



## PLANNING SERVICES

7447 E. Indian School Rd., Suite 105  
Scottsdale, AZ 85251

December 18, 2024

15-DR-2018#2

Jim Applegate

Biltform Architecture

11460 N Cave Creek Rd Ste 11

Phoenix, AZ 85020

### RE: DRB APPROVAL NOTIFICATION

**Case Reference No:** 15-DR-2018#2 Winfield Hotel & Residences

The Development Review Board approved the above referenced case on December 12, 2024. For your use and reference, we have enclosed the following documents:

- Approved Stipulations
- Accepted Basis of Design Reports
- Accepted Case Drainage Report
- Construction Document Submittal Requirements/Instructions

### \*\*\* PLEASE NOTE \*\*\*

- DRB - This approval expires two (2) years from date of approval if a permit has not been issued, or if no permit is required, work for which approval has been granted has not been completed.
- These instructions are provided to you so that you may begin to assemble information you will need when submitting your construction documents to obtain a building permit. For assistance with the submittal instructions, please contact your project coordinator, Bryan Cluff, 480-312-2258.
- Table: "About Fees" – This is provided as a brief overview of fee types. A plan review fee is paid when construction documents are submitted. You may review the current year's fee schedule at: <https://www.scottsdaleaz.gov/planning-development/fees>

Please note that fees may change without notice. Since every project is unique and will have permit fees based upon its characteristics, some projects may require additional fees. Please contact the One Stop Shop at 480-312-2500 with any questions regarding fees.

**Finally, please note that as the applicant, it is your responsibility to distribute copies of all enclosed documents to any persons involved with this project, including, but not limited to, the owner, engineers, architect, and developer.**

Sincerely,

Bryan Cluff

Planning & Development Area Manager

bcluff@ScottsdaleAZ.gov

## About Fees

The following table is intended to assist you in estimating your potential application, plan review, and building permit fees. Other fees may also apply, for example Water Resources Non-Residential Development, Parking-in-Lieu Fees, or Assessment District Fees; and those fees are not listed in this package the plan review staff is responsible for determining additional applicable fees.

Type of Activity	Type of Fee	Subcategory	When paid?
Commercial	Application	<ul style="list-style-type: none"> <li>Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>Commercial, foundation, addition, tenant improvement/remodel</li> <li>Apartments/Condos</li> <li>Engineering site review</li> <li>Signs</li> <li>Plat fees</li> <li>Misc. Plan Review</li> <li>Lot Tie/Lot Split</li> <li>Pools &amp; Spas</li> <li>Recordation</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>Commercial addition, remodel, tenant improvement, foundation only, shell only</li> <li>Fence walls or Retaining walls</li> <li>Misc. Permit</li> <li>Signs</li> </ul>	After construction document approval and before site construction begins
Residential	Application	<ul style="list-style-type: none"> <li>Preapplication, Variance, Zoning Appeal, Continuance, Development Review Board, ESL, General Plan, Rezoning, Sign Review, Special Event, Staff Approval, Temporary Sales Trailer, Use Permit, or Zoning Text Amendment</li> </ul>	At time of application submittal
	Plan Review	<ul style="list-style-type: none"> <li>Single family custom, addition, remodel, standard plans</li> <li>Engineering site review</li> <li>Misc. plan reviews</li> </ul>	At time of construction document submittal
	Building Permit	<ul style="list-style-type: none"> <li>Single family custom, addition, remodel, detached structure, standard plans</li> <li>Fence walls or Retaining walls</li> <li>Misc. Permit</li> <li>Signs</li> </ul>	After construction document approval and before site construction begins

**Stipulations for the  
Development Review Board Application:  
Winfield Hotel & Residences  
Case Number: 15-DR-2018#2**

These stipulations are intended to protect the public health, safety, welfare, and the City of Scottsdale.

**APPLICABLE DOCUMENTS AND PLANS:**

1. Except as required by the Scottsdale Revised Code (SRC), the Design Standards and Policies Manual (DSPM), and the other stipulations herein, the site design and construction shall substantially conform to the following documents:
  - a. Architectural elements, including dimensions, materials, form, color, and texture shall be constructed to be consistent with the building elevations submitted by Biltform Architecture Group, with a city staff date of 8/5/2024.
  - b. The location and configuration of all site improvements shall be consistent with the site plan submitted by Biltform Architecture Group, with a city staff date of 11/25/2024.
  - c. Landscape improvements, including quantity, size, and location shall be installed to be consistent with the preliminary landscape plan submitted by Biltform Architecture Group, with a city staff date of 1/17/2024.
  - d. The case drainage report submitted by Sustainability Engineering Group and accepted in concept by the Stormwater Management Department of the Planning and Development Services.
  - e. The water and sewer basis of design report submitted by FETTER ENGINEERING GROUP dated 02/02/2024 (with select updates incorporated from BOD with seal date 10/09/2024) and accepted in concept with notes by the Water Resources Department. The basis of design reports must be updated with all notes and comments addressed at the time of improvement plan submittal. Notes to be addressed include the following:
    - i. Address sewer capacity issues identified in the zoning case and up-size the existing sewers along E 3<sup>rd</sup> Avenue and N Buckboard Trail as designated in the zoning case 7-ZN-2017.
    - ii. Additional City oversizing of a specific section of the sewer required to be upsized by the developer will be required. The section of the sewer approximately 143 feet along E 3<sup>rd</sup> Avenue from the alley east of N Winfield Scott Plaza to N Brown Avenue has been stipulated under the zoning case 7-ZN-2017 to be upsized from 8" to 10" by the developer. The City desires to oversize this 143 feet of sewer from the 10" required to 12" diameter along E 3<sup>rd</sup> Ave. Terms of oversizing will be per the City oversizing agreement.
    - iii. Address all outstanding comments on the water and wastewater BODs submitted and accepted as noted during case review.

