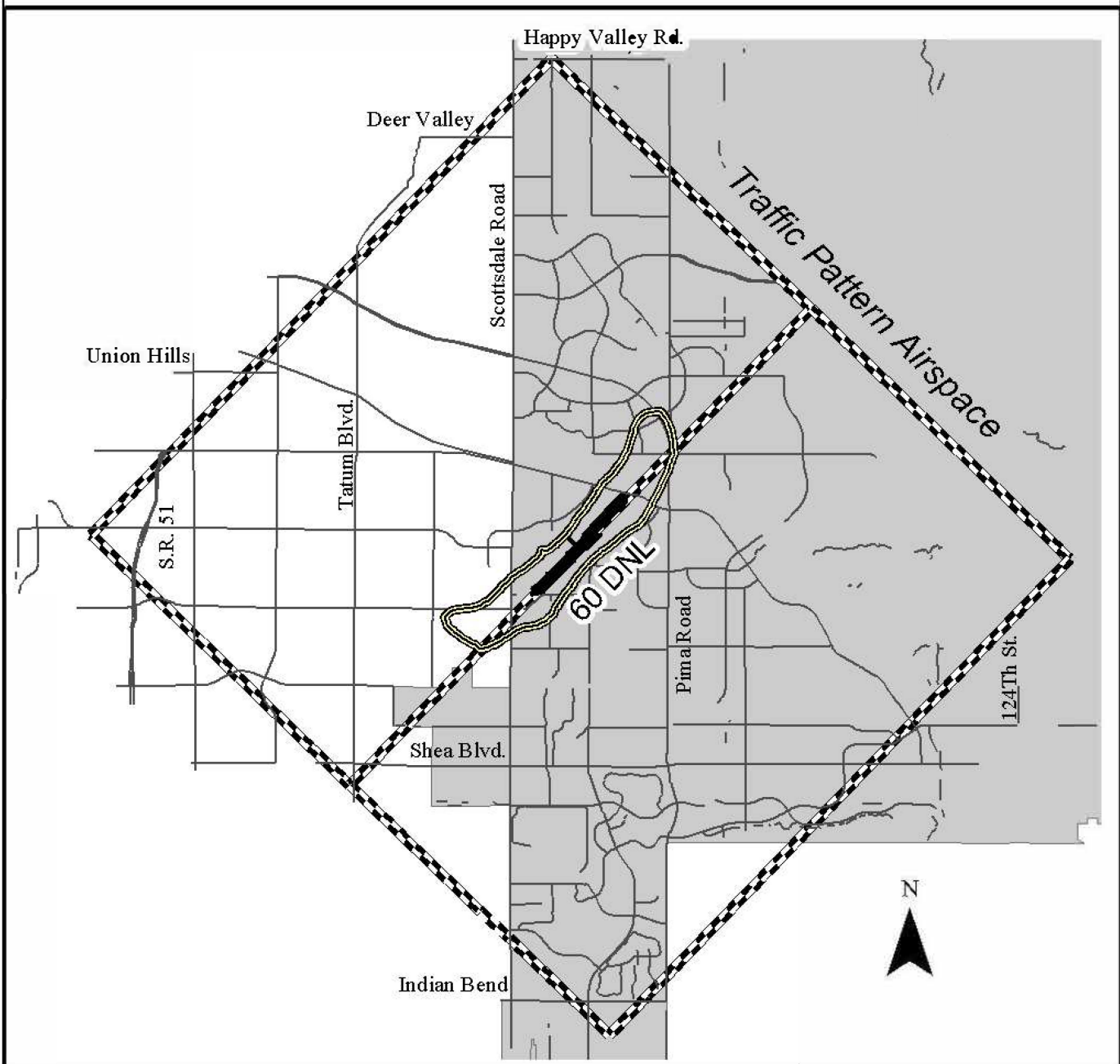
(2) - Noise attenuation required under Sec. 5-358

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 Traffic Pattern Airspace



Map Date: ●ctober 18, 2001

EXHIBIT A

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.

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

County of Maricopa)

This document was acknowledged before me this ___ day of _____, 20___, by _____ for and on behalf of _____.

NOTARY PUBLIC

My commission expires:

STATE OF ARIZONA)

) ss.

County of Maricopa)

This document was acknowledged before me this ___ day of _____, 20___, by _____ for and on behalf of _____.

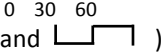
NOTARY PUBLIC

My commission expires:

Plan & Report Requirements for Development Applications



The following information should be utilized as a guide, but shall not be considered a complete list of required information. Since each development/project is different, the City of Scottsdale reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances, policies and approvals. The information contained within is not the requirements for final plan approval. Contact the Planning and Development Services Department for the Quality Submittal information.

