

# Conditional Use Permit (UP)

## Development Application Checklist



### Digital Submittal:

Please follow the plan and document submittal requirements below. **All files shall be uploaded in PDF format.** Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: \_\_\_\_\_ -PA- \_\_\_\_\_ Key Code: \_\_\_\_\_

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

### Minimum Submittal Requirements:

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

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

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

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

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

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

## PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		1. <b>Conditional Use Permit Application Checklist</b> (this list)
<input checked="" type="checkbox"/>		2. <b>Application Fee</b> \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>		3. <b>Completed Development Application Form</b> (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.</li> </ul>
		4. <b>Request to Submit Concurrent Development Applications</b> (form provided)
		5. <b>Waiver of Claims for Diminution in Value of Property, or refusal (Delay submittal until after the Planning Commission Hearing)</b> (sample agreement information provided)
<input checked="" type="checkbox"/>		6. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)

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<input checked="" type="checkbox"/>		<b>7. Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>		<b>8. Appeals of Required Dedications or Exactions</b> (form provided)
<input checked="" type="checkbox"/>		<b>9. Commitment for Title Insurance</b> – No older than 30 days from the submittal date (information provided) <ul style="list-style-type: none"> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>		<b>10. Legal Description:</b> (if not provided in Commitment for Title Insurance)
		<b>11. Request for Site Visits and/or Inspections Form</b> (form provided)
		<b>12. Addressing Requirements</b> (form provided)
<input checked="" type="checkbox"/>		<b>13. Public Participation Process Requirements</b> (see Attachment A)
		<b>14. Request for Neighborhood Group Contact information</b> (form provided)
		<b>15. Site Posting Requirements:</b> (white and red signs) <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> <li>• Affidavit of Posting for Planning Commission Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to Planning Commission hearing)</li> <li>• Affidavit of Posting for City Council Public Hearing (Delayed submittal). Affidavit must be turned in 20 days prior to City Council hearing)</li> </ul>
<input checked="" type="checkbox"/>		<b>16. Photo Exhibit of Existing Condition</b> (form provided) <ul style="list-style-type: none"> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> </ul>
		<b>17. Archaeological Resources</b> (information packet provided) <p>Cultural Resources Survey &amp; Report - Archaeology 'Records Check' Report Only</p> <p>Copies of Previous Archaeological Research</p> <p>Copies of Previous Archaeological Research</p>
		<b>18. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <p>Short Form</p> <p>Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review)</p> <p>Height Analysis (search "Notice Criteria Tool" on the FAA web page:  <a href="https://oeaaa.faa.gov/oeaaa/external/portal.jsp">https://oeaaa.faa.gov/oeaaa/external/portal.jsp</a>)</p> <p>Aviation Fuel Dispensing Application Form</p>

## PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. <b>No application shall be accepted without all items marked below.</b>
		<b>19. Plan &amp; Report Requirements for Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>		<b>20. Results of ALTA Survey</b> (The ALTA Survey shall not be more than 30 days old)

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## Conditional Use Permit Development Application Checklist

<input checked="" type="checkbox"/>		<p><b>21. Application Narrative</b></p> <p>a. The application narrative shall include:</p> <ul style="list-style-type: none"> <li>• A one-paragraph explanation of the request. This shall be no greater than a half page.</li> <li>• Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>• Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.</li> </ul> <p style="margin-left: 40px;">Bar Live Entertainment Other</p> <p>b. Historic Property. If the property is an existing or potential Historic Property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</p>
		<p><b>22. Security, Maintenance &amp; Operations Plan (For Bars and Live Entertainment)</b></p> <ul style="list-style-type: none"> <li>• Required for any of the following uses: <ul style="list-style-type: none"> <li>o Live entertainment (other than DJ)</li> <li>o Medical marijuana Use / Caregiver Cultivation</li> </ul> </li> <li>• The Security, Maintenance &amp; Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>
		<p><b>23. Public Safety Plan</b> (sent digitally)</p> <ul style="list-style-type: none"> <li>• Required for any of the following uses: <ul style="list-style-type: none"> <li>o Establishments that require age verification for admittance, such as a Bar</li> <li>o Teen dance centers</li> <li>o Adult uses</li> <li>o Establishments that have a Disc Jockey (DJ)</li> </ul> </li> <li>• The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>
<input checked="" type="checkbox"/>		<p><b>24. Context Aerial with the proposed site improvements superimposed</b></p> <p>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:</p> <p style="margin-left: 40px;">750-foot radius from site ¼-mile radius from site (lots greater than 1 acre) Other: _____</p>
		<b>25. Site Plan</b>
		<b>26. Open Space Plan (Site Plan Worksheet)</b> (Example Provided)
		<b>27. Natural Area Open Space Plan</b> (ESL Areas)
		<b>28. Topography and slope analysis plan</b> (ESL Areas)
		<p><b>29. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• (a gray-tone copy of the color Landscape Plan will not be accepted)</li> </ul>
		<p><b>30. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• (a gray-tone copy of the color Hardscape Plan will not be accepted)</li> </ul>
		<b>31. Parking Plan</b>
		<p><b>32. Parking Master Plan</b></p> <p>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>