**RELEVANT CASES:**

**Ordinance**

- A. At the time of review, the applicable Zoning case for the subject site was: 7-ZN-2017

**ARCHAEOLOGICAL RESOURCES:**

**Ordinance**

- B. Any development on the property is subject to the requirements of Scottsdale Revised Code, Chapter 46, Article VI, Section 46-134 - Discoveries of archaeological resources during construction.

**ARCHITECTURAL DESIGN:**

**DRB Stipulations**

2. All exterior window glazing shall be recessed a minimum of fifty (50) percent of the wall depth, including glass windows within any tower/clerestory elements. The amount of recess shall be measured from the face of the exterior wall to the face of the glazing, exclusive of external detailing. With the final plan submittal, the developer shall provide head, jamb and sill details clearly showing the amount of recess for all window types.
3. All exterior doors shall be recessed a minimum of thirty (30) percent of the wall depth, the amount of recess shall be measured from the face of the exterior wall to the face of the glazing, exclusive of external detailing. With the final plan submittal, the developer shall provide head, jamb and sill details clearly showing the amount of recess for all door types.
4. With the final plan submittal, the owner shall revise the plans to clearly demonstrate that all exterior mechanical, utility, and communications equipment is screened by a wall or parapet that matches the architectural characteristics, color, and finish of the building. Parapet height for roof-mounted units shall be equal to or exceed the height of the tallest unit.
5. With the final plan submittal, the owner shall revise the plans to clearly demonstrate that roof drainage systems are interior to the building, except that overflow scuppers are permitted. If overflow scuppers are provided, they shall be integrated with the architectural design. Areas that are rooftop drainage shall be designed and constructed to minimize erosion or staining of nearby building walls and directs water away from the building foundations.
6. With the final plan submittal, the owner shall provide section drawings of the proposed exterior shade devices and information that describes the shadow/shade that will be accomplished by the proposed shade devices, given the vertical dimensions of the wall opening. All shade devices shall be designed so that the shade material has a density of 75%, or greater.

**SITE DESIGN:**

**DRB Stipulations**

7. All drive aisles that are fire lanes shall have a width of twenty-four (24) feet.
8. Prior to issuance of any building permit for the development project, the property owner shall submit plans and receive approval to construct refuse area for a horizontal compactor in conformance with the Refuse Plan dated 07/31/2024.
9. With the final plan submittal, the owner shall revise the site plan to clearly demonstrate that the required 20-foot building setback is measured from back of curb, not face of curb.

10. With the final plan submittal, the owner shall work with staff and SRP/APS on the final location for required electric transformers. Any equipment shall be located so as to not encroach into the sidewalks and shall be screened from view by a solid wall, fence, or landscaping.
11. With the final plan submittal, the owner shall revise the site plan and civil improvement plans to relocate the proposed fire hydrant on Scottsdale Road to be outside of the required 10-foot-wide clear sidewalk area.

**LANDSCAPE DESIGN:**

**DRB Stipulations**

12. Prior to the issuance of any building permit for the development project, the property owner shall submit landscape improvement plans that demonstrate the utilization of the City of Scottsdale Supplement to MAG Standard Specifications for the landscape and irrigation improvements within the public right-of-way or median(s).
13. With the final plans submittal, the property owner shall update the landscape plans to show all utility lines and ensure that all new trees are placed at least eight (8) feet away from any utility lines.

**EXTERIOR LIGHTING:**

**Ordinance**

- C. All exterior luminaires mounted eight (8) feet or higher, above finished grade, shall be directed downward.
- D. Any exterior luminaire with a total initial lumen output of greater than 1600 lumens shall have an integral lighting shield.
- E. Any exterior luminaire with a total initial lumen output of greater than 3050 lumens shall be directed downward and comply with the Illuminating Engineering Society of North America (IES) requirements for full cutoff.

