

Development Review Board (DRB)

Development Application Checklist



Digital Submittal:

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

Project No.: _____ -PA- _____ Key Code: _____

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

Minimum Submittal Requirements:

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

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

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

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

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

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

PART I -- GENERAL REQUIREMENTS

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

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		7. Appeals of Required Dedications or Exactions (form provided)																		
		8. Commitment for Title Insurance – No older than 30 days from the submittal date (information provided) <ul style="list-style-type: none"> • Include complete Schedule A and Schedule B. 																		
		9. Legal Description (if not provided in Commitment for Title Insurance)																		
		10. Results of ALTA Survey (The ALTA Survey shall not be more than 30 days old)																		
<input checked="" type="checkbox"/>		11. Request for Site Visits and/or Inspections Form (form provided)																		
		12. Addressing Requirements (form provided)																		
		<table border="0"> <tr> <td>13. Design Guidelines</td> <td>MAG Supplements</td> </tr> <tr> <td>Sensitive Design Program</td> <td>Scenic Corridors Design Guidelines</td> </tr> <tr> <td>Design Standards and Policies Manual</td> <td>Office Design Guidelines</td> </tr> <tr> <td>Commercial Retail Guidelines</td> <td>Restaurants Guidelines</td> </tr> <tr> <td>Gas Station & Convenience Store Guidelines</td> <td>Lighting Design Guidelines</td> </tr> <tr> <td>Environmentally Sensitive Land Ordinance</td> <td>Shading Guidelines</td> </tr> <tr> <td>Old Town Scottsdale Urban Design and Architectural Guidelines</td> <td>Self-Storage Facilities Design Guidelines</td> </tr> <tr> <td>Greater Phoenix Metro Green Infrastructure Handbook</td> <td>Desert Park Guidelines</td> </tr> <tr> <td>Golf Course Guidelines</td> <td>Canal Design Guidelines</td> </tr> </table> <p>The above reference design guidelines, standards, policies, and additional information may be found on the city's website at: http://www.scottsdaleaz.gov/design</p>	13. Design Guidelines	MAG Supplements	Sensitive Design Program	Scenic Corridors Design Guidelines	Design Standards and Policies Manual	Office Design Guidelines	Commercial Retail Guidelines	Restaurants Guidelines	Gas Station & Convenience Store Guidelines	Lighting Design Guidelines	Environmentally Sensitive Land Ordinance	Shading Guidelines	Old Town Scottsdale Urban Design and Architectural Guidelines	Self-Storage Facilities Design Guidelines	Greater Phoenix Metro Green Infrastructure Handbook	Desert Park Guidelines	Golf Course Guidelines	Canal Design Guidelines
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Sensitive Design Program	Scenic Corridors Design Guidelines																			
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Old Town Scottsdale Urban Design and Architectural Guidelines	Self-Storage Facilities Design Guidelines																			
Greater Phoenix Metro Green Infrastructure Handbook	Desert Park Guidelines																			
Golf Course Guidelines	Canal Design Guidelines																			
		14. Public Participation Process Requirements (see Attachment A)																		
		15. Request for Neighborhood Group Contact information (form provided)																		
		16. Photo Exhibit of Existing Conditions (form provided) <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. <ul style="list-style-type: none"> • 8-1/2" x 11" - ⑥ copies of the set of prints (Delayed submittal). At the time your project coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the Determination Letter. 																		
		17. Archaeological Resources (information packet provided) Cultural Resources Survey & Report Archaeology 'Records Check' Report Only Copies of Previous Archaeological Research																		
		18. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) Short Form Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review) Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp) Aviation Fuel Dispensing Application Form																		
		19. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.																		

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		20. International Green Construction Code (IgCC) requirements (see attached checklist) The above referenced requirements may also be found on the city's website at: https://www.scottsdaleaz.gov/green-building-program/green-codes
PART II -- REQUIRED PLANS & RELATED DATA		
Req'd	Rec'd	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.
		21. Plan & Report Requirements for Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>		22. Application Narrative <ol style="list-style-type: none"> The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (form provided) Historic Property. If the property is an existing or potential historic property, describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan. Design Guideline Conformance. The application narrative shall specify through narrative and/or graphical exhibits how the proposal addresses the Design Guidelines marked on DRB Development Application Checklist item number 13 (above).
		23. Context Aerial with the proposed site improvements superimposed Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning districts for a radius from the site of: 750-foot radius from site ¼-mile radius from site (lots greater than 1 acre) Other: _____
		24. Site Plan
		25. Preliminary Grading and Drainage Plan
		26. Refuse Plan - designed to city standards regardless of service provider (Design Standards & Policies Manual Section 2-1.309)
		27. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
		28. Open Space Plan (Site Plan Worksheet) (Example Provided)
		29. Site Cross Sections
		30. Natural Area Open Space Plan (ESLO Areas)
		31. Topography and slope analysis plan (ESLO Areas)
		32. Phasing Plan
		33. Landscape Plan (a gray-tone copy of the color Landscape Plan will not be accepted)
		34. Hardscape Plan (a gray-tone copy of the color Hardscape Plan will not be accepted)
		35. Transitions Plan
		36. Parking Plan
		37. Parking Master Plan See the city's <u>Zoning Ordinance</u> , Article IX for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
		38. Pedestrian and Vehicular Circulation
		39. Bikeways & Trails Plan
		40. Building Elevations (a gray-tone copy of the color Elevations will not be accepted)
		41. Building Elevations Worksheet(s) Required for all Development applications zoned Planned Unit Development (PUD) and in the Downtown Area.

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

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		62. Approval For Fountains Or Water Features from the Water Conservation Office Please contact Water Resources at 480-312-5650, waterconservation@scottsdaleaz.gov <ul style="list-style-type: none"> Approval from the Water Conservation Office
		63. Native Plant Submittal: Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development.
		64. Transportation Impact & Mitigation Analysis (TIMA) (information provided) Please review the city's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report must include all required exhibits, and plans. Category 1 Study Category 2 Study Category 3 Study
		65. Revegetation Site Plan, including Methodology and Techniques
		66. Cuts and Fills Site Plan
		67. Cuts and Fills Site Cross Sections
		68. Environmental Features Map
		69. Geotechnical Report
		70. Unstable Slopes / Boulders Rolling Map
		71. Bedrock & Soils Map
		72. Conservation Area, Scenic Corridor, Vista Corridor Plan
		73. Other: _____
PART III – SAMPLES & MODELS		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		74. Color Cards or Paint Color Drawdowns (digital images) <ul style="list-style-type: none"> 1 set of 5" x 7" (min. size) of each paint color and material identification names and numbers.
		75. Exterior Building Color & Material Sample Board(s): <ul style="list-style-type: none"> A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board must be submitted prior to DRB Hearing. 8-1/2" x 14" material sample board(s) The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.
		76. Electronic Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within: 750-foot radius from site Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