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	<b>33. Pedestrian and Vehicular Circulation</b>
	<b>34. Elevations</b>
	<b>35. Floor Plans</b>
	<b>36. Floor Plan Worksheet(s)</b> (Required for restaurants, bars or development containing there-of, and multi-family developments)
	<b>37. Exterior Lighting Site Plan</b> (policy provided)
	<b>38. Exterior Lighting Photometric Analysis</b> (policy provided)
	<b>39. Manufacturer Cut Sheets of All Proposed Lighting</b>
	<b>40. Drainage Report</b> See Chapter 4 of the city's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps.
	<b>41. Master Drainage Plan</b> See the city's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans.
	<b>42. Final Basis of Design Report for Water</b> See the city's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.
	<b>43. Final Basis of Design Report for Wastewater</b> See the city's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report must include all required exhibits and plans.
	<b>44. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided)  Please review the city's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report must include all required exhibits, and plans.  Category 1 Study Category 2 Study Category 3 Study
	<b>45. Native Plant Submittal:</b> <ul style="list-style-type: none"> <li>• (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</li> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
	<b>46. Other Plans and Report Requirements</b> Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc.)
	<b>47. Other:</b> _____ _____ _____ _____ _____

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## Conditional Use Permit Development Application Checklist

## PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

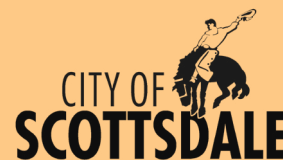
Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
		<b>48. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>49. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
		<b>50. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>
<input checked="" type="checkbox"/>		<b>51. Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your project coordinator is preparing the public hearing report(s). Your project coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
		<b>52. Other _____</b> _____ _____ _____ _____ _____
		<b>53. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b> Coordinator Name (print): _____ Phone Number: 480-312- _____ Coordinator e-mail: _____@scottsdaleaz.gov Date: _____ Coordinator Signature: _____  <b>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</b>  This application needs a:                                      New Project Number, or A New Phase to an old Project Number: _____  <b>Required Notice</b> Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the city's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website: <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a>  Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000

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# Public Participation

- UP  
- MUMSP



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
  - Any associated active cases
- 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](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

### Complete Neighborhood Notification Outreach

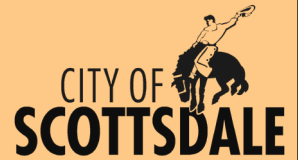
- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the city's standard interested parties list, and to the city project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
  - Project request and description
  - 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, phone numbers and e-mail addresses

## ☒ 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

- UP
- MUMSP



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

- ☒ **Step 3: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo (form provided)**

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

- Mailing out postcards to the city's interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the city website
- Posting on social media
- Sending to e-mail subscribers

## **Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements

# Development Application



## Development Application Type:

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

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

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

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

**Property's Current Zoning District Designation:** \_\_\_\_\_

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the city regarding this Development Application. The agent/applicant shall be responsible for communicating all city information to the owner and the owner application team.

<b>Owner:</b>		<b>Agent/Applicant:</b>	
<b>Company:</b>		<b>Company:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>		<b>E-mail:</b>	
<b>Designer:</b>		<b>Engineer:</b>	
<b>Company:</b>		<b>Company:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>		<b>E-mail:</b>	

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- ☐ This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

**Enhanced Application Review:** I hereby authorize the city of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the city of Scottsdale to review this application utilizing the Standard Application Review methodology.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Agent/Applicant Signature

**Official Use Only:** Submittal Date: \_\_\_\_\_ Development Application No.: \_\_\_\_\_

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# 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

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

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**THIS FLYER IS FOR INFORMATIONAL PURPOSES ONLY AND NOT INTENDED  
AS LEGAL ADVICE.**

***Re: Private Property Rights Protection Act (A.R.S. § 12-1131  
to § 12-1138)***

Under the Private Property Rights Protection Act (A.R.S. § 12-1131, et. seq.), a property owner is permitted to make a claim for just compensation if the value of the owner's property is reduced by the city's enactment of a land-use law to the property. A land-use law is defined as a law or regulation that regulates the use or division of land, such as municipal zoning laws, or regulates accepted farming or forestry practices.

For example, a property owner may file a claim against a city if the owner's existing rights to use, sell, divide, or possess the property is diminished in value by enactment or applicability of land-use laws to their property, even though the owner made the request or application to the city.

Under the Private Property Rights Protection Act, the city may request a waiver of a property owner's potential claim for any of the numerous land-use actions within the city's jurisdiction, such as rezoning property, platting, abandonments, annexations, change of use, requesting a use permit, or approval of development plans or site plans. The waiver is specific to the action requested.

By signing the waiver, a property owner acknowledges that a Private Property Rights Protection Act claim may exist but that the property owner voluntarily relinquishes the right to any claims that the city's land-use laws, applicable to the owner's property, reduce the property's value.