**DRB Stipulations**

14. All exterior luminaires shall meet all IES requirements for full cutoff and shall be aimed downward and away from property line except for sign and landscape lighting.
15. Incorporate the following parking lot and site lighting into the project's design:
  - a. The maintained average horizontal luminance level, at grade on the site, shall not exceed 2.0 foot-candles. All exterior luminaires shall be included in this calculation.
  - b. The maintained maximum horizontal luminance level, at grade on the site, shall not exceed 12.0 foot-candles. All exterior luminaires shall be included in this calculation.
  - c. The total lumen per luminaire shall not exceed 24,000 lumens.
16. With the final plan submittal, the owner shall specify light fixture "A" to be limited to downlight only or propose an alternative fixture that is consistent with the requirements of the Design Standards & Policies Manual.

**VEHICULAR AND BICYCLE PARKING:**

**Ordinance**

- F. With the final plan submittal, the owner shall revise the parking garage plans as necessary to comply with the minimum dimensional requirements of Zoning Ordinance Section 9.106.A.

**STREET DEDICATIONS:**

**Ordinance**

- G. RIGHT-OF-WAY DEDICATIONS. Prior to any permit issuance for the development project, the owner shall make the following fee simple right-of-way dedications to the City of Scottsdale:
- a. ALLEY. 2-foot-wide right-of-way dedication, for a total 10-foot-wide east half alley right-of-way width abutting the property, excluding the abandonment area delineated in Case No. 3-AB-2017.

**STREET INFRASTRUCTURE:**

**Ordinance**

- H. All street infrastructure improvements shall be constructed in accordance with this City of Scottsdale (COS) Supplement to MAG Specifications and Details, and the Design Standards and Policies Manual.

**DRB Stipulations**

17. Prior to the issuance of a building permit for the development project, the owner shall submit and obtain approval of civil construction documents to construct the following improvements: (ALL IMPROVEMENTS PER SECTION 47-10 (a) and 47-21 (a) and (b))
- i. NORTH SCOTTSDALE ROAD:
    - (a) Remove the existing sidewalk and construct a new 10-foot-wide unobstructed sidewalk setback a minimum of four (4)-feet from the back of curb for the entire length of the property's North Scottsdale frontage.
    - (b) All landscape, hardscape, and street furniture improvement shall comply with the Scottsdale Road Streetscape Design Guidelines, as approved by the Development Review Board.
  - b. NORTH WINFIELD SCOTT PLAZA:
    - (a) Remove the west half street improvements and construct half-street improvements (curb, gutter pavement, etc.) in accordance with the Local Commercial Figure in the DSPM.
    - (b) Remove the sidewalk adjacent to the west curb and construct a new 8-foot-wide sidewalk abutting the curb for the entire length of the property's North Winfield Scott Plaza frontage.
    - (c) The sidewalk improvements across the driveway to the refuse yard near the northeast corner of the project shall be concrete and constructed to support a minimum of 83,000 pounds gross vehicle weight.
    - (d) Mill and pave the entire width of the street from East 3<sup>rd</sup> Avenue to East 4<sup>th</sup> Avenue.
  - c. EAST 3<sup>rd</sup> AVENUE:
    - i. Construct a median in East 3rd Avenue, perpendicular to the alley, in conformance with the Traffic Impact Mitigation Analysis accepted by the Transportation Department. Design of the median shall be approved by the Transportation Director or designee.

- ii. Remove the curb ramp on the northeast corner of North Winfield Scott Plaza and East 3<sup>rd</sup> Avenue and construct a curb ramp in accordance with the City of Scottsdale Supplement to the Maricopa Association of Governments (MAG) Uniform Standard Specifications and Details for Public Works Construction.
  - iii. Remove the alley driveway and construct a new driveway in accordance with the City of Scottsdale Supplements to the Maricopa Association of Governments (MAG) Uniform Specifications and Details for Public Works Construction.
  - d. Remove the existing sidewalk, curb, and eastern most driveway adjacent to the property and construct a new 8-foot-wide sidewalk and curb for the entire length of the property's East 3<sup>rd</sup> Avenue frontage.
  - e. Mill and pave the north half of the street, between North Winfield Scott Plaza and North Scottsdale Road.
- d. ALLEY:
- i. Mill and pave the entire width and length of the alley abutting the property, and between East 3<sup>rd</sup> Avenue and East 4<sup>th</sup> Avenue.
  - ii. No decorative pavers shall be used in the alley right-of-way.
  - iii. Any decorative asphalt pavement in the alley shall receive the approval of the Transportation Director, or designee. 4. All powerlines for the existing streetlights adjacent to lot shall be placed underground.
- e. STREETLIGHTS:
- i. With the final plan submittal, submit a streetlight plan for the installation of new streetlights as stipulated below:
    - (a) Replace the existing streetlight pole at the northwest corner of N. Winfield Scott Plaza and E. 3rd Avenue. New streetlight pole shall be per City of Scottsdale Standard Detail 2171-1 & 2171-2 and be a 25-foot-tall pole with a 6-foot-long curved luminaire arm. New streetlight pole should be relocated outside of the sidewalk, if possible, in a location acceptable to City staff.
    - (b) Install two new streetlight poles along the N. Winfield Scott Plaza frontage. New streetlight pole shall be per City of Scottsdale Standard Detail 2171-1 & 2171-2 and be a 25-foot-tall pole with a 6-foot-long curved luminaire arm. The streetlight pole locations shall be staggered in relation to the existing streetlight pole on the east side of the street, to the satisfaction of City staff.