- Additional information may be required depending on zoning district, development, Zoning Case (ZN), Use Permit (UP), Master Design Concept Plan (MDCP), Building and Fire codes, previous Development Review Board (DRB) stipulations, and/or the Design Standards & Policies Manual (DS&PM).
- All plans shall be label and dated.
- All fonts shall be 12 point unless otherwise indicated.
- All plans shall contain a written and bar scale on each plan sheet. (Example 1" = 30'-0" and )
- All plans shall contain the project name, design professional(s), and Owner.
- The plans shall contain the following information indicated with an "☒". The information that is not marked may be required by the district and shall be provided if the district has the development standard. The owner/agent shall provide any item that is not marked if it is included in the development proposal.
- All plans must be folded

CONTEXT AERIAL WITH THE PROPOSED SITE PLAN SUPERIMPOSED

The context aerial with the proposed site plan superimposed shall contain the following information indicated with an "☒".

- Show the proposed site plan in relation to surrounding development including the following:
 - Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
 - Label surrounding zoning and land uses;
 - Streets including sidewalks, and any surrounding driveways or intersections;
 - Show bike paths and trails; and
 - Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 East Indian School Road, Suite 105).

SITE PLAN

The site plan shall contain the following information indicated with an “☒”. The information that is not marked may be required by the district and shall be provided if the district has the development standard.

- The site plan shall address all Zoning Ordinance requirements, ZN, and UP stipulations. The site plan shall match the civil plans, landscape plans, open space plan, Natural Area Open Space (NAOS) plan, and electrical site plan.

• **Project Information**

- | | |
|--|--|
| <input checked="" type="checkbox"/> Project name | <input checked="" type="checkbox"/> Vicinity map |
| <input checked="" type="checkbox"/> Parcel address | <input type="checkbox"/> Other _____ |

• **Project Data**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Gross and Net lot areas in square feet | <input checked="" type="checkbox"/> Label all adjacent parcel’s zoning |
| <input checked="" type="checkbox"/> Parcel Zoning | <input type="checkbox"/> Lot Coverage |
| <input checked="" type="checkbox"/> Gross Floor Area | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Bike parking (required, provided, show calculations) | |
| <input checked="" type="checkbox"/> Open space (required, provided, show calculations) | |
| <input type="checkbox"/> Private open space per unit type (required, provided, show calculations) | |
| <input type="checkbox"/> Number of residential units identified by the number of bedrooms | |
| <input type="checkbox"/> Natural Area Open Space (NAOS) (required, provided, show calculations) | |
| <input type="checkbox"/> Density (allowable, provided, show calculations) | |
| <input type="checkbox"/> Floor Area Ratio (allowable, provided, show calculations) | |
| <input type="checkbox"/> Gross Floor Area Ratio (allowable, provided, show calculations) (All Downtown Area applications) | |
| <input checked="" type="checkbox"/> Parking (required, provided, show calculations) (Floor plan work sheets, addressing the parking requirements, shall be provide for all bar and live entertainment applications) | |
| <input checked="" type="checkbox"/> Accessible parking (required, provided, show calculations) | |
| <input type="checkbox"/> Covered parking if provided: | |
- (In a commercial establishment, when covered parking is provided for employee use only, then an equal percentage of accessible covered parking is not required. When covered parking is provided for the general public use in a commercial establishment, an equal percentage of accessible cover parking shall be provided.)
- (When covered and/or garage parking is provided in a multi-family uses, an equal percentage of accessible covered and/or garage parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest sidewalk).

• **Plan**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Scale minimum 1” = 40’-0” | <input checked="" type="checkbox"/> North arrow |
| <input checked="" type="checkbox"/> Dimensions parcel from nearest monument line | <input checked="" type="checkbox"/> Parcel Dimensions |
| <input checked="" type="checkbox"/> Show each structure’s/building’s footprint | <input checked="" type="checkbox"/> Dimension and label the right-of-way |
| <input checked="" type="checkbox"/> Dimension between each structure/building | <input checked="" type="checkbox"/> Dimension and label all easements |
| <input checked="" type="checkbox"/> Dimension from building(s) to each property line | <input type="checkbox"/> Proposed median improvements |
| <input checked="" type="checkbox"/> Indicate sidewalk locations, pavement types, and size | <input checked="" type="checkbox"/> Dimension parking aisle and stalls |
| <input type="checkbox"/> Label and dimension the Scenic Corridor easement | <input type="checkbox"/> Label the NAOS easement |