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		77. Electronic Detail Model: Scaled model indicating building masses on the site plan and the mass of any building within: 750-foot radius from site Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		78. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>		79. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>		80. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.
<input checked="" type="checkbox"/>		81. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your project coordinator is preparing the public hearing report(s). Your project coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
		82. Other _____ _____ _____ _____ _____
		83. If you have any questions regarding this application checklist, please contact your Project Coordinator. Coordinator Name (print): _____ Phone Number: 480-312- _____ Coordinator e-mail: _____ @scottsdaleaz.gov Date: _____ Coordinator Signature: _____ 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. Required Notice Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the city's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/planning-development/forms Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000

Development Application Process

Enhanced Application Review Development Review (DR & PP)

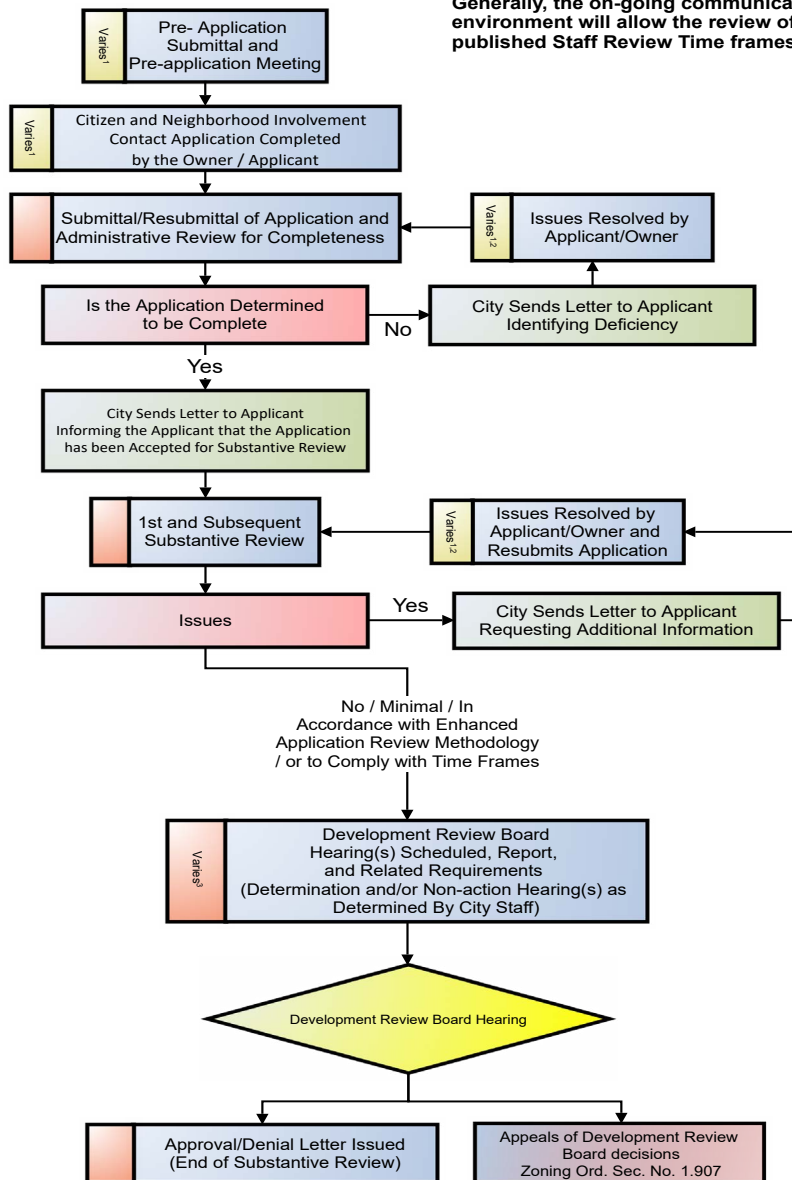


Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
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Development Application Process

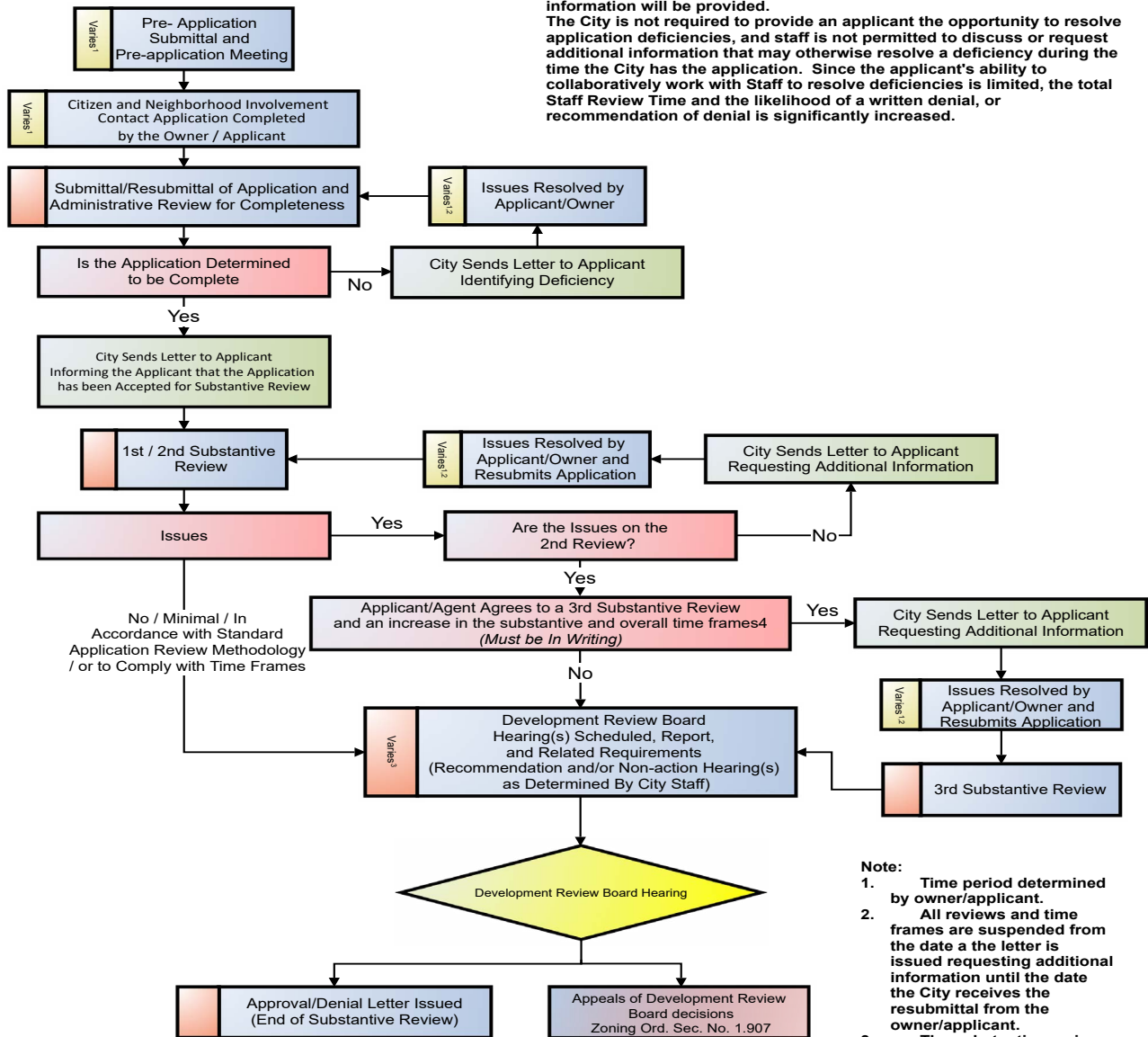
Standard Application Review Development Review (DR & PP)



Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
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Public Participation

- DR
- PP



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

☒ Step 1: Complete Neighborhood Involvement Outreach

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

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

- OR -

Complete Neighborhood Notification Outreach

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

☒ Step 2: Document your Project Notification efforts as follows:

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

Public Participation

- DR
- PP



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

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

- Mailing out postcards to property owners within 750 feet
- Posting case information on the city website
- Posting on social media
- Sending to e-mail subscribers

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



Open House Sign-In Sheet

Date:

Location: _____

This Sign-In Sheet is a Public Record

[illegible]



Site Posting Requirements

For Early Notification of Project Under Consideration (White Sign)

SITE POSTING SPECIFICATIONS

Early Notification of Project Under Consideration	
Neighborhood Open House Meeting	
Date:	
Time:	
Location:	
Site Address:	_____ Scottsdale, AZ _____
Project Overview:	
• Request:	
• Description of Project and Proposed Use:	
• Site Acreage:	
• Site Zoning:	
Applicant/Contact:	City Contact:
Phone Number:	Phone Number:
Email Address:	Email Address:
Pre-Application #:	_____
Posting Date:	
- Penalty for removing or defacing sign prior to posting hearing notification sign	
- Applicant Responsible for Sign Removal	

Lettering Size

3½" Bold Letters

2" Bold Letters

1" Bold Letters

1½" Bold Letters

1" Bold Letters

1½" Bold Letters

1" Bold Letters

¾" Bold Letters

SITE POSTING INSTRUCTIONS

1. Post site at least 10 days prior to the 1st open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.
2. 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
3. Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
4. 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.
5. The City's pre-application number shall be included on the sign.

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

Revision Date: 5/1/2019

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 white acrylic exterior enamel, or be an integral white color
4. Black 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

Application Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

Pre-Application	\$115
Records Packet	\$27
Abandonment of Right of Way	
Single Family Lot	\$2,180
All Other Abandonments, including Subdivisions	\$3,105
Annexation / De-annexation	\$2,700
Board of Adjustment	
Appeal	\$215
Residential Variance (Single Family Lot)	\$215
All Other Variances	\$1,695
Building Advisory Board of Appeals	
Commercial	\$430
Residential	No charge
Conditional Use Permit	
Major	\$3,310
Minor	\$845
Development Agreement Application	\$2,460
Development Review (DRB)	
Land Division	
Major Subdivision (Preliminary Plat)	\$3,310 + \$20 per lot
Minor Subdivision	\$1,650 + \$20 per lot
New Construction	\$2,090
Revision (includes Replat)	\$635
Time extension	\$425
Development Review (Minor) – Staff Approval	
Master Plan	\$1,235 per set
Major (includes new Master Sign Program/Community Sign District)	\$425
Minor	\$115
Amendment to Master Sign Program	\$115
Cuts/Fills	\$635
Wash Modification	\$635
Time extension	\$115
General Plan Amendments	
Major	\$5,410
Minor	\$2,940
Hardship Exemption	\$215

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Application Fee Schedule



Official Schedule of City of Scottsdale Rates and Fees at: www.ScottsdaleAZ.gov - keyword "Fees".

In-lieu Parking	\$215
Minor Amendment	\$215
Reasonable Accommodation	
Residential	\$845
All Other Reasonable Accommodations	\$1,695
Records Changes / Addressing Requests	*Compliant to MAG Standards
Street Name Change*	\$345
Address Change or Request - Residential*	\$70
Address Change or Request - Commercial*	\$130
Special Exception	\$215
Water Analysis Review	\$500
Zoning District Map Amendment	
Residential District	\$1,590 + per acre fee
Commercial District	\$2,945 + per acre fee
Industrial District	\$2,945 + per acre fee
Mixed-use District	\$7,650 + per acre fee
Historic Property	No fee
Supplementary District	
Parking P-1	\$2,945 + per acre fee
Parking P-2	\$2,945 + per acre fee
Western Theme Park	\$2,945 + per acre fee
Open Space	\$1,590 + per acre fee
Conservation Open Space	\$1,590 + per acre fee
ESL Amendments to Map	\$510
ESL Density Transfer	\$2,945 + per acre fee
ESL Density Incentive	\$1,590 + per acre fee
All other	Underlying district fees only
Time extension/revision	\$1,000
Rezoning per acre	
0-20	No additional fees
21-100	\$95
101-600	\$70
600+ acres	\$70
Zoning Text Amendment	
Major	\$3,305
Minor	\$1,210

Note: This fee schedule is not all-inclusive and other fees may apply.

Planning and Development Services

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Development Application



Development Application Type:

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

Zoning	Development Review	Land Divisions
Rezoning (ZN)	Development Review (Major) (DR)	Subdivision (PP)
In-fill Incentive (II)	Development Review (Minor) (SA)	Subdivision (Minor) (MD)
Conditional Use Permit (UP)	Wash Modification (WM)	Land Assemblage
Text Amendment (TA)	Historic Property (HP)	Other
Development Agreement (DA)	Wireless Communication Facilities	Annexation/De-annexation (AN)
Exceptions to the Zoning Ordinance	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)	Signs	Abandonment (AB)
Variance/Accommodation/Appeal (BA)	Master Sign Program (MS)	Other Application Type Not Listed
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.