**WATER AND WASTEWATER:**

**Ordinance**

- I. All water and wastewater infrastructure improvements shall be constructed in accordance with this City of Scottsdale (COS) Supplement to MAG Specifications and Details, and the Design Standards and Policies Manual.

**DRB Stipulations**

18. Prior to the civil construction document submittal, the property owner shall obtain final approval of the basis of design water and wastewater reports from the Water Resources Department, incorporating conditions as stipulated above. The civil construction document submittal shall be consistent with the approved basis of design water and wastewater reports. Any design that modifies the approved master report requires from the owner a site-specific addendum to the master report, subject to review and approval by City staff.
19. Existing water and sewer service lines to this site shall be utilized or shall be disconnected at the main pursuant to the Water Resources Department requirements.

**DRAINAGE AND FLOOD CONTROL:**

**Ordinance**

- J. All stormwater infrastructure improvements shall be constructed in accordance with this City of Scottsdale (COS) Supplement to MAG Specifications and Details, and the Design Standards and Policies Manual (DSPM).

**DRB Stipulations**

20. With the civil construction document submittal, the property owner shall submit a final drainage report that demonstrates consistency with the DSPM, and the case drainage report accepted in concept by the Stormwater Manager or designee.
21. The final drainage report should include a signed stormwater storage waiver form.

**EASEMENTS DEDICATIONS:**

**DRB Stipulations**

22. Prior to the issuance of a building permit for the development project, the owner shall dedicate the following easements to the City of Scottsdale on the final subdivision plat:
  - a. SIGHT DISTANCE EASEMENTS: Sight Distance easement where a sight distance triangle(s) in conformance with figures 5.3-26 and 5.3-27 of Section 5.3 of the DSPM cross on to the property.
  - b. PUBLIC NON-MOTORIZED ACCESS EASEMENTS: A continuous Public Non-Motorized Access Easement shall be dedicated to the City of Scottsdale to contain the public sidewalk in all locations where the sidewalk crosses over private property within the boundary of the subject site.

**ADDITIONAL ITEMS:**

**DRB Stipulations**

23. CONSTRUCTION MANAGEMENT PLAN. Prior to any permit issuance, a construction management plan that includes construction traffic routes, work force vehicle parking, and construction vehicle parking shall be provided to staff for review and approval.
24. MARSHALLING AND STORAGE YARD(S). Any use of City right-of-way, including alleys, for marshalling and/or storage yards shall require prior approval of the City's Transportation Department and payment of any associated fees through the application of a Marshalling and Storage yard permit.



**ADDITIONAL ITEMS:**

**DRB Stipulations**

25. A note shall be added to the final plan or map of dedication stating: "The owner shall be responsible for the maintenance and repair of the alleyway pavement from East 3<sup>rd</sup> Avenue to East 4<sup>th</sup> Avenue."

A copy of these Construction Document Application submittal requirements must accompany your first Construction Document Application submittals. Provide each item listed on the submittal checklists with your first construction document plan review application.

The Improvement Plan Application, Plat/Map of Dedication/Release Application, and Architectural Plan Application (if required) must be submitted at the same time, in separate packages as described below. The Native/Salvage Plant Plan Application, (This is also used for Downtown area properties) may be submitted prior to any other application. The Fire Department Deferred submittals may be submitted with the Architectural and Improvement Plan Application or after the plan approval or at a later date.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.** To modify these requirements, the applicant must contact the City of Scottsdale's Project Coordinator in Planning and Development Services. **Any modification to the Construction Document Application Requirements must be completed PRIOR to submittal of the first Construction Document Application plan review application.** The City of Scottsdale's Planning and Development Services staff reserves the right to refuse to modify these requirements.

- The following Construction Document Applications must be in separate packages by Section. See the individual sections herein for each of the application submittal content requirements:

- ☒ **Completed Permit Applications.** The permit applications are to be completed online at the following weblink:  
<https://eservices.scottsdaleaz.gov/bldgresources/Plans>
- ☒ **(Section 1)** Native/Salvage Plant Plan Application
- ☒ **(Section 2)** Improvement Plan Application – Digital submittal through the Improvement/Civil Plans Project Type
- ☒ **(Section 3)** Architectural Plan Application – Digital submittal through the Commercial or Multi-Family or Single-Family Project Type, as appropriate.
- ☒ **(Section 4)** Plat / Map of Dedication/Release Application – Digital submittal through the Plats/Dedications/Releases Project Type
- ☒ **(Section 5)** Fire Department Requirements for Deferred Sprinkler, Extinguishing and/or Alarm Systems
- ☒ **(Section 6)** Public Safety Radio Amplification System Information
- ☒ **(Section 7)** Water & Wastewater Information
- ☒ **(Section 8)** Environmental Information

**The cover sheet of the Civil plans, Landscape plans, Architectural plans, and Native Plant plans must each contain the following information:**

- 1) County Assessor parcel number(s) of parcels on which improvements are being proposed.
- 2) Full street address assigned by the City of Scottsdale Records Department.
- 3) The applicable Development Review Board case number (15-DR-2018#2), Zoning Case number (7-ZN-2017), or other associated case number in the right-hand margins. The pre-application number is not needed on the plans. All numbers must be in 1/4-inch letters. Leave additional space on your



## **Construction Document Application Requirements**

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right-hand margin for the plan check number that will be assigned after Construction Document Application has been submitted.