Planning and Development Services

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

Plan & Report Requirements for Development Applications

- Show the location of the proposed trails
- Identify the location of the bike parking.
- Lowest finished floor for each building is labeled (may be provided on the civil plans)
- Perimeter wall(s) and screen wall(s) locations shall be shown graphical
- Provide a dimension from the right-of-way centerline to the face of curb
- Show all right-of-way improvements (street, sidewalk, driveway, etc.)
- Indicate location of above ground utility equipment and screening (screening may be landscaping).
- Whenever an accessible route is separated from a building by a drive aisle, a stripped accessible route shall be provided to the nearest public entrance.
- Provide a minimum of three top-of-curb elevations (large site will require more) on each adjacent street (may be provided on the civil plans)
- Provide the total number of parking stalls in a consecutive line.
- Fountains/water features shall be in conformance with section 49-242. All fountains require the approval of City of Scottsdale's Water Resource Department.
- The site plan shall address ADA accessibility access requirements.
- Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections)
- Landscape islands when required shall be provided at a minimum of every fifteen (15) parking spaces (ten (10) spaces in the Downtown Area). Landscape islands are required when twenty (20) parking spaces are provided on a property.
- A Landscape islands shall have an interior curb dimension of 7'-0" (This is required if the Landscape islands is to be counted as parking lot landscaping). A Landscape islands shall have a minimum interior curb dimension of 4'-0" if a tree is to be planted. Provide dimensions on the plan.
- Periodic typical standard parking stall dimensions shall be provided on the plans.
- All accessible stalls (11'-0" and 5'-0" aisle access without bollards) dimensions shall be provided on the plans.
- Drive aisles shall be dimensioned.
- Landscape buffer zones pursuant to Article X of the Zoning Ordinance.
- Show the location of the refuse enclosure. The refuse enclosure and design shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provided on the plan).
- For all development in the Downtown Area that has buildings with a façade width of two hundred (200) feet or greater, shall provide separate Site Plan that includes the Prevailing Setbacks for Buildings Adjacent to a Public Street as defined by the Downtown District "D" of Zoning Ordinance. The area utilized to calculate the Prevailing Setback shall be graphically shown, hatched and dimensioned.
- Fire Department requirements. (See requirements at the end of this packet)
- Other _____

SITE DETAILS

Site Detail may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- The site details may be provided on the site plan or a separate sheet.

- Lot light pole details shall include color, finish and height.
- Screen wall and site wall elevation details shall be provided, call out colors and material finishes.
- Provide the elevations of the refuse enclosure. The refuse enclosure and designed shall be in conformance with the C.O.S. Supplement to the MAG details (the detail number shall be provide on the plan).

Planning and Development Services

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Plan & Report Requirements for Development Applications

- Carport details (if approval is desired as part of overall approval). Call out the color and finish of the canopy structure. If lighting is proposed, then a canopy cross-section must be provided showing that the proposed light fixture is recessed and shielded by the canopy fascia. (Accessible carport minimum clearance is 98" measured from the highest stall grade beneath canopy to the lowest cross member of the canopy.)
- Other _____

PEDESTRIAN AND VEHICULAR CIRCULATION PLAN

Pedestrian and Vehicular Circulation Plan may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- The Pedestrian and Vehicular Circulation Plan shall clearly delineate the pedestrians and vehicle routes through a site. In addition, the Pedestrian and Vehicular Circulation Plan shall clearly delineate the hierarchy of the pedestrian and vehicular circulation routes.
- The pedestrian and vehicular circulation routes shall have separate unique identification symbols that also are unique in the manner to identify the hierarchy of the routes.
- Other _____

FLOOR PLAN WORK SHEETS

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- Floor plan work sheets for bars and restaurants shall graphical identify Bar area, and kitchen area, as defined by the Zoning Ordinance. Each separate area shall identify the total square footage to the hundredth place, the gross floor area shall be provided.
- Floor plan worksheet for multi-family residences shall identify the total gross floor area of the individual unit
- The required private open space calculations shall also be provided on the plans.
- The private open space area for each unit shall by hatching and identify the total square footage to the hundredth place.
- Other _____

FLOOR PLAN WORK SHEETS ADDITIONAL REQUIREMENTS (PROJECTS IN THE DOWNTOWN AREA)

Floor plan work sheets may be required for some developments and shall contain the information indicated with an "☒". Requirements may vary depending on the zoning district, development, ZN, and UP stipulations.

- Dimension the maximum building length of each as defined by the Zoning Ordinance.
- Dimension the horizontal exterior wall surface of each break and offset as defined by the Zoning Ordinance.
- Dimension the width of the Private Outdoor Living Space.
- Each separate Private Outdoor Living Space area shall identify the total square footage to the hundredth place.

OPEN SPACE PLAN (SITE PLAN WORK SHEET)

The following information indicated with an "☒" shall be provided on the open space plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- An open space plan shall be provided addressing all Zoning Ordinance requirements, ZN and UP stipulations.
- Total open space area required (show calculations), and the total area provided in square feet shall be identified on the plan.