Not all land-use laws that are applied to an owner's property will raise a Private Property Rights Protection Act compensation requirement. The following seven (7) types of land-use laws are exempt from the application of the Private Property Rights Protection Act:

1. Laws or regulations that limit or prohibit the use or division of real property enacted for the protection of the public's health and safety, including rules and regulations relating to fire and building codes, health and sanitation, transportation, traffic control, solid or hazardous waste, and pollution control.
2. Laws or regulations that limit or prohibit the use or division of real property and laws historically recognized as "public nuisance" laws.
3. Laws or regulations that are required by the Federal government.

4. Laws or regulations that limit or prohibit the use or division of property for the purpose of housing sex-offenders, selling illegal drugs, liquor control, or pornography, obscenity, or any other adult-oriented businesses.
5. Laws or regulations that establish locations for utility facilities.
6. Laws or regulations that do not directly regulate an owner's land.
7. Laws or regulations that were enacted before the effective date of December 7, 2006.

A complete version of the Private Property Rights Protection Act is available at your local law library, at Title 12, Chapter 8, Article 2.1 of the Arizona Revised Statutes.

### **If The Waiver Is Not Executed**

If an owner elects not to sign a waiver, he/she will execute a Refusal to Sign Waiver Form and return the form to city staff. For legislative actions such as re-zonings or general plan amendments, information regarding whether a waiver has been executed will be included in the staff report for the case and the owner's case and application will move through the city's process.

### **Questions Regarding the Waiver**

If you have specific questions on the interpretation of the Private Property Rights Protection Act and/or execution of a waiver, you may consult with privately retained counsel. City staff, including the City Attorney's office, are prohibited from giving legal advice to private parties.

**See City staff for official document.**

**WHEN RECORDED RETURN TO:**

CITY OF SCOTTSDALE

ONE STOP SHOP/RECORDS

(\_\_\_\_\_)

7447 East Indian School Road, Suite 100

Scottsdale, AZ 85251

**WAIVER OF RIGHT TO MAKE A CLAIM UNDER THE PRIVATE PROPERTY  
PROTECTION ACT**

(A.R.S. § 12-1131 et. seq.)

City of Scottsdale Case No. \_\_\_\_\_

The undersigned is the fee title Owner of property, (*Parcel No.*) \_\_\_\_\_ located at  
\_\_\_\_\_ Scottsdale, Maricopa County, Arizona, that is the subject of a  
request by Owner for a Conditional Use permit.

By signing this document, the undersigned Owner agrees and consents to all of the  
conditions and/or stipulations imposed by the Scottsdale Planning Commission, City Staff, or  
the City Council in conjunction with Owner's request for application of the city's land use laws  
to the Owner's property.

Owner waives any right to compensation for diminution in value that may be asserted now  
or in the future under the Private Property Rights Protection Act (A.R.S. § 12-1131, et.seq.),  
based upon Owner's request in case no. \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Owner: \_\_\_\_\_  
(Type Name)

By : \_\_\_\_\_  
(Signature of Owner)

STATE OF ARIZONA     )  
  ) ss.  
County of Maricopa     )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

Short Waiver Form

**See City staff for official document.**

**WHEN RECORDED RETURN TO:**

CITY OF SCOTTSDALE  
ONE STOP SHOP/RECORDS

(\_\_\_\_\_)

7447 East Indian School Road, Suite 100  
Scottsdale, AZ 85251

City of Scottsdale Case No. \_\_\_\_\_

**AGREEMENT FOR THE WAIVER OF CLAIMS  
FOR DIMINUTION IN VALUE OF PROPERTY**

THIS AGREEMENT FOR THE WAIVER OF CLAIMS FOR DIMINUTION IN VALUE OF PROPERTY (the "Agreement") is made in favor of the City of Scottsdale ("City") by \_\_\_\_\_ a \_\_\_\_\_ ("Owner").

**RECITALS**

A. Owner is the fee title owner of property, Parcel No(s). \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ located at \_\_\_\_\_ (the "Property").

B. Owner acknowledges that he/she has made a request to the City for application of its land use laws for the development of the Property and is under no compulsion, economic or otherwise, to enter into this Agreement.

C. Arizona statute ARS § 12-1134.A provides that a city must pay just compensation to a land owner, in some cases, if the city approves a land use law that reduces the fair market value of the owner's property. This law is sometimes referred to as the "Private Property Rights Protection Act". (ARS 12-1131, et.seq.)

D. The Private Property Rights Protection Act (e.g., A.R.S. § 12-1134.I) authorizes private property owners to enter into agreements with political subdivisions to waive any claim for diminution in value of their property in connection with any action requested by the property owner.

E. City and Owner seek to resolve whether the application of the City's land use laws to the Property constitute a "diminution in value" of the Property or other harm entitling Owner, now or in the future, to seek compensation from the City under the Private Property Rights Protection Act.