- 4) Provide the name, address, phone number, and email address of the owner and the party preparing the plans (architect, engineer, landscape architect, salvage company, etc.).

Detailed information regarding construction plan preparation to the City of Scottsdale can be found in the City of Scottsdale's DESIGN STANDARDS AND POLICIES MANUAL. You may access the manual online at:

<http://www.scottsdaleaz.gov/design/DSPM> and

<https://www.scottsdaleaz.gov/planning-development/plan-review>

or call the One Stop Shop at 480-312-2500.

All construction plans, reports, etc., must be in conformance with those approved by the Development Review Board and all associated Stipulations.



### **SECTION 1.**

#### **Native/Salvage Plant Application Requirements**

This information pertains to submittals made for native/salvage plant plan review. Submittals must be complete and submitted to the One Stop Shop of the Planning and Development Services Department with the appropriate plan check fees. **The Native / Salvage Plant Submittal may be submitted prior to or concurrent with the first construction document submittal.**

#### **NATIVE/SALVAGE PLANT APPLICATION**

- ☒ **Submit the Native/Salvage Plans (Including the removal of any tree in the Downtown Area)**  
*(Native/Salvage Plan application and permit is required to remove any plant protected by the Native Plant ordinance, and any tree (native or not) in the Downtown Area.)*
- **The Native/Salvage Plant Plan Application may be submitted prior to or concurrent with the first submittal of any Construction Document Application. For the most recent Native/Salvage Plant submittal requirements and application form, please see the Native Plant Permit Application on the City's website at:**

**The Native Plant Permit application and submittal requirements can be found online at:**

<https://www.scottsdaleaz.gov/Assets/ScottsdaleAZ/Codes+and+Ordinances/Native+Plant+Application+Narrative.pdf>

<https://www.scottsdaleaz.gov/codes/native-plant>



## Construction Document Application Requirements






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### SECTION 2. Improvement Plan Document Application Requirements

Items listed must be submitted online through the Improvement/Civil Plans Project Type e-application with a copy of this list. **Incomplete e-application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal. **The applicant is strongly encouraged to consult the City of Scottsdale's Design Standards and Policies Manual (DSPM) for the minimal submittal and construction document preparation requirements.**

See the "Building Code Information" page for additional information and mandatory code requirements: <https://www.scottsdaleaz.gov/codes/building-code>

- ☒ Improvement/Civil Plan e- Application shall include **one (1) DIGITAL PDF plan set**, 24"x36" plan sheets (no other plan size will be accepted) with a minimum horizontal Scale: 1" = 20', a minimum vertical scale: 1" = 2'. In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Improvement Plan e-application.

Engineering, Stormwater, Fire, and Planning One (1) Digital File Set			Plans and Related Documents
Required	Provided	Submittal Item Digitally through the City's website at the following link: <a href="https://eservices.scottsdaleaz.gov/bldgresources/plans">https://eservices.scottsdaleaz.gov/bldgresources/plans</a>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improvement Plan Set file (including the following):	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading and Drainage Plans (including drainage structures, retaining walls, walls/ fences, etc.)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water & Sewer Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paving Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Striping & Signage Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street light plan



## Construction Document Application Requirements

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	<input type="checkbox"/>	<input type="checkbox"/>	Conduit Plan – include location and size of conduit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation plans. (Please See Notes 1 and 2 below)
	<input type="checkbox"/>	<input type="checkbox"/>	NAOS Plan and calculation worksheet
	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Signal Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Slope Analysis Plan
<input type="checkbox"/>	<input type="checkbox"/>	<b>Following engineering files, 1 pdf file each: (for reference) (See Note 3 Below)</b>	
	<input type="checkbox"/>	<input type="checkbox"/>	Accepted Master Water Report
	<input type="checkbox"/>	<input type="checkbox"/>	Accepted Master Drainage Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Water Basis of Design Report
	<input type="checkbox"/>	<input type="checkbox"/>	Accepted Master Sewer Report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted Final Sewer Basis of Design Report
	<input type="checkbox"/>	<input type="checkbox"/>	Master Circulation Report
	<input type="checkbox"/>	<input type="checkbox"/>	Final Circulation Report
	<input type="checkbox"/>	<input type="checkbox"/>	Master Signalization Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Final Signalization Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Final Signalization Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALTA Survey Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Plat or Map of Dedication/Release
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
	<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations for retaining walls, fence walls, fences
	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate for the required improvements