Planning and Development Services

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Plan & Report Requirements for Development Applications

- Each calculated area on the open space plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The 2'-0" overhang of a parking stall shall not be counted toward the parking lot landscape or the open space requirements.
- Front open space shall be identified by a distinctively different hatch pattern.
- All retention surface areas in the front open space shall be separately identified, and each area's individual square footage shall be identified to the hundredth place. The retention area shall not be deducted from the front open space area.
- Parking lots that have more than 20 parking spaces, shall provide an area equal to a minimum of 15% of the parking lot, as landscape open space. Parking lot landscaping is in addition to the district's open space requirements. A median planter, that is to be counted as landscape open space, shall have an interior curb dimension of 7'-0" and a minimum square footage of 120 sqft. The 2'-0" overhang of a parking stall shall not be counted toward the landscape open space requirement. Landscape area that is located more than ten (10) feet from a drive aisle or parking shall is not considered parking lot landscape open space.
- Other _____

NAOS PLAN (ELS Areas)

When a NAOS plan is required, the following information indicated with an "" shall be provided on the NAOS plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- The NAOS plan and the open space plan address different Zoning Ordinance requirement and are to not be combined in to one plan.
- A slope analysis graphic shall be provided with the NAOS plan.
 - The slope analysis shall be sealed and signed by a Civil Engineer, Landscape Architect, or Surveyor Registered in Arizona.
 - The slope analysis graphic shall clearly identify all slope categories, as defined by the Zoning Ordinance, by hatching, separate colors, etc.
 - Based on the gross lot area, the slope analysis shall identify all slope category total square footage to the hundredth place. The chart shall be representative of the Table 6.1060.A of the Zoning Ordinance.
- Total NAOS area required in sqft (show calculations based on the slope category), and the total area provided shall be identified on the plan.
- The total allowable revegetated NAOS in sqft (show calculations) and the total provided revegetated NAOS areas shall be identified on the plan.
- Each total calculated NAOS area on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- Each calculated area's revegetated NAOS on the NAOS plan shall be separately identified, and each area's individual square footage shall be identified to the hundredth place.
- Each calculated area minimum square footage and width must meet the Zoning Ordinance requirements.
- Sidewalks, drive aisles, rip rap, drainage structures, streets, paved path, and similar shall not be counted as NAOS.
- NAOS that is to be dedicated adjacent to a wall shall be identified as revegetated NAOS for a width of 5'-0" and the length of the wall.
- NAOS that is to be dedicated adjacent to a driveway or parking lot shall be identified as revegetated NAOS for a minimum width of 5'-0" and the length of the driveway or parking lot.
- NAOS that is to be dedicated over public utility, water line, and sewer line easements shall be identified as revegetated NAOS for a width and length of the easement within the NAOS easement.

- NAOS that is to be dedicated over private utilities shall be identified as revegetated NAOS for a minimum width of 10'-0" and the length of the improvement within the NAOS easement. Additional area may be required based on the type and size of the improvements.
- NAOS shall not be dedicated within 5'-0" of a building.
- NAOS dedicated within 10'-0" of a building shall be identified as revegetated NAOS.
- Other _____

BOULDER FEATURES, BOULDER COLLAPSE, UNSTABLE SLOPES, NATURAL LANDMARKS AND ARCHAEOLOGICAL SITES, AND PROTECTED PEAKS AND RIDGES PLANS

(ESL areas – When required)

- The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Plans are color aerials of the parcel(s) to be developed addressing the Zoning Ordinance requirements.
- Two plans are required:
 - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan, and
 - The Boulder Features, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan.

The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Existing Conditions Plan:

- 1-foot Contour lines are to be shown, and every 5 foot contour is to be labeled with the elevation.
- Existing parcel lines are to be shown and dimensioned.
- Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.

The Boulder Features, Boulder Collapse, Unstable Slopes, Natural Landmarks and Archaeological Sites, and Protected Peaks and Ridges Proposed Development Plan:

- Proposed parcel lines are to be shown and dimensioned.
- Proposed building envelopes are to be shown.
- Existing parcel lines are to be shown and dimensioned.
- Boulder features, boulder collapse, boulder outcrops, unstable slopes, natural landmarks and archaeological sites and protected peaks and ridges as defined by the zoning ordinance shall be identified with a separate line type and labeled on the plan.
- Other _____

MASTER THEMATIC ARCHITECTURAL CHARACTER PLAN

- The Master Thematic Architectural Character Plan shall include the primary and secondary architectural themes and design guidelines for all structures within a development.

ELEVATIONS

The following information indicated with an “☒” shall be provided on the elevations for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- The elevations shall address Zoning Ordinance requirements, ZN, and UP stipulations.
- The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- Building colors and materials shall address the Zoning Ordinance requirements, and their locations shall be clearly indicated on the elevations.
- All roof-mounted equipment shall be dashed in on all elevations. Roof-mounted equipment shall be completely screened by parapet or a screen wall. Screen walls shall utilize architectural colors and material finishes that match the building. (Line of sight is not a recognized method of screening.)
- Any wall-mounted lights shall be labeled and dimensioned to the top of the fixture. Exterior wall-mounted lights are considered site lighting and shall be included in the photometrics calculations.
- The colors and materials shown on the color elevations shall match the color and material board.
- Other _____

ELEVATION WORKSHEET(S)

The following information indicated with an “☒” shall be provided on the elevation work sheets for all developments. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

- Required for all Development applications for/with Planned Unit Development (PUD), Downtown, or Downtown Overlay zoning when elevations are required to be submitted.