**IT IS AGREED AS FOLLOWS:**

Owner hereby makes the following acknowledgements and representations:

1. Owner acknowledges that:

a. The recitals set forth above are true and correct and are incorporated herein by this reference.

b. Owner is aware of the Private Property Rights Protection Act. (ARS 12-1131, et. seq.)

c. Owner has independently determined and believes that the application of the City's land use laws to the Property will not reduce the fair market value of the Property.

d. Owner is aware that, as a condition of receiving approvals under the City's land use laws, the City may impose various requirements upon the Property, such as requirements for right-of-way dedications, time limitations for development, and other zoning ordinance stipulations and conditions.

2. The undersigned Owner agrees as follows:

a. The Owner agrees that the stipulations and conditions set forth in Case No. \_\_\_\_\_ shall be included as part of the ordinance that will be considered by the Scottsdale City Council. Owner agrees that compliance with the stipulations and conditions set forth in Case No. \_\_\_\_\_ will govern development of the property. Owner further understands and agrees that stipulations and conditions may be added or modified during the public hearing process and that those stipulations and conditions will be incorporated into this Agreement.

b. Owner hereby waives and fully releases any and all financial loss, injury, claims and causes of action that Owner may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act based on the Owner's request in Case No. \_\_\_\_\_. This waiver constitutes a complete release of any and all claims and causes of action under the Private Property Rights Protection Act that may arise out of the Owner's request in Case No. \_\_\_\_\_.

c. Owner hereby agrees to indemnify, hold harmless and defend City, its officers, employees and agents, from any and all claims, causes of actions, demands, losses and expenses, including reasonable attorney's fees and litigation costs asserted by or resulting from any of the present owners of any interest in the Property seeking any potential compensation, damages, attorney's fees or costs under the Private Property Rights Protection Act that they may have based on the Owner's request in Case No. \_\_\_\_\_.

d. This Waiver Agreement shall run with the land and shall be binding upon all present and future owners of any interest in the Property. Owner consents to the recording of this Agreement with the County Recorder in which the Property is located.

e. The Owner agrees that, as of the effective date of this Agreement, he/she has received equal protection of the laws and due process of all claims and requests, and has not suffered any compensable regulatory taking (as those terms and their related claims are defined by Arizona state and federal constitutional jurisprudence).

3. Owner warrants and represents that Owner is the owner of the fee title to the Property.

4. The person who signs this Agreement on behalf of Owner personally warrants and guarantees to City that he has legal power to bind Owner to this Agreement.

Owner: \_\_\_\_\_ Its: \_\_\_\_\_

STATE OF ARIZONA       )  
  ) ss.  
County of Maricopa       )

Subscribed, sworn to and acknowledged before me  
by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

\_\_\_\_\_  
Notary Public

# 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__	_____

## Planning and Development Services

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



# Appeals of Dedication, Exactions or Zoning Regulations



## Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication of exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violations of Arizona and federal court decision.

## Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication of exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial nevo with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk  
3939 Drinkwater Blvd  
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

## Planning and Development Services

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

**Owner Certification  
Acknowledging Receipt  
Of  
Notice Of Right To Appeal  
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

---

(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.

# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: \_\_\_\_\_-PA-\_\_\_\_\_

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

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

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

### Planning and Development Services

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



Current Planning Services  
Long Range Planning Services

**NOTICE OF INSPECTION RIGHTS**  
**A.R.S. § 9-833**

**You have the right to:**

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
  - Receive copies of any documents taken during the inspection.
  - Receive a split of any samples taken during the inspection.
  - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

**You are hereby notified and informed of the following:**

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05. and/or Scottsdale Revised Code, Appendix B, Article I. Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I. Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, \_\_\_\_\_  
at the following number \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

☐ Check box if signature refused

Copy of Bill of Rights left at: \_\_\_\_\_

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
  - 1. Present photo identification on entry of the premises.
  - 2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
  - 3. Disclose any applicable inspection fees.
  - 4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
  - 5. Provide notice of the right to have:
    - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
    - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
    - (c) Copies of any analysis performed on samples taken during the inspection.
  - 6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  - 7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
  - 1. The rights described in subsection A of this section.
  - 2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  - 3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
  - 1. At the time of the inspection.
  - 2. Notwithstanding any other state law, within thirty working days after the inspection.
  - 3. As otherwise required by federal law.

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
  - 1. Committed intentionally.
  - 2. Not correctable within a reasonable period of time as determined by the municipality.
  - 3. Evidence of a pattern of noncompliance.
  - 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
  - 1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
  - 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
  - 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
  - 1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  - 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
  - 1. Shall not be used to exclude evidence in a criminal proceeding.
  - 2. Does not apply to a municipal inspection that is requested by the regulated person.

# Request for Neighborhood Group/ Homeowners Association



## For Staff Use Only

Time/Date Received \_\_\_\_\_

Time/Date Completed \_\_\_\_\_

### REQUESTOR'S INFORMATION

Requestor's Name: \_\_\_\_\_

Date of request: \_\_\_\_\_ Requestor's Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

#### Method to receive Group/Homeowner information (select one)

E-mail \_\_\_\_\_

Mail Address: \_\_\_\_\_, \_\_\_\_\_, AZ, \_\_\_\_\_

### SITE LOCATION/PROJECT INFORMATION

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

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

Project Parcel Number(s): \_\_\_\_\_

Radius around parcel(s) requested: ☐ 300' ☐ 750'

City Pre-application/Case#: \_\_\_\_\_ City Project Coordinator: \_\_\_\_\_

Notification Type? ☐ Citizen Review Plan ☐ Neighborhood Involvement

Any additional information that may be helpful to collect data: \_\_\_\_\_

\_\_\_\_\_

#### *Please note:*

This list is provided as a one-time use only for preparing a City Planning and Development Service Department application. Currently there is no charge for this service, however, this may change based on demand. Results provided are based only on registered neighborhood groups or associations with the City. All requests will be processed and returned to your attention as soon as possible; in most cases within two business days.