## Construction Document Application Requirements

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Drainage Report and hydrology and hydraulic analysis files
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SWPPP booklet including erosion control plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed 404 Certification Form
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Intent (NOI)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No-Conflict Forms (Originals must be signed by each utility prior to plan approval)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commitment for Title Insurance (not more than 30 days old from the date of the first submittal)
<input type="checkbox"/>	<input type="checkbox"/>	Right of Way, PUE, Sight Visibility, Access, etc. legal description(s) and graphic exhibit (See Note 4 & 5 below)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Easement legal description(s) and graphic exhibit for dedication(s) (See Note 4 & 5 below)
<input type="checkbox"/>	<input type="checkbox"/>	Aviation Easement legal description and graphic exhibit (See Note 4 & 5 below)
<input type="checkbox"/>	<input type="checkbox"/>	NAOS, Scenic Corridor, etc. easement(s) legal description and graphic exhibit (See Note 4 & 5 below)

### NOTES:

1. Retaining walls, fence /walls, monuments, and entry gate features shall be included in the **Civil plan set for review and approval**. Walls and wall details may be shown on the Landscape plan set for color and material approval only.
2. Building structures such as Ramadas, Mailboxes and Water features/fountains shall be included in the **Architectural Plan set for review and approval**. Structures may be shown on the Landscape plan set for reference only.
3. Any outstanding reports shall be accepted by the City prior to the first submittal of Improvement Plans.
4. **Signed Easement Dedication forms** (signed by owners) and **Confirmation of Dedication forms** (signed by beneficiary(s)) will be requested only after the legal description and graphic exhibits are reviewed by City staff and accepted for processing.
5. When **multiple dedications** are occurring, a singular Plat or Map of Dedication shall be used in place of individual legal and graphic exhibits.



## Construction Document Application Requirements

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### SECTION 3.

#### Architectural Constuction Document Application Requirements






Items listed must be submitted online through the Single Family or Multi-Family or Commercial Project Type e- application as appropriate, with a copy of this list. All plans must be signed and sealed.

**Incomplete e-application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal. **The applicant is strongly encouraged to consult <https://www.scottsdaleaz.gov/planning-development/plan-review> for minimal submittal and construction document preparation requirements.**

See the “Building Code Information” page for additional information and mandatory code requirements: <https://www.scottsdaleaz.gov/codes/building-code>

- ☒ Architectural Plan e-application shall include **one (1) DIGITAL PDF plan set**, 24”x36” plan sheets (no other plan size will be accepted).

In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Architectural Plan e-application.

Building, Planning, and Fire One (1) Digital File Set			Plans and Related Documents
Required		Provided	Submittal Item Digitally through the City’s website at the following link: <a href="https://eservices.scottsdaleaz.gov/bldgresources/plans">https://eservices.scottsdaleaz.gov/bldgresources/plans</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Architectural Plan Set (including the following):
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mechanical Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Structural Plans





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	<input type="checkbox"/>	<input type="checkbox"/>	Open Space plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Photometric Plans
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Lighting Manufacture Cut Sheets (on 24" x 36" paper minimum)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of structural, electrical, and water calculations (Either as a separate 8 ½" x 11" document or on the drawings)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of soils report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the International Energy Compliance Code (IgCC) compliance documentation. (Energy modeling calculations and report, or Com-Check is acceptable)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the International Energy Compliance Code (IgCC) Construction and Demolition Waste Management Plan
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the Construction Specifications - 8 ½" x 11" bound copies or on plan sheets
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final Plat/Condominium Plat/Map of Dedication (for reference only)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Civil &amp; Landscape Plans (for reference only)</b>
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of No Effect for archaeological resources signed by the City Archaeologist.
<input type="checkbox"/>	<input type="checkbox"/>		Certificate of Approval for archaeological resources signed by the City Archaeologist.
<input type="checkbox"/>	<input type="checkbox"/>		NAOS Plan and calculations worksheet
<input type="checkbox"/>	<input type="checkbox"/>		Purchase Agreement for In-Lieu Parking Credits. (This must be the original form, signed by the applicant).
<input type="checkbox"/>	<input type="checkbox"/>		Approval from the Airport Director or designee for aviation hazard(s).
<input type="checkbox"/>	<input type="checkbox"/>		Water Resource Department's approval of the water features/fountains.

### SECTION 4.

### Plat / Map of Dedication/Release Application Requirements


Items listed must be submitted online through the Single Family or Multi-Family or Commercial Project Type e- application, with a copy of this list. **Incomplete e-application will not be accepted.** If necessary, the plan reviewer may require additional information and plans after the first submittal of the applicant. **The applicant is strongly encouraged to consult the City of Scottsdale's Design Standards and Policies Manual (DS&PM) for the Plat preparation requirements.**

- ☒ Plat or Map of Dedication e-application shall include **one (1) DIGITAL PDF plan set**, 24"x36" plan sheets (no other plan size will be accepted). In addition to the complete set, additional digital plans and/or report PDF files as indicated in the table below shall be include with the Improvement Plan e-application.