Inclined Step Back Elevation Plans

- The elevations shall include the location of the curb adjacent to the building and a dimension from the curb to the closest building wall.
- Show and dimension the location of the inclined step back plane on all elevations.
- Label the corresponding line, 1:1 and 2:1 for the incline setback.
- Dimension the height of the inclined step back plane and each transition between the 1:1 and 2:1 step back on all elevations.
- The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
- Dimension the height of the mechanical screening.
- Provide the total surface area and the total allowable area of encroachment in a data table to the hundredth place.
- Indicate the location of the areas of the building that encroaches into the inclined step back with a hatch pattern. Each area shall be calculated separately, and each area's individual square footage shall be identified to the hundredth place. Provide the total area of encroachment in the data table.

ROOF PLAN WORKSHEET(S)

The following information indicated with an “☒” shall be provided on the roof plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- Roof plans shall be required when the mechanical screening will exceed the allowable building height.
- ☒ The total area of the roof shall be provided in a data table on the plan.
- ☒ The area of the mechanical screen shall be identified by hatching, etc. Each separate area shall identify the total square footage to the hundredth place, and the total are shall be provide in the data table on the plan.
- ☒ Developments in the ELS areas shall label to all parapets, peaks, and ridges with the above sea level elevations based on the '88 datum and 1 foot contours shown.
- ☒ Dimension the location mechanical screening from the parapet.

PERSPECTIVE ELEVATIONS

- ☒ The perspective elevation shall be drawn to scale.
- ☒ The colors and materials shown on the color elevations shall match the color and material board.
- ☒ Any plant shown in the perspective shall match the plant type and location shown in the landscape plan.

STREETSCAPE ELEVATIONS

- ☒ The streetscape plans shall include at least the buildings on both sides of the elevation; the project coordinator may require the elevation to include additional buildings of the existing streetscape.
- ☒ The material and color shall match the material board

TRANSITIONS PLAN(S)

- ☒ The dimensioned transition plans shall include site cross sections with the proposed and adjacent development shown. In addition, plans shall be provided to demonstrate how the proposed development transitions to existing development, and how the proposed development will mitigate real and perceived impacts on the adjacent property.

ELECTRICAL SITE PLAN

The following information indicated with an “☒” shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ The electrical site plan shall address the Zoning Ordinance, ZN, and UP stipulations regarding onsite lighting.
- ☒ The electrical site plan shall match the architectural site plan, and shall provide a light fixture schedule that includes symbol, manufacture number, and lamp wattage.
- ☒ All exterior lighting shall be identified on this plan.
- ☒ All exterior lights shall include an identifier (symbol or letter, ex. ⊖ or SA) that shall be cross-referenced to the light schedule and photometrics.
- ☒ The locations of the light poles shall not be located in the parking stall overhang.
- Landscape lighting is considered on site lighting and shall be identified on the Plans. Landscape lighting maybe shown on a separate plan sheet
- Other _____

EXTERIOR ON SITE LIGHTING DETAILS

The following information indicated with an “☒” shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, ZN, and UP stipulations.

- ☒ All exterior fixture lighting manufacture cut sheets shall be provided on 24"x36" paper, 8 ½" x 11" separate sheets will not be accepted. Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.) The cut sheets shall include:
 - Light fixture manufacture number
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve

- ☒ All exterior lighting manufacture cut sheets shall address the Zoning Ordinance, ZN, and UP stipulations. All cut sheet information shall be legible. Information that is not legible shall not be accepted. (State law prohibits Mercury Vapor lighting.)

- Up-lighting, if proposed, must be identified at the time of the DRB application. (State law prohibits the use of High Intensity Discharge up-lights over 70 watts.)

- Other _____

PHOTOMETRICS

The following information indicated with an “☒” shall be provided on the with the Photometrics plans that are to be provided for the entire site addressing Zoning Ordinance, ZN, UP, DRB, Design Guidelines, and the Staff Policy for Site Lighting. Additional information may be required by staff after they have evaluated the design.

- There is a minimum of two photometric studies required for each project. They are (1) the horizontal illuminance on the site, and (2) the vertical light trespass around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grip point symbols (example: *), shall have a maximum spacing of 10'-0" between each point across the entire site, and 10'-0" past the property line. The vertical photometric plan grid point shall be provided only along the property line with a maximum spacing of 10'-0" between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type.
 - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintenance (light loss) factor utilized.
 - The maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.

Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, average illuminance shall be provided for the grid.)

- The Light Trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings 6'-0" above grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plans reading shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors utilized.
- The Photometrics plan shall provide a lighting fixture summary table that presents the following information:
 - Plan identification symbol or abbreviation
 - Fixture type (include the manufacture product identification catalog number)
 - Lamp type (include the manufacture product identification catalog number and wattage)
 - Lamp Lumens
 - Lamp degree Kelvin
 - Fixture lens height above lowest adjacent finished grade
 - Total Light loss factor utilized.