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

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 applications¹ 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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Review Methodologies

The city of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the city of Scottsdale provides two methodologies from which an owner or agent may choose to have the city process the application. The methodologies are:

1. Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and city staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- city staff and the applicant to collaboratively work together regarding an application; and
- city staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with city Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The city is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the city has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

- ¹ Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

Planning and Development Services

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Development Review (Minor)

Administrative Staff Approval

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12820.01 or 12820.02.

Notice

Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the city regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. 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 Division's One Stop Shop, or from the city's website: <https://www.scottsdaleaz.gov/planning-development/forms>

Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Planning and Development Services

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Development Review Minor (SA)

Administrative Staff Approval

Development Application Checklist



Official Use:

City Staff Contact: _____

Phone: _____

Staff Signature: _____

Email: _____

<input checked="" type="checkbox"/> Completed Application (this form) and Application Fee – \$ _____ (fee subject to change every July)	Landscape Plan (____ copy(ies) – indicate location of existing and new plants, location and dimension of paving, a plant palette with names, symbols, sizes, spacing & quantities, and open space/landscaping calculations.
Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below	
Request to Submit Concurrent Development Applications	Cross Sections – for all cuts and fills applications
Signed Owner Certification Acknowledging Receipt of Notice of Right to Appeal Exactions and Dedications	Conceptual Grading & Drainage Plan – show existing, proposed drainage flows, channels, retention, etc.
Request for Site Visits and/or Inspections form	Copy of Liquor License Application (for all bars or restaurants patio applications)
Narrative – describing nature of request	
Homeowners or Property Owners Association Approval	Airport Vicinity Development Checklist
Color photographs of site – include area of request	
Site plan (____ copy(ies) indicate the extent and location of additions, buildings and other structures, dimensions of existing and proposed structures, sidewalks, and/or driveways as well as any required setbacks.	Floor Plan(s) – show additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction.
Material Samples – color chips, awning fabric, glazing, etc.	Exterior Lighting – provide cut sheets, details and photometrics for any proposed lighting.
Elevation Drawings or Color Photo simulations (____ copy(ies) – of additions, buildings, or other changes with materials and colors noted and keyed	Other: _____

Submittal Requirements:

Please submit materials requested below. **All digital files must be uploaded in PDF format.**

Project No.: _____ -PA- _____ Key Code: _____

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

Project Name: _____

Property's Address: _____ A.P.N.: _____

Property's Zoning District Designation: _____

Application Request: _____

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

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

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 _____
-----------------------	---------------------------------

Planning and Development Services

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Development Application Process

Enhanced Application Review

Staff Review Application: Staff Approval (SA), Wash Modification (WM), & Minor Division (MD)



Enhanced Application Review Methodology

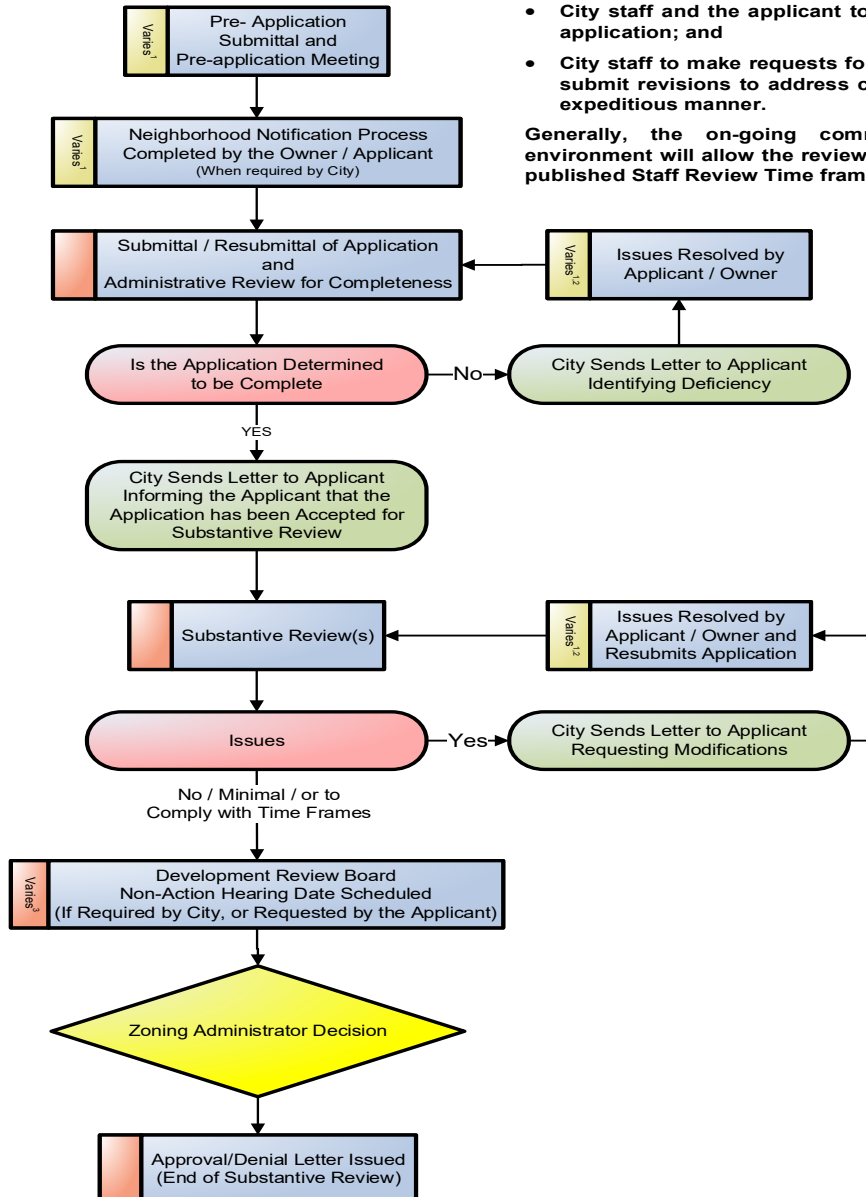
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

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- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Application Types:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



Note:

1. Time period determined by owner/ applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple City Reviews in This Time Frame ^{2,3,4}	Approval/Denial Letter Issued
---	--	-------------------------------

Planning and Development Services

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Development Application Process

Standard Application Review

Staff Review Application: Staff Approval (SA), Wash Modification (WM), & Minor Division (MD)