Engineering, Stormwater, Fire, Planning, Maps, Survey, and GIS <b>One (1) Digital File Set</b>		<b>Plans and Related Documents</b>
Required	Provided	Submittal Item <b>Digitally through the City's website at the following link:</b> <a href="https://eservices.scottsdaleaz.gov/bldgresources/plans">https://eservices.scottsdaleaz.gov/bldgresources/plans</a>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Plat/Map Set (including the following):</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/> Plat/Map
	<input type="checkbox"/>	<input type="checkbox"/> Map of Release (for reference only)
	<input checked="" type="checkbox"/>	<input type="checkbox"/> ALTA Survey (for reference only)
	<input type="checkbox"/>	<input type="checkbox"/> NAOS graphic & calculation worksheet
	<input type="checkbox"/>	<input type="checkbox"/> Covenants Conditions and Restrictions (CC&Rs)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Commitment for Title Insurance (not more than 30 days old from the date of the 1st submittal)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>NAOS Plan and calculation worksheet.</b>

## SECTION 5.

### Fire Department Requirements For Deferred Sprinkler, Extinguishing, and/or Alarm System Submittals

 <b>FIRE ORDINANCE REQUIREMENTS</b>	
(INCORPORATE INTO BUILDING PLANS AS GENERAL NOTE BLOCK - USE ONLY THE DESIGNATED STIPULATIONS)	
<input checked="" type="checkbox"/>	1. Premises identification to be legible from street or drive.
<input checked="" type="checkbox"/>	2. Fire Lanes & Emergency Access shall be provided & marked in compliance with City Ordinance and International Fire Code requirements.
<input checked="" type="checkbox"/>	3. Provide all weather access roads (minimum 16' (ft.) in width) to all buildings and hydrants from public way during construction.
<input checked="" type="checkbox"/>	4. A fire sprinkler system shall be installed and comply with currently adopted NFPA standards.
<input checked="" type="checkbox"/>	5. Buildings are subject to installation and testing requirements for Public Safety radio amplification system.
<input type="checkbox"/>	6. Submit Hazardous Material Management Plan (HMMP) for all Hazardous Materials. Submit HMMP with Building submittal.
<input checked="" type="checkbox"/>	7. Fire lines, sprinklers and standpipe systems shall be flushed and pressure tested per NFPA Standards and Scottsdale Revised Codes.
<input checked="" type="checkbox"/>	8. Backflow prevention is required for all NFPA 13/13R systems.
<input type="checkbox"/>	9. Provide a KNOX access system: <ul style="list-style-type: none"> <li><input type="checkbox"/> a. KNOX box</li> <li><input type="checkbox"/> b. Padlock</li> <li><input type="checkbox"/> c. Key switch and preemption device override for automatic gates</li> </ul>
<input checked="" type="checkbox"/>	10. Fire Department Connections shall be Installed in a location approved by Scottsdale Fire Code Official.
<input checked="" type="checkbox"/>	12. Fire sprinkler system design criteria for unspecified shell buildings shall be .45 gpm over 3000 square feet.
<input checked="" type="checkbox"/>	11. Provide "Owner's Information Certificate" with fire sprinkler plan submittal.
<input type="checkbox"/>	13. Fire sprinkler system design for warehouse/storage occupancies shall be based on the full height capacity of Building per Scottsdale Revised Code.
<input checked="" type="checkbox"/>	14. Provide a combination lock box for building access keys and fobs for police and public safety personnel.



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**INSTRUCTIONS** – After Building and Civil plan approval, installing contractor(s) shall submit the following information:

Plans and Related Documents	Fire Review	
	Req.	If applicable
<b>Submittal Item:</b> NFPA compliant Sprinkler system	<input checked="" type="checkbox"/>	
NFPA compliant Fire Alarm system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
UL 300 compliant commercial hood suppression system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>“Required”</b> check boxes (completed by Fire Code Official) indicate whether or not a submittal item is required.</p> <p><b>“If Applicable”</b> check boxes (completed by Fire Code Official) indicate a submittal may be required, this will be stated on Building plan by “Architect of Record” and approved by the Fire Code Official on Building submittal.</p> <p>All deferred Fire submittals shall not be included in Building plan submittal(s)</p>		
One (1) copy of Plan Submittal	<input checked="" type="checkbox"/>	
One (1) copy of supporting calculations	<input checked="" type="checkbox"/>	
One (1) copy of Manufacture Data Sheets	<input checked="" type="checkbox"/>	