LANDSCAPE PLAN

The following information indicated with an "☒" shall be provided on the landscape plan. Requirements may vary and additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

Plant Palette:

- The landscape plans shall contain an over plant palette.
 - ☒ Each plant type shall be identified by its common and botanical name
 - ☒ Each plant type including salvage plant material shall have its own individual symbol. (When the same plant is utilized in multiple sizes, each size shall be identified separately.)
 - ☒ All plants shall be assigned a planting size.
 - ☒ Trees over 15 gallons shall be identified by the trunk caliper size.
 - ☐ Turf shall be identified by the total square footage (sqft) provided.
 - ☒ All plants utilized in the right-of-way shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list. All plant material utilized in the right-of-way in Environmental Sensitive Lands (ESL) areas shall be on the ADWR and ESLO the plant lists.
 - ☐ All plants utilized on site shall be listed on the Arizona Department of Water Resource's (ADWR) Phoenix Active Management Area plant list.
 - ☒ If water-intensive plants (any plant not on the ADWR) are utilized, the maximum allowable square feet (sqft) shall be indicated adjacent to the plant list, pursuant to the City of Scottsdale City Code Section 49-245,

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Plan & Report Requirements for Development Applications

49-246, and 49-247 (show the calculation). The total growth area in sqft of the water intensive plants shall be provided.

- When water- intensive plants are utilized, the total landscape water usage shall be provided on the plans. The maximum water usage for the entire development shall not exceed 10 acre-feet per year. If usage exceeds this amount, written approval must be obtained from the City of Scottsdale's Water Resource Department (SWRD).

- All plant palettes in the ESL overlay zoning shall utilize plants from the City of Scottsdale's ESL Plant List.
- Hydro-seed mixtures shall be identified separately from the plant list. Each plant in the Hydro-seed mixture shall be identified by its common and botanical name. Depending on the location in the city, the mixture may be required to be selected from the ESLO plant list.

Landscape Planting Plan

- The scale of the landscape plan shall match the scale utilized for the site plan.
- North arrow
- All disturbed areas without structures or hardscape improvements shall be revegetated.
- Show the location of all plants to be planted in accordance with the Zoning Ordinance and any landscaping to remain.
- Hydro-seed area shall be clearly indicated on the plans by hatching, etc. The maximum separation of planted plants in a hydro-seed area is 10 feet.
- Scenic Corridors shall be maintained and/or revegetated in accordance with the City of Scottsdale's Scenic Corridors Design Guidelines.
- Medians landscaping shall be provided in accordance with the DS&PM.
- All easements shall be shown and labeled.
- All NAOS areas, natural and revegetated shall be shown and labeled.
- Trees shall not be planted in the Public utility Easements(s).
- All right-of-way improvements (streets, sidewalks, trails, etc.) adjacent to the project shall be shown and dimensioned.
- Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual (DS&PM), shall be shown to the curb line. (DS&PM Figure 5.3-26 at driveway entrances, and DS&PM Figures 5.3-26 and 5.3-27 at intersections).
- Multi-trunk trees shall not be provided in the SVT.
- Trees shall not be planted within 7'-0" of a public water line and/or sewer line.
- Boulders are considered fixed objects and shall not be placed within the roadside clear zone. Refer to DS&PM for placement criteria.
- Other _____

WATER AND WASTEWATER BASIS OF DESIGN REPORTS

- The Water and Wastewater Basis of Design Reports shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

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WATER AND WASTEWATER MASTER PLANS

- The Water and Sewer Master Plans shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

DRAINAGE REPORT

- The drainage report shall be prepared in accordance with the DS&PM requirements. The reports shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

CIVIL GRADING AND DRAINAGE PLAN

- The civil grading and drainage plan shall be prepared in accordance with the DS&PM requirements. The plan shall also address the City of Scottsdale's City Code; additional information may be required, depending on the zoning district, development, ZN and UP stipulations.

Proposed roadway and driveway slopes shall be indication on the plans.

- Driveway and roadway slopes shall comply with the DS&PM. ESL zoned areas also shall comply with the Design Guidelines & Policies for Environmentally Sensitive Lands handbook.

Other _____

FIRE DEPARTMENT REQUIREMENTS

The following information is to be utilized as a guide; all projects are subject to the City of Scottsdale's Fire Ordinance and shall be designed accordingly.

Show Fire Department design requirement in accordance with the DS&PM.

Show the fire truck turning radii on site at all drive corners and turns in accordance DS&PM.

Show the location of the Fire Riser Room in accordance with the Fire Code.

Show the proposed and existing fire hydrate locations on the site plan.

A knox and strobe access system shall be provided for all gates. The location is to be shown on the site plan.

Two points of fire department access shall be provided unless otherwise determined by the Fire Department. These locations shall be shown on the site plan and shall address all Fire Ordinance requirements.

- There shall be no parking within a fire lane. Fire lane shall be indicated on the site plan.
- A minimum cross section for two-way traffic for drive aisle without parking adjacent shall be 20-feet. When parking is provided adjacent to the drive aisle, additional width requirements are required.
- The minimum street cross section for one-way traffic shall be 20-feet in width from the face of curb to the face of curb.
- The gate opening for gated entries shall be a minimum of 20-feet.
- Looped water systems shall be provided on site as required by the Fire Ordinance.