#### **To Submit your request, or for additional information, please contact:**

**Current Planning Services**  
7447 E. Indian School Rd Suite 105  
Scottsdale, AZ 85251

**Phone: (480) 312-7000**  
e-mail: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)



# Community Input Certification



CASE NO: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

## COMMUNITY INPUT CERTIFICATION

In the City of Scottsdale it is important that all applicants for rezoning, use permit, and/or variances inform neighboring residents, affected school districts, and other parties that may be impacted by the proposed use, as well as invite their input. The applicant shall submit this completed certification with the application as verification that such contact has been made.

DATE	NAME (Person, Organization, Etc. and Address)	Type of Contact		
		Meeting	Phone	Letter

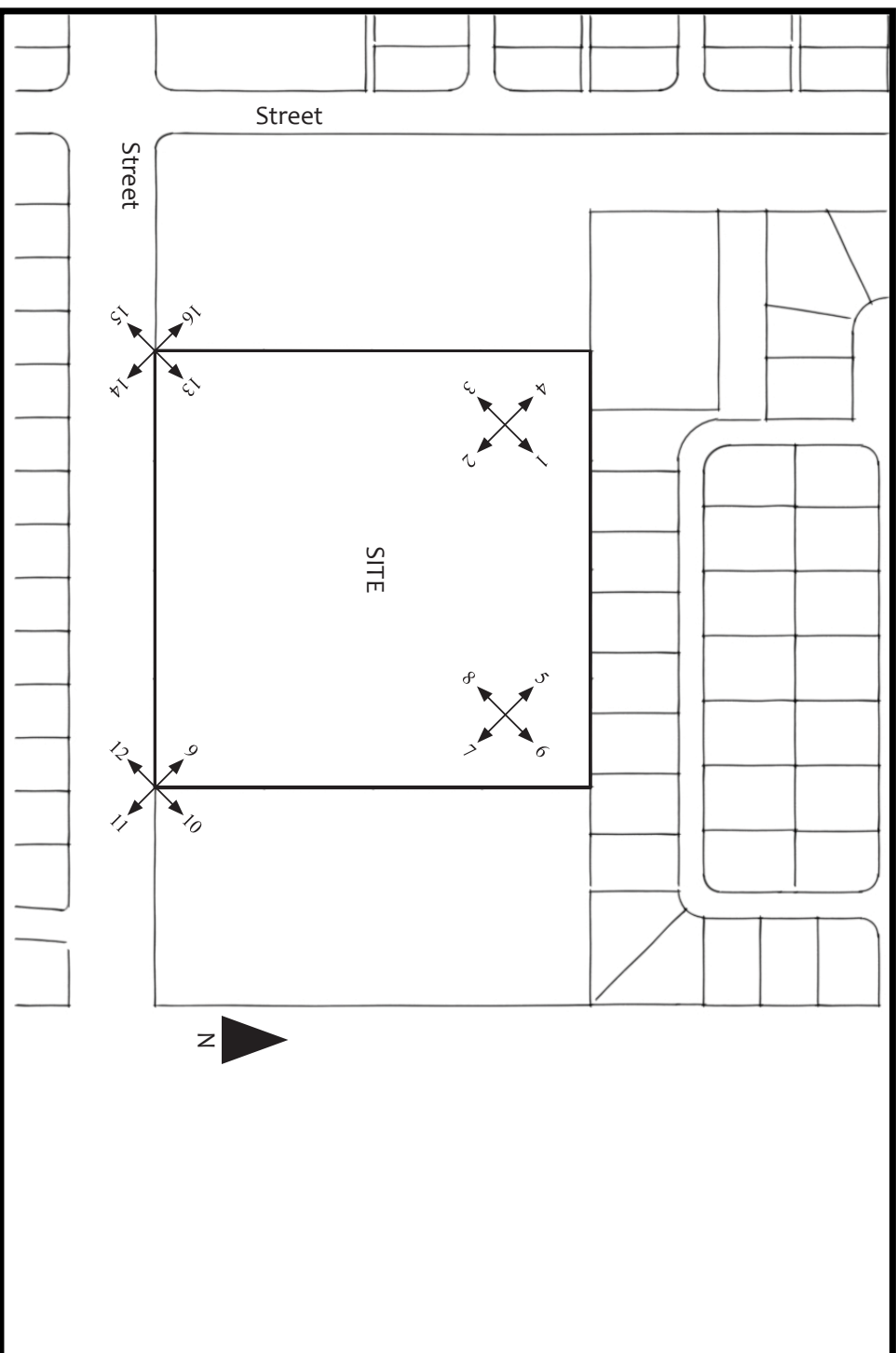
\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Date


## Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088

# Photos of Existing Conditions



Please Note:



= Photograph  
Number and  
Direction of  
View

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.