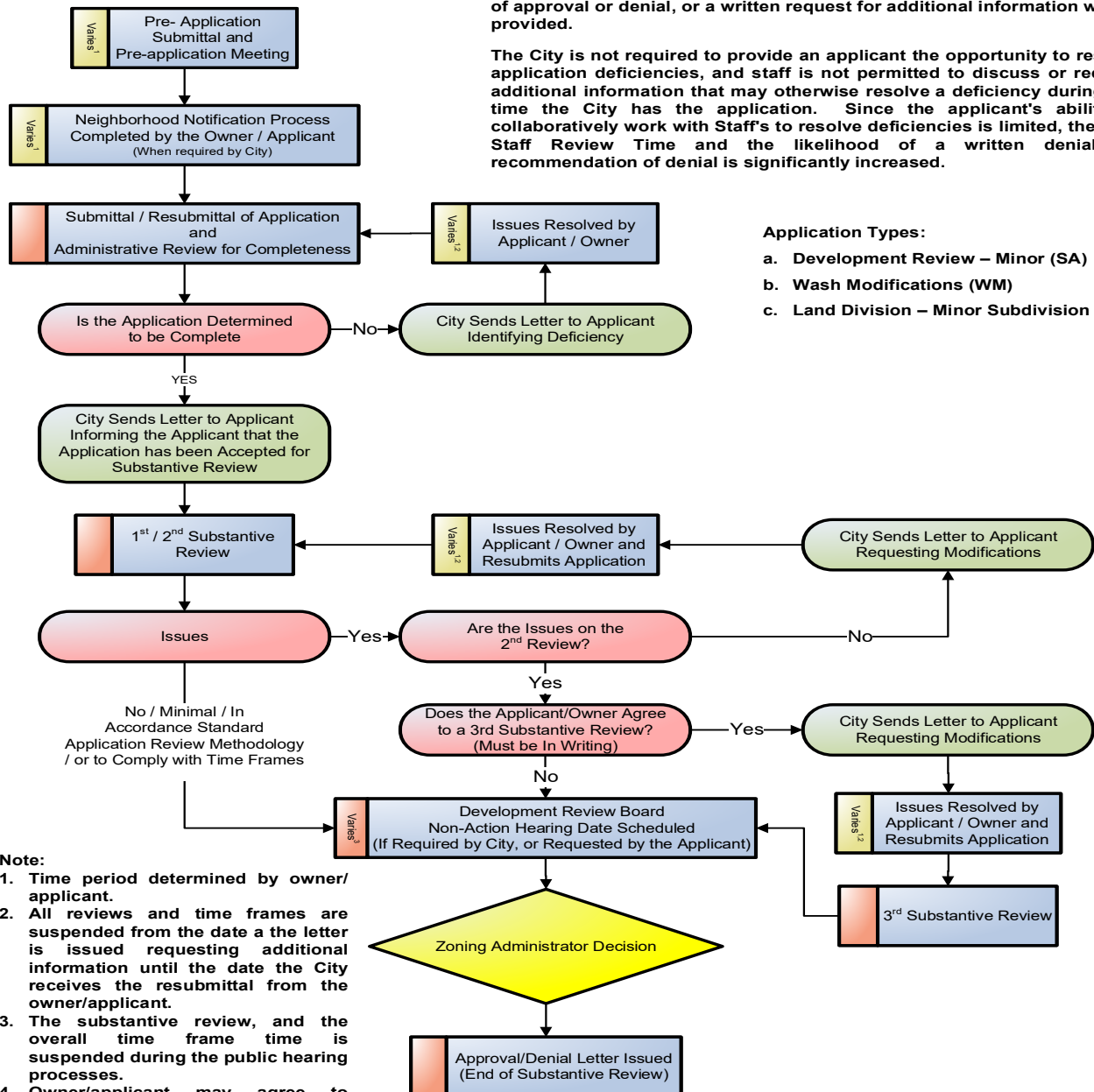
Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Application Types:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



Note:

- Time period determined by owner/ applicant.
- All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
- The substantive review, and the overall time frame time is suspended during the public hearing processes.
- Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review	Substantive Review	Approval/Denial Letter Issued
15 Staff Working Days Per Review	50 Total Staff Working Days, Two Reviews in This Time Frame ^{2, 3, 4}	

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Review Methodologies

The city of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the city of Scottsdale provides two methodologies from which an owner or agent may choose to have the city process the application. The methodologies are:

1. **Enhanced Application Review Methodology**

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The city is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the city has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

Planning and Development Services

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Development Review (Minor)

Administrative Staff Approval

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12820.01 or 12820.02.

Notice

Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the city regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. 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 Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/building-resources/forms>

Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Planning and Development Services

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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: _____

Signature

Date: _____

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

Planning and Development Services

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 www.ScottsdaleAZ.gov

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

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

**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

Construction Document Application



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

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 construction document.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

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

Property owner /Property owner's agent: _____
Print Name

Signature

City Use Only:

Submittal Date: _____ Plan review number: _____

Planning and Development Services

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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.