Project Narrative

Development Review Board



While preparing the project narrative, please refer to the Development Review Board Criteria (Attachment A), which serve as the basis for the review and approval of your proposal. Provide information, descriptions, and explanations that are indicated by the Project Coordinator.

Ordinances, Master Plans, General Plan, and Standards

Describe how the proposed development will comply with the design and character elements of the General Plan, the appropriate character area plan, all applicable city-wide master plans, the zoning ordinance development standards, the Design Standards and Policies Manual, all applicable city-wide design guidelines, and the appropriate Master Environmental Design Concept Plan.

Architectural Character, Landscaping, and Site Design

Explain how the proposed development has been designed so that it:

- Promotes a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;
- Avoids excessive variety and monotonous repetition;
- Recognizes the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;
- Conforms to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and
- Incorporates unique or characteristic architectural features, including building height, size, shape, color, texture, setback, or architectural details, in the Historic Property Overlay District.

Ingress, Egress, On-Site Circulation, Parking, and Pedestrians

Describe how the site layout of the proposed development has been designed to promote safety and convenience, relative to ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways.

Mechanical and Utility Equipment

Describe how the proposed development will locate mechanical equipment, appurtenances, and utilities so that these elements will not conflict with street frontage open space, pedestrian amenities, resident amenities, landscape features, or on-site circulation, and has utilized screening devices that are integral to the design of the building, in order to screen mechanical equipment, appurtenances and utilities.

Old Town Scottsdale

If the development proposal is within Old Town Scottsdale, specify through narrative and graphical exhibits how the proposal is in conformance with the Old Town Scottsdale Urban Design and Architectural Guidelines.

Location of Artwork (refer to Zoning Ordinance Sections 1.905 and 7.1010)

If the development proposal is required to participate in the Cultural Improvement Program or Public Art Program, then determine whether or not the proposed location of artwork complies with the following criteria:

- Accessible by the public;
- Location near pedestrian circulation routes consistent with existing or future development or natural features;
- Location near the primary pedestrian or vehicular entrance of a development;
- Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and
- Location in conformance to standards for public safety.

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Development Review Board Criteria

(Scottsdale Zoning Ordinance Sec. 1.904) (December 14, 2012)



- A. In considering any application for development, the Development Review Board shall be guided by the following criteria:
1. The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.
 2. The architectural character, landscaping and site design of the proposed development shall:
 - a. Promote a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;
 - b. Avoid excessive variety and monotonous repetition;
 - c. Recognize the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;
 - d. Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and
 - e. Incorporate unique or characteristic architectural features, including building height, size, shape, color, texture, setback or architectural details, in the Historic Property Overlay District.
 3. Ingress, egress, internal traffic circulation, off-street parking facilities, loading and service areas and pedestrian ways shall be so designed as to promote safety and convenience.
 4. If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.
 5. Within the Downtown Area, building and site design shall:
 - a. Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;
 - b. Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level;
 - c. Reflect contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;
 - d. Reflect the design features and materials of the urban neighborhoods in which the development is located; and
 - e. Address building mass, height, materials, and intensity transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.
 6. The location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program shall address the following criteria:
 - a. Accessibility to the public;
 - b. Location near pedestrian circulation routes consistent with existing or future development or natural features;
 - c. Location near the primary pedestrian or vehicular entrance of a development;
 - d. Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and
 - e. Location in conformance to standards for public safety.
- B. The burden is on the applicant to address all applicable criteria in this section.

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City Policy for Exterior and Site Lighting



PURPOSE:

Encourage quality site lighting design while providing a sense of safety and security by reducing excessive light levels, light trespass and glare.

DESIGN PRINCIPLES:

- The use of lighting should be integrally designed as part of the built environment and should reflect a balance for the lighting needs with the contextual ambient light level and surrounding nighttime characteristics of our community. In conjunction with the Zoning Ordinance, recommended light level guidelines and uniformity ratios established by the Illumination Engineering Society of North America (IESNA) in the IESNA Lighting Handbook (current edition) should be considered when determining appropriate lighting design solutions. All exterior lighting design require the approval of the Development Review Board (DRB).
- Lighting designs must be designed to minimize glare, light trespass, energy conservation and to maintain dark skies. The lighting designers should consider utilizing per-curfew and post-curfew lighting designs with automatic control systems to eliminate excessive light during non-active hours of site and building operation.
- Full cut-off fixtures, mounting heights and shielding must be utilized to effectively control glare and light trespass.
- Any exterior lighting designs shall take into account all existing and proposed exterior lighting sources.
- Architectural lighting, if proposed, shall be included with the DRB application. Architectural lighting should only be utilized at the pedestrian scale and to highlight special features. Lighting of expansive wall planes, towers and roofs or the use of architectural lighting that results in “hot spots” must be avoided.
- Landscape lighting, if proposed, shall be included with the DRB application. Landscape lighting should only be utilized to accent landscaping, be pointed away from property lines, and fixtures shall contain extension shields to minimize glare and light source visibility. In areas with the Environmentally Sensitive Lands Overlay (ESL), lighting must be shielded and directed downward.