## For Early Notification of Project Under Consideration (White Sign)

# Site Posting Requirements

SITE POSTING SPECIFICATIONS		Lettering Size	SITE POSTING INSTRUCTIONS
<b>Early Notification of Project Under Consideration</b> <b>Neighborhood Open House Meeting</b>		3½" Bold Letters	<ol style="list-style-type: none"> <li>Post site at least 10 days prior to the 1<sup>st</sup> open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.</li> <li>Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:               <ol style="list-style-type: none"> <li>Notarized affidavit of posting</li> <li>Date/Time stamped photo of sign</li> </ol> </li> <li>Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.</li> <li>The request shall clearly state the correct application type(s) that will be submitted (e.g. Zoning District Map Amendment, Conditional Use Permit, etc.) and purpose.</li> <li>The City's pre-application number shall be included on the sign.</li> </ol>
Date: Time: Location:		2" Bold Letters	
Site Address: _____ Scottsdale, AZ _____		1½" Bold Letters	
<b>Project Overview:</b> <ul style="list-style-type: none"> <li>Request:</li> <li>Description of Project and Proposed Use:</li> <li>Site Acreage:</li> <li>Site Zoning:</li> </ul>		1" Bold Letters	
<b>Applicant/Contact:</b> Phone Number: _____ Email Address: _____	<b>City Contact:</b> Phone Number: _____ Email Address: _____	1½" Bold Letters	
<b>Pre-Application #:</b> _____		1" Bold Letters	
<b>Posting Date:</b> - Penalty for removing or defacing sign prior to posting hearing notification sign - Applicant Responsible for Sign Removal		¾" Bold Letters	

- 4' x 4' in size
- Laminated plywood, MDO board, or other weather resistant material
- Front, back, and all edges painted with two coats of white acrylic exterior enamel, or be an integral white color
- Black lettering sized per above (decals)
- Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts

**Possible Sign Vendors**

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

- Scottsdale Signs (Sign-A-Rama)  
480-994-4000
- Dynamite Signs  
480-585-3031

Revision Date: 5/1/2019



# Site Posting Requirements

For Planning Commission and City Council (Red Sign)

## SITE POSTING SPECIFICATIONS

**City of Scottsdale**  
**SCOTTSDALE**

City of Scottsdale  
PUBLIC NOTICE

scan,  
snap,  
save

CHANGE  
PICTURE

1" Bold Letters  
5"x5" QR Code

4" Bold Letters

2.5" Bold Letters

**ZONING/PUBLIC HEARING**

**CITY HALL: 3939 North Drinkwater Boulevard**

**PLANNING COMMISSION: 5:00 P.M., (DATE)**

**CITY COUNCIL: 5:00 P.M., (DATE)**

**REQUEST:**

**CASE NUMBER:**

Project Location:

Applicant Contact:  
(name)  
(phone number)  
(email)

City Contact:  
(name)  
(phone number)  
(email)

Case File Available at City of Scottsdale, 480-312-7767

Project information may be researched at: <https://reservices.scottsdaleaz.gov/bldgresources/Cases>

Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.

Posting Date: (DATE)

3/4" Bold Letters

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of red acrylic exterior enamel, or an integral red color
4. White lettering sized per above (decals)
5. Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts

## SITE POSTING INSTRUCTIONS

1. Post the sign on site approximately 20 days prior, but not less than 15 days prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 days prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign
4. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

### Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

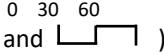
1. Dynamite Signs  
480-585-3031
2. Scottsdale Signs (Sign-A-Rama)  
480-994-4000

Revision Date: 6/27/2019

# 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).

## Planning and Development Services

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## 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

- |                  |                |
|------------------|----------------|
| ☒ Project name   | ☒ Vicinity map |
| ☒ Parcel address | ☐ Other _____  |

### • Project Data

- |   |                                      |
|---|--------------------------------------|
| ☒ Gross and Net lot areas in square feet  | ☒ Label all adjacent parcel's zoning |
| ☒ Parcel Zoning   | ☐ Lot Coverage                       |
| ☒ Gross Floor Area  | ☐ Other _____                        |
| ☒ Bike parking (required, provided, show calculations)  |                                      |
| ☒ Open space (required, provided, show calculations)  |                                      |
| ☐ Private open space per unit type (required, provided, show calculations)  |                                      |
| ☐ Number of residential units identified by the number of bedrooms  |                                      |
| ☐ Natural Area Open Space (NAOS) (required, provided, show calculations)  |                                      |
| ☐ Density (allowable, provided, show calculations)  |                                      |
| ☐ Floor Area Ratio (allowable, provided, show calculations)   |                                      |
| ☐ Gross Floor Area Ratio (allowable, provided, show calculations) (All Downtown Area applications)  |                                      |
| ☒ Parking (required, provided, show calculations) (Floor plan work sheets, addressing the parking requirements, shall be provide for all bar and live entertainment applications) |                                      |
| ☒ Accessible parking (required, provided, show calculations)  |                                      |
| ☐ 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

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

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- ☐ 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).