Addressing Requirements



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

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

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

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

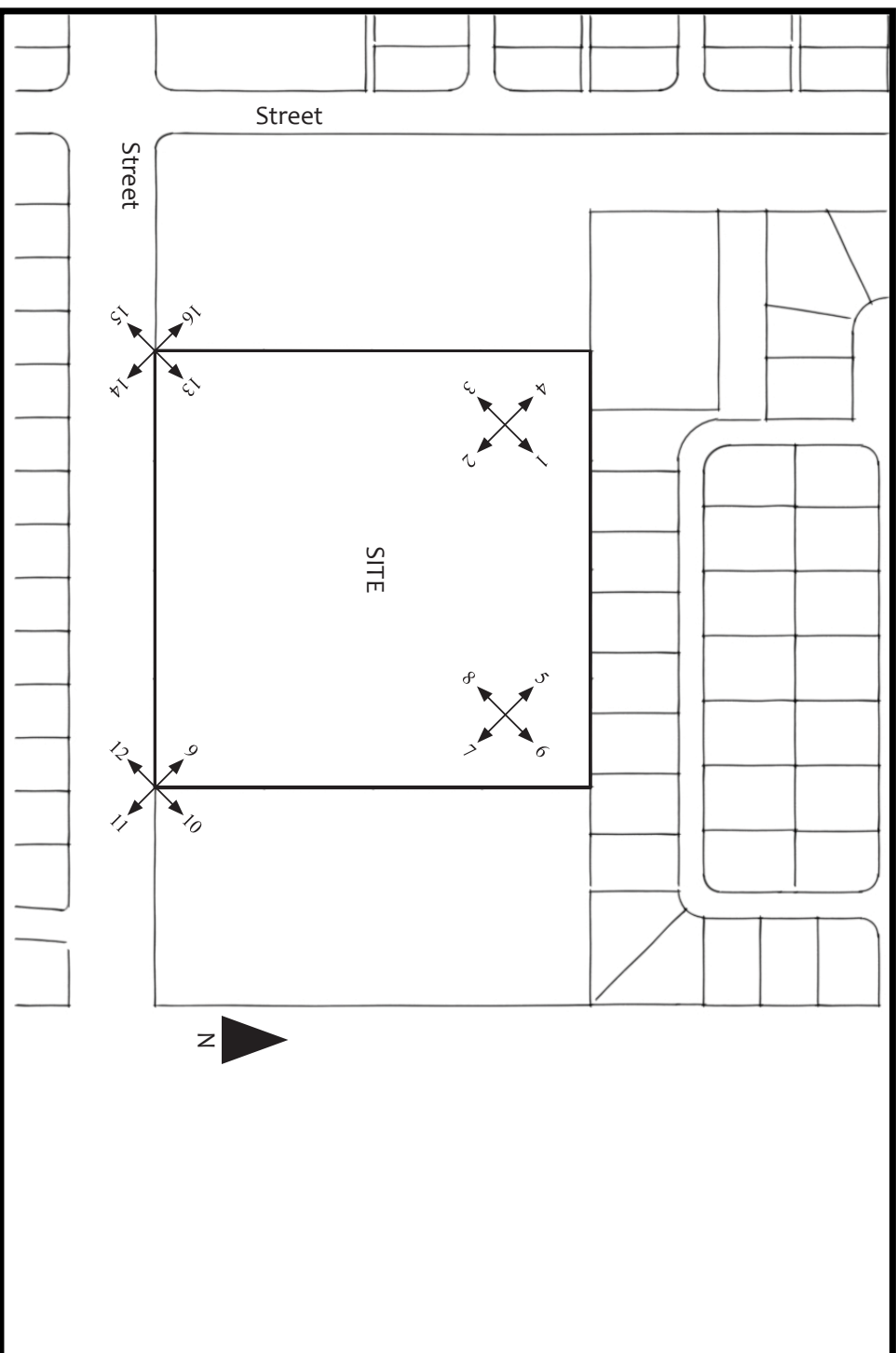
To provide the commercial suite assignments please provide the records department with a floor plan showing the different suites within your building. The second floor being in the 200 range, and the third floor 300 range, etc. Suite numbering for commercial suites will be provided in a sequence of fives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

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


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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.

Protection of Archaeological Resources

Applicant Fact Sheet



Scottsdale Revised Code, Chapter 46, Article VI

To help identify, preserve, and protect archaeological sites, an **archaeological survey and report** by a qualified archaeologist is required to be submitted for all public or private development project applications within the City of Scottsdale. A qualified archaeologist is an individual or firm meeting the Arizona State Museum's standards and professional qualifications for an archaeologist. The qualifications for archaeologists and a list of qualified archaeological consultants are available from the Arizona State Museum (<https://statemuseum.arizona.edu/crm>).

Please contact the Historic Preservation Office at 480-312-2831 or your Project Coordinator for more information on archaeology requirements. The attached list of questions includes the answers to commonly asked questions about the ordinance. For complete information regarding the Preservation of Archaeological Resources Ordinance, please refer to the Scottsdale Revised Code.

Applicable Development Projects Requiring an Archaeology Survey and Report:

A development project is anything leading to potential ground disturbance, including:

- Rezoning, use permits, master plans, and general plan amendments
- Development Review Board cases, preliminary and final plats
- Lot splits and infrastructure improvements
- Building and grading permits, and native plant removal
- Wash Modification

Development Projects Exempt from Requiring an Archaeology Survey and Report (See attached ordinance text if needed):

- **Pending Applications:** Applications for building permits, single family lot splits, development review board, and final plats that are submitted or approved prior to effective date of Ordinance 3243(August 12, 1999).
- **Single Family Homes:** A private single family residence on a single family lot.
- **Less than 1 Acre Disturbed:** Non-residential development with 1 acre or less ground disturbance. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Previously Developed Sites:** Projects on previously disturbed land where 50% or more of the land was already built. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Approved Master Plan:** Master planned development with a previously completed Archeological Survey and Report within the past five (5) years (depending on what is being disturbed). *A mitigation plan may necessary.*
- **Development/Redevelopment Agreements:** Projects subject to a development or redevelopment agreement that already contain specific provisions on archaeological resources.
- **Mapped Exempt Area:** Projects within a land area that has been mapped by the Historic Preservation Commission to be exempt based upon prior surveys and research. As of August 1999 there are no areas mapped as exempt from surveys and reports.

Note: Requirements on discoveries during construction are applicable to all developments (no exemptions).

Review of Archaeology Survey and Report

The archaeology survey and report is submitted along with the development project application. The City Historic Preservation Officer and/or City Archaeologist review the archaeological survey and report for completeness, significant sites identified within the project, and the impacts of the project on identified sites prior to the application acceptance date.

Archaeological Impact Assessment

- **No Impacts:** If it is determined that survey and report are complete, and the project has no significant resources, or it is documented that the project will not impact significant archaeological resources, then the Preservation Division will sign and issue a Certificate of No Effect. With a Certificate of No Effect, the application may be accepted and the project may proceed.
- **Mitigation Plan:** If it is determined that the project has archaeological impacts, the applicant must submit a mitigation plan. The Historic Preservation Officer and/or City Archaeologist may approve the mitigation plan. More complicated mitigation plans require approval by the Historic Preservation Commission before the application can be accepted. Upon approval of the mitigation plan, the application may be accepted and the project may proceed. Land disturbance can not proceed until the Certificate of Approval is signed. When the approved mitigation plan is satisfactorily completed, a Certificate of Approval can be signed.
- **Economic Hardship:** The Historic Preservation Commission may issue a Certificate of Economic Hardship following a hearing that grants an exemption from the requirement to implement a mitigation plan for reasons of economic hardship. Upon issuance of a Certificate of Economic Hardship, the application may be accepted and the project may proceed.

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City of Scottsdale

**ARCHAEOLOGY REQUIREMENTS FOR
DEVELOPMENT PROJECTS
WITHIN MASTER PLANNED DEVELOPMENTS OR
LARGER PROJECT AREAS
THAT HAVE A PREVIOUS ARCHAEOLOGICAL
SURVEY**

PURPOSE:

Since some master planned and other projects in Scottsdale completed archaeology surveys as an ESL requirement prior to August 1991, the archaeology survey reports were not reviewed according to current ordinance standards and there is no signed Certificate of No Effect. Therefore this review process was developed to ensure ordinance compliance for new applications on land within larger developments.

SCOPE OF PROCEDURE

The intent of this process is to review development project applications that are within larger approved project areas for their compliance with the city's archaeology ordinance requirements. The procedure applies to projects on land within larger projects that have previously submitted an archaeology survey to the City of Scottsdale to meet local requirements. The procedures apply to: 1. Rezonings, use permits and development review board (DRB) applications, including plats, within master planned developments, and 2. Development applications for pads or parcels within a larger property (20 acres or larger property).