ILLUMINANCE RECOMMENDATIONS

Ambient Light Level *	Recommended Maintained Footcandles (<i>based on IESNA RP-20-98</i>) (horizontal fc measured at grade)	
	Average	Maximum
E-1 – Intrinsically Dark Areas	1	4
E-2 – Estate/Rural Areas	1.5	6
E-3 – Suburban Areas	2	8
E-4 – Urban/Pedestrian Activity Areas	2.5	10

LIGHT TRESPASS LIMITATIONS

Ambient Light Level *	Recommended Maintained Footcandles (<i>based on IESNA RP-33-99</i>) (vertical fc measured six (6) feet above grade at property line)
E-1 – Intrinsically Dark Areas	0.1
E-2 – Estate/Rural Areas	0.3
E-3 – Suburban Areas	0.8
E-4 – Urban/Pedestrian Activity Areas	1.5

* Refer to the Design Standards & Policy Manual for general Environmental Zone Locations (E-#). These locations are a guide, but are not conclusive and are subject to the approval of the DRB.

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City Policy for Exterior and Site Lighting



SUBMITTAL REQUIREMENTS:

Exterior On-Site Lighting Details:

- All exterior fixture lighting manufacture cut sheets (to be provided on 24" x 36" paper). Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.)
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons, if utilized
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve

Photometrics:

- Photometric plans shall be provided for the entire site addressing Zoning Ordinance, rezoning cases (ZN), conditional use permit cases (UP), Development Review Board cases (DR), Design Guidelines, and this City Policy for Exterior and Site Lighting. Additional information may be required by staff after they have evaluated the design.
- There is a minimum of two photometric studies required for each project. They are: (1) a horizontal illuminance analysis for the site, and (2) a vertical light trespass analysis around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grid point symbols (example: *), shall have a maximum spacing of ten (10) feet between each point across the entire site, and shall extend ten (10) feet beyond the property line or area of site. The vertical photometric plan grid point shall be provided only along the property line or edge of site with a maximum spacing of ten (10) feet between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type.
 - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintained maintenance (light loss) factor utilized.
- The total maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.
 - Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized on the same plan, a separate grid symbol (example: %) must be utilized, and a separate maintained maximum, minimum, and average illuminance shall be provided for the grid.)
- The light trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings six (6) feet above the grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site. All light trespass plan readings shall be based on the initial illuminance, 1.00.
- The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols, a separate summary table for all fixtures utilized, and separate total light loss factors are utilized.
- The photometric plan(s) shall provide a lighting fixture summary table that presents the following information:
 - Plan identification symbol or abbreviation
 - Fixture type (include the manufacture product identification catalog number)
 - Lamp type (include the manufacture product identification catalog number and wattage)
 - Lamp lumens
 - Lamp degree Kelvin
 - Fixture lens height above lowest adjacent finished grade
 - Total light loss factor utilized

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Native Plant Submittal Requirements



This information pertains to submittals made for native plant permit with the exception of a single-family custom home. Submittals must be complete and submitted at the One Stop Shop for review and approval.

Sec. 7.500. Native Plant Materials.

1. Native Plant narrative and Application Form.
2. Three (3) copies of the site plan aerial with plat overlay indicating the location by tag number of each plant, which is required to be protected by the Native Plant Ordinance.
3. Three (3) copies of the plant inventory performed by a salvage contractor*, (which corresponds to the tag number on the site plan) indicating the following:
 - a) plant type
 - b) Plant size in caliper inches
 - c) Plant salvage ability*
 - d) Whether the plant will remain in place, be moved to another location, or be destroyed**
4. Plant nursery location
5. Copy of vicinity map indicating the location of the project.
6. Copy of Natural Area Open Space exhibit if applicable for the site.
7. Notice when plant materials have been tagged in the field for City staff review with the following:
 - a) Plastic tape to correspond to the determinations made in 3.d.above:
 - White tape - remain in place
 - Red tape - moved to another location
 - Blue tape - destroyed
 - b) Tag numbers that correspond to the site plan and to the plant inventory
 - c) Tag number is to be transferred to the side of the box when side boxing is completed
8. Letter of Authorization from the property owner identifying the salvage contractor* for the project and verifying that all plants are to be re-planted on site.
9. A copy of the form notifying the Arizona Department of Agriculture, Native Plant section at 602-542-4373, of the Notice of Intent to Clear Land.

**Any plant that is determined to be unsalvageable must have an explanation of the present status of the plant material

**Any plant that is destroyed must have an explanation detailing why the plant cannot remain in place or be moved

*Salvage contractor must be listed on the "Native Plant Salvage Contractor's With Acceptable methodologies on File with the City of Scottsdale's list.

Planning and Development Services

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