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- ☐ 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.



- ☒ 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 ESL Overlay 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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49-246, and 49-247 (show the calculation). The total growth area in sq ft 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 ESL Overlay 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 clear 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-truck 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.

### 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

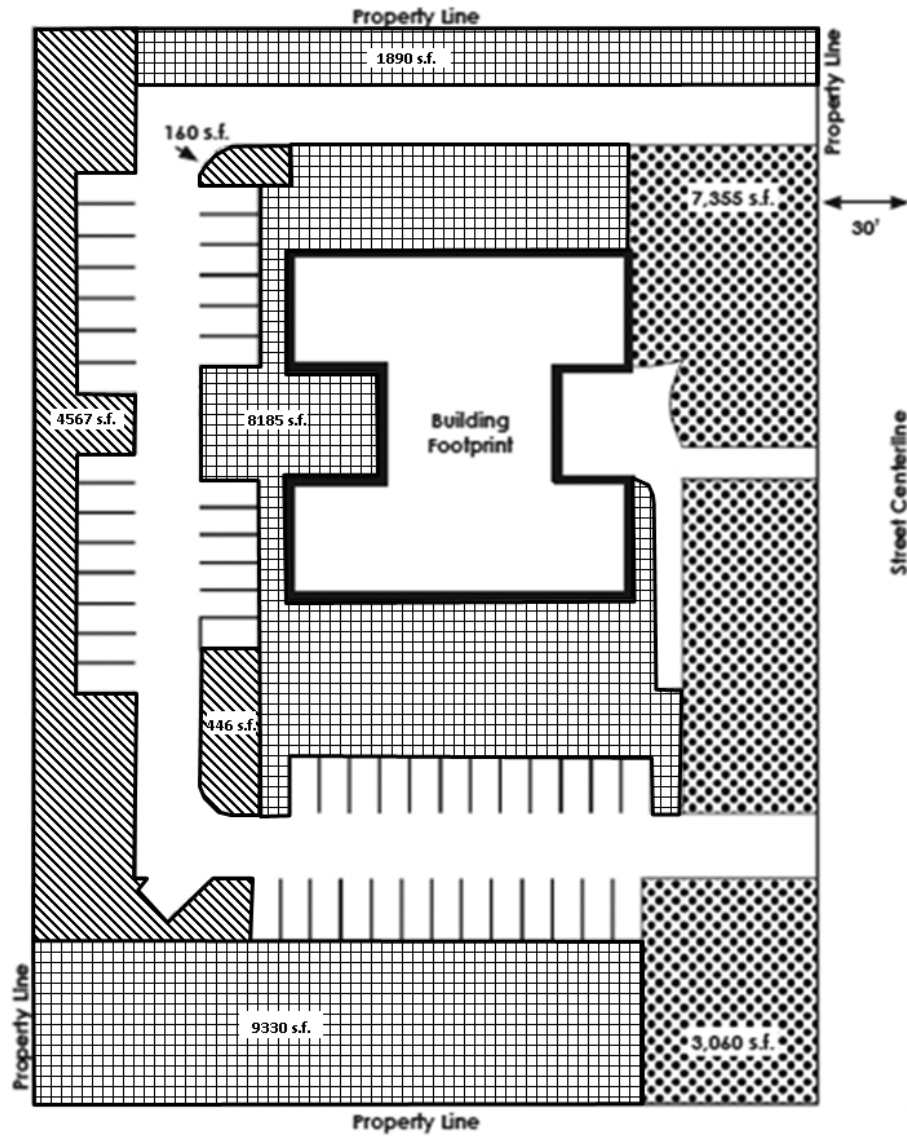
The following information is to be utilized as a guide; all projects are subject to the City of Scottsdale's Fire Ordinance and shall be designed accordingly.

- ☒ 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.



# Open Space Plan (Site Plan Worksheet)

## Sample



Project Data Zoning: I-1  
 Net Lot Area: 79,008 s.f.  
 Building Height: 22'

(SEE ZONING ORDINANCE FOR ZONING DISTRICT REQUIREMENTS)




### Open Space Calculations

Required Open Space:  
 maximum building height = 22' proposed (36' allowed)  
 first 12' of height = 10% x net lot area  
 = .10 x 79,008 = 7,900.8 s.f.  
 next 10' of height = 10' x .004 x 79,008 = 3,160.32 s.f.

Open Space Required (not including parking lot landscaping)  
 = 7,900.8 + 3,160.32 = 11,061.12 s.f. (14%)  
 Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required  
 parking lot area x 15%  
 18,037 s.f. x .15 = 2,706 s.f.  
 Parking Lot Landscape Provided = 5,596 s.f.