SUBMITTAL REQUIREMENTS

Applicants for projects on land that is part of a larger project should submit map(s) and text with their application submittal as follows:

1. Proof that an archaeology report was previously submitted and/or approved (Submit a copy of the prior report or a copy of the approved Certificate of No Effect)
2. Map showing the current project location within the total land area covered by the prior archaeology report.
3. Map clearly identifying within the current project area any significant or potentially significant surveyed sites and any recorded archaeological sites with their AZ Site or other reference number.
4. If there are significant, potentially significant or recorded sites within the project area, a narrative describing how the recorded site(s) will be impacted by the proposed development and describing any measures that will be taken to protect the site(s), such as placing the site in an Natural Area Open Space (NAOS) or conservation easement.
5. Map(s)/narrative for any archaeological resources within a Master Planned Development or larger project – 1 copy

CITY REVIEW OF SUBMITTAL

The Historic Preservation Office is responsible for managing the archaeology review process. The purpose of the review will be to determine the following:

1. The location of the current project within the larger project land area and if there are any recorded sites on the development parcel.
2. Determine what measures are proposed to protect any sites on the development parcel and whether the proposed measures are adequate to satisfy the requirements of the Scottsdale Revised Code (SRC), Chapter 46, Article VI.
3. If a significant recorded site will be impacted by the project, are a Mitigation Plan and a Certificate of Approval now required to comply with the SRC? *Note: A Mitigation Plan or any additional work will not be required if the larger project area already has an approved Certificate of No Effect.*

The applicant can satisfy the archaeology requirements if the larger area has a Certificate of No Effect, if there are no recorded sites located on the project and if there are no impacts from the project on archaeological resources. If the protection measures proposed are inadequate and/or the project will have an impact on significant or potentially significant archaeological resources, the applicant will be asked for additional information and may be asked to prepare and implement a Mitigation Plan to meet the archaeology requirements that took effect in August 1991.

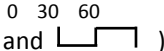
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Plan & Report Requirements for Development Applications



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

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

CONTEXT AERIAL WITH THE PROPOSED SITE PLAN SUPERIMPOSED

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

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

SITE PLAN

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

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

• Project Information

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

• Project Data

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

- (In a commercial establishment, when covered parking is provided for employee use only, then an equal percentage of accessible covered parking is not required. When covered parking is provided for the general public use in a commercial establishment, an equal percentage of accessible cover parking shall be provided.)
- (When covered and/or garage parking is provided in a multi-family uses, an equal percentage of accessible covered and/or garage parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest sidewalk).

• Plan

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

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

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

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

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

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

MASTER THEMATIC ARCHITECTURAL CHARACTER PLAN

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

ELEVATIONS

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

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

ELEVATION WORKSHEET(S)

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

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

Inclined Step Back Elevation Plans

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

ROOF PLAN WORKSHEET(S)

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

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

PERSPECTIVE ELEVATIONS

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

STREETSCAPE ELEVATIONS

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

TRANSITIONS PLAN(S)

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

ELECTRICAL SITE PLAN

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

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

EXTERIOR ON SITE LIGHTING DETAILS

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

- ☒ All exterior fixture lighting manufacture cut sheets shall be provided on 24"x36" paper, 8 ½" x 11" separate sheets will not be accepted. Each cut sheet shall clearly identify the light fixture manufacture number utilized, the plan cross-reference identification, and be legible. (State law prohibits Mercury Vapor lighting.) The cut sheets shall include:
 - Light fixture manufacture number
 - Plan identification symbol or abbreviation
 - Fixture graphic
 - Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve
- ☒ All exterior lighting manufacture cut sheets shall address the Zoning Ordinance, ZN, and UP stipulations. All cut sheet information shall be legible. Information that is not legible shall not be accepted. (State law prohibits Mercury Vapor lighting.)
- ☐ Up-lighting, if proposed, must be identified at the time of the DRB application. (State law prohibits the use of High Intensity Discharge up-lights over 70 watts.)
- ☐ Other _____

PHOTOMETRICS

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

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

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

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

LANDSCAPE PLAN

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

Plant Palette:

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

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

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

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

Landscape Planting Plan

- ☒ The scale of the landscape plan shall match the scale utilized for the site plan.
- ☒ North arrow
- ☒ All disturbed areas without structures or hardscape improvements shall be revegetated.
- ☒ Show the location of all plants to be planted in accordance with the Zoning Ordinance and any landscaping to remain.
- ☒ Hydro-seed area shall be 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.

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WATER AND WASTEWATER MASTER PLANS

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

DRAINAGE REPORT

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

CIVIL GRADING AND DRAINAGE PLAN

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

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

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

☐ Other _____

FIRE DEPARTMENT REQUIREMENTS

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

- ☒ Show Fire Department design requirement in accordance with the DS&PM.
- ☒ Show the fire truck turning radii on site at all drive corners and turns in accordance DS&PM.
- ☒ Show the location of the Fire Riser Room in accordance with the Fire Code.
- ☒ Show the proposed and existing fire hydrate locations on the site plan.
- ☒ A knox and strobe access system shall be provided for all gates. The location is to be shown on the site plan.
- ☒ Two points of fire department access shall be provided unless otherwise determined by the Fire Department. These locations shall be shown on the site plan and shall address all Fire Ordinance requirements.

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

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Project Narrative

Development Review Board



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

☐ **Ordinances, Master Plans, General Plan, and Standards**

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

☐ **Architectural Character, Landscaping, and Site Design**

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

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

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

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

☐ **Mechanical and Utility Equipment**

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

☐ **Old Town Scottsdale**

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

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

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

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

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Development Review Board Criteria

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



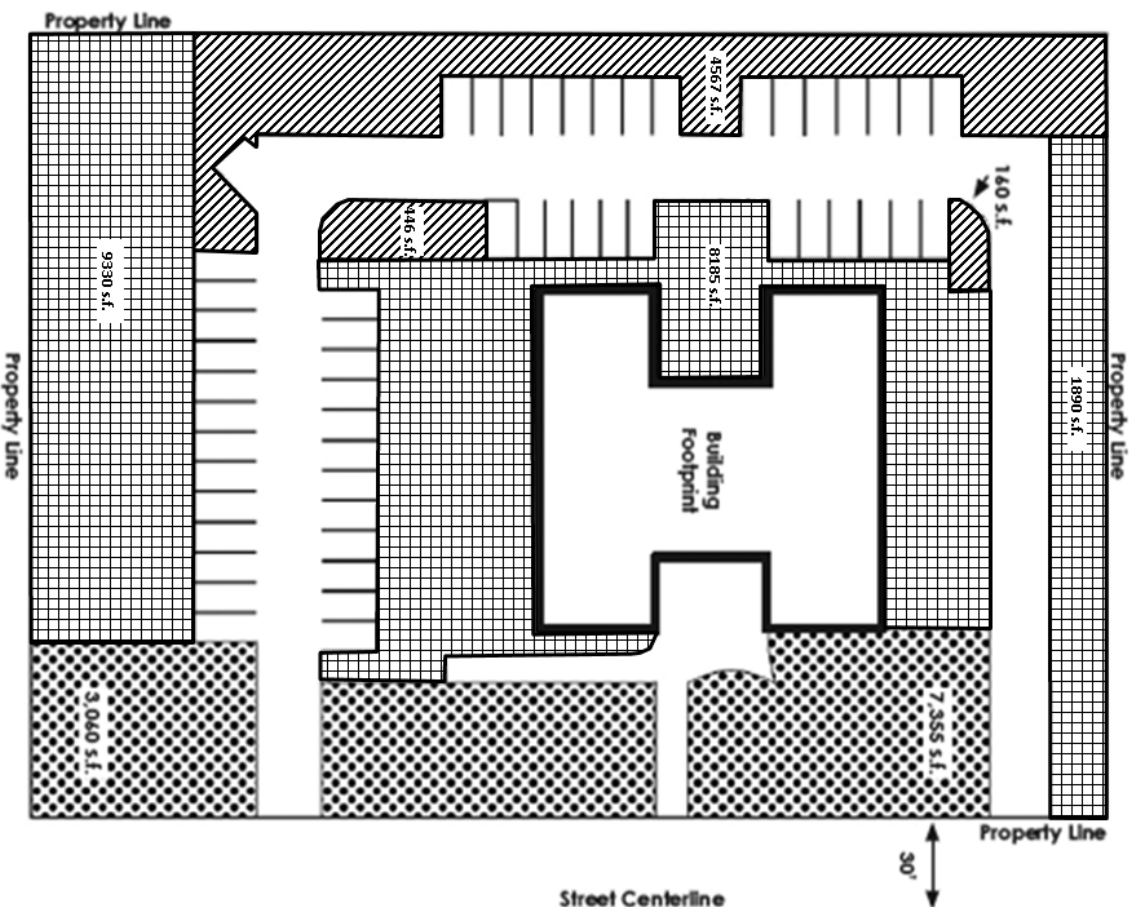
- A. In considering any application for development, the Development Review Board shall be guided by the following criteria:
1. The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards,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

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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 Frontal 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.

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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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Development Application

Transportation Impact and Mitigation Analysis Submittal Information



Purpose:

The purpose of the information document is to assist applicants and City Staff determine what Transportation Impact and Mitigation Analysis information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

The detailed guidelines for the preparation of the analysis are contained in Chapter 5-1, Transportation Impact Studies, of the City's *Design Standards and Policies Manual*. For additional information about the analysis requirements, contact Traffic Engineering staff at 480-312-7645.

☐ Category 1 Study:

- Site Plan
- Adjacent Street Volumes
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan, and allowed development under current zoning (all that are applicable).

☐ Category 2 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.

☐ Category 3 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.
- Additional issues to be addressed by the analysis:
 - Need for right-turn deceleration lanes.
 - Traffic signal warrant analysis.
 - Pedestrian and bicycle access to site.
 - Proposed driveway locations; conflicts with existing intersections.
 - Left turn storage for site driveways or at nearby intersections.
 - Impacts on adjacent residential neighborhood streets.
 - Other:

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Development Application

Drainage Submittal Information



Purpose:

The purpose of the information document is to assist applicants and City Staff determine what drainage information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

Pre Development Site Condition		Case Type	Development Application Requirements	Comments
<input type="checkbox"/>	Any project site having a 50 cfs wash or is designated as SFHA.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	ZN, UP	No Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas. Assuming a drainage report will be provided with the DR, PP, or II case.
<input type="checkbox"/>	Any project that will increase the amount of impervious area on the site.	DR, PP, II, AB, BOA	Drainage report per the DSPM.	Adding pavement or buildings over natural or landscaped areas.
<input type="checkbox"/>	Any project that disturbs or alters an existing water course or drainage easement.	ZN, DR, PP, II, UP, AB, BOA	Drainage report per the DSPM.	Cell sites disturbing a water course or drainage easement.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	ZN, UP, AB, BOA	No drainage report per the DSPM.	Includes new and redevelopment type projects.
<input type="checkbox"/>	Any small project that will not increase the impervious area. Less than 1 acre of disturbed area.	DR, PP, II	A detailed grading and drainage plan showing the lowest floor elevations for all structures, per the DSPM. No drainage report.	Includes new and redevelopment type projects. Cell Sites.
<input type="checkbox"/>	Any large project, that will not increase the impervious area. More than 1 acre of disturbed area.	ZN, DR, PP, II, UP, AB, BOA	Drainage Report per the DSPM.	Includes new and redevelopment type projects. Drainage report is needed to ensure pre development flowrates don't exceed post development flowrates.

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Native Plant Submittal Requirements



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

Sec. 7.500. Native Plant Materials.

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

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

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

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

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Section 404 Certification Form



Before the City issues development permits for a project, the developer's Engineer or the property owner must certify that it complies with or is exempt from Section 404 of the Clean Water Act of the United States. Section 404 regulates the discharge of dredged or fill material into a wetland, lake (including dry lakes), river, stream (including intermittent streams, ephemeral washes and arroyos) or other waters of the United States.

Prior to submittal of improvement plans to Project Review, this form must be completed (and submitted with the improvement plans) as evidence of compliance.

Certification of Section 404 Permit Status:

Owner's Name: _____ Phone No.: _____

Project Name/Description: _____ Case No.: _____

Project Location/Address: _____

A registered Engineer or the property owner must check the applicable condition and certify by signing below that:

1. Section 404 does apply to the project because there will be a discharge of dredged or fill material to waters of the U.S., and:

☐ A Section 404 Permit has already been obtained for this project.

or

☐ This project qualifies for a "Nationwide Permit," and this project will meet all terms and conditions of the applicable nationwide permit.

2. Section 404 does not apply to the project because:

☐ No watercourse waters of the U.S. exist on the property.

☐ No jurisdictional waters of the U.S. exist on property. Attached is a copy of the COE's Jurisdictional Determination.

☐ Watercourses or other waters of the U.S. do exist on the property, but the project will not involve the discharge of dredged or fill material into any of these waters.

I certify that the above statement is true.

Engineer's Signature and Seal, or Owner's Signature

Date

Title/ Company

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