NOTE: PARKING LOT LANDSCAPING REQUIREMENTS IN ADDITION TO REQUIRED OPEN SPACE

-  Denotes Front Open Space  
10,927 s.f. total
-  Denotes Open Space other than Frontal Open Space  
15,982 s.f. total
-  Denotes Parking Lot Landscaping  
5,595 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS

# 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.

## Planning and Development Services

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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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## Sec. 1.400. CONDITIONAL USE PERMITS.

### Sec. 1.401. Issuance.

Conditional use permits, which may be revocable, conditional or valid for a specified time period, may be granted only when expressly permitted by this ordinance and, except in the case of conditional use permits for adult uses under Section 1.403(A), only after the Planning Commission has made a recommendation and the City Council has found as follows:

- A. That the granting of such conditional use permit will not be materially detrimental to the public health, safety or welfare. In reaching this conclusion, the Planning Commission and the City Council's consideration shall include, but limited to, the following factors:
  1. Damage or nuisance arising from noise smoke, odor, dust, vibration or illumination.
  2. Impact on surrounding areas resulting from an unusual volume or character of traffic.
- B. The characteristics of the proposed conditional use are reasonably compatible with the types of uses in the surrounding areas.
- C. The additional conditions specified in Section 1.403, as applicable, have been satisfied.

The burden of proof for satisfying the aforementioned requirements shall rest with the applicant. (Ord. No. 2552, § 1, 4-20-93; Ord. No. 2830, § 1, 10-17-95)

### Sec. 1.402. Violation, amendment, revocation.

Conditional use permits which have been approved by the City Council shall be subject to the following procedures and criteria regarding any violation, amendment, revocation.

- A. *Violation.* The violation of any condition imposed by the conditional use permit shall constitute a violation of this ordinance and shall be subject to the requirements of Section 1.1400.

B. *Amendment.* Conditional uses shall be developed in conformance to the approved plans as determined by the Zoning Administrator. An amendment to a conditional use permit is required before implementation of any material change in the scope and nature of an approved conditional use, material change in any conditions or stipulations to a conditional use permit or material change in the physical size, placement or structure of property subject to a conditional use permit. The Zoning Administrator shall have the discretion to determine if a proposed change warrants an amendment. An amendment must be approved as provided in Section 1.400 et seq. for the approval on conditional use permits.

C. *Revocation.* The city Council or the City Manager or its designee may initiate and the City Council may effect revocation or modification of a conditional use permit pursuant to Section 1.707.

D. Approval of a subsequent zoning map amendment and/or a conditional use permit on a subject property shall automatically avoid all existing conditional use permits on the subject property. Exception: If the subsequent zoning map amendment and/or conditional use permit application and approval specifically maintain the existing conditional use permit(s) is allowed within the new requested zoning district, the existing conditional use permit(s) shall be considered valid.

(Ord. No. 2552, § 1, 4-20-93; Ord. No. 2830, § 1, 10-17-95; Ord. No. 3457, § 1(Exh. 1), 6-19-02)

# Trip Generation Bar & Live Entertainment



For parking data submittal – Contact your City Project Coordinator

## For traffic evaluation, please provide the following:

1. Proposed or existing name of the establishment
2. Site plan showing entrance(s) to the public street, the parking areas, walkways, and the structure for the bar / after hours establishment (contact project coordinator for site plan details and parking requirements). Show any proposed change in access to the public street(s). This site plan is usually part of the general application that is provided in the general application package.
3. Total, gross square footage of structure space owned or controlled for the business
4. Usable square footage of structural space, allocated to the overall business operation, being enhanced by the live entertainment
5. Immediate prior use of space
6. Hours of operation, M-F, Sat., Sun.
7. Fire Marshall rated capacity of the structure used for live entertainment
8. Length of stay of typical customer, i.e. turnover time
9. Employee shift times and estimated number of employees on duty at each shift
10. From prior experience, from current examples, or business projection, an estimate of:
  - The number of **customers** that will **arrive** at the facility in **each** of the one hour periods that the business is in operation.
  - The number of **customers** that will **depart** the facility in **each** of the one hour periods that the business is in operation.
  - The number of **employees** that will **arrive** at the facility in **each** of the one hour periods that the business is in operation.
  - The number of **employees** that will **depart** the facility in **each** of the one hour periods that the business is in operation.

The attached worksheet may be used or the information provided separately in the applicant's format.

# Trip Generation Bar & Live Entertainment



For parking data submittal – Contact your City Project Coordinator

## Bar / After Hours Establishment Worksheet

Name of Establishment \_\_\_\_\_

	CUSTOMERS		EMPLOYEES	
	Arrive	Depart	Arrive	Depart
12 AM to 1 PM				
1 PM to 2 PM				
2 PM to 3 PM				
3 PM to 4 PM				
4 PM to 5 PM				
5 PM to 6 PM				
6 PM to 7 PM				
7 PM to 8 PM				
8 PM to 9 PM				
9 PM to 10 PM				
10 PM to 11 PM				
11 PM to 12 PM				
12 PM to 1 AM				
1 AM to 2 AM				
2 AM to 3 AM				
3 AM to 4 AM				

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