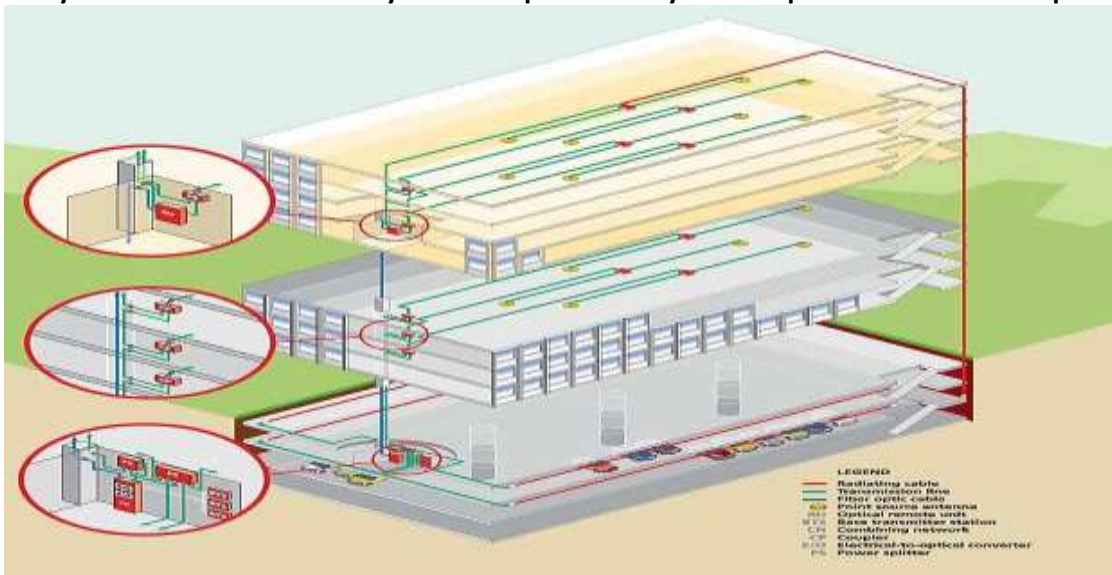
**NOTE:**

At a minimum, all submitted information shall be reviewed by the applicant’s NICET level III Certified Engineering Technician (CET) or a Professional Engineer, as required, prior to the submittal – refer to the more comprehensive base checklists on-line.

The plans must demonstrate compliance with the adopted Codes, Ordinances, Standards and Interpretations for each appropriate application.

### SECTION 6. Public Safety Radio Amplification System Information

#### City of Scottsdale Public Safety Radio Amplification System Requirements for Developers



Since December 1995, the City of Scottsdale has required all non-single family buildings to have public safety radio communications coverage (See S.R.C. Sec. 31-47(b), Public Safety Radio Amplification Systems) so that a police officer or firefighter can use their portable radio to communicate with the dispatch center or with other personnel. The requirement for public safety radio coverage applies to new construction and tenant improvements that trigger the building to be brought into compliance with current National Electric Code, as adopted by the city.

#### What is a Public Safety Radio Amplification System?

The Federal Communications Commission regulates the “signal boosters” which are used to improve radio communications in areas that radio signals are blocked or shielded due to environmental or man-made obstacles. These signal boosters are more commonly referred to a Bi-Directional Amplifier (BDA) system and are installed in buildings, underground parking and other open or closed spaces that do not have adequate radio signal coverage (see diagram). The BDA system consists of a donor antenna that sends and receives radio signals to/from the host radio site and carries that radio signal to an amplifier that routes the radio signals to antennas located throughout the structure. The police officer or firefighter who is inside a building or structure with a BDA will have their portable radio unit send and receive communication over the BDA system.

#### Will My Building Need a BDA System?

Unfortunately, the requirement for a BDA system for your building or structure is difficult to determine as location, size, surrounding buildings and construction materials all factor into the need for a BDA. If your building has either a basement level or an underground parking garage, it is almost certain that your



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project will require a BDA system. For all buildings – whether or not there is a basement or underground parking – after drywall has been installed, a member of the City’s Public Safety Radio Department will perform a radio signal strength assessment to determine if a BDA system is required at your location.

### **How Much Do BDA Systems Cost?**

The cost of a BDA system generally ranges from \$15,000 to \$75,000, depending on the number of floors, stairwells, and total area that needs to have the radio signal amplified.

If you have any questions or would like additional information, you may contact the City Radio Engineer at [radioengineer@scottsdaleaz.gov](mailto:radioengineer@scottsdaleaz.gov)

### **SECTION 7.**

#### **Water & Wastewater Information**

##### **Arizona Department of Environmental Quality (ADEQ):**

- The developer shall be responsible for conformance with ADEQ regulations and requirements for submittals, approvals, and notifications. The developer shall demonstrate compliance with Engineering Bulletin #10 Guidelines for the Construction of Water Systems, and applicable chapters of the Arizona Administrative Code, Title 18, and Environmental Quality. In addition:

##### **Maricopa County Environmental Services Department (MCESD):**

- Before approval of final improvement plans by the Plan Review and Permit Services Division, the developer shall submit a cover sheet for the final improvement plans with a completed signature and date of approval from the Maricopa County Environmental Services Department (MCESD).
- Before issuance of Permits to Work in the Right-of-Way by city staff, the developer shall provide evidence to city staff that a Certificate of Approval to Construct (ATC) Water and or Wastewater Systems has been submitted to the MCESD in the form of a document developed by the County with date stamp.
- Before commencing construction, the developer shall submit evidence that approval to construct has been issued by the MCESD.
- Before issuance of Letters of Acceptance by the City's Inspection Services Division, the developer shall provide to the City a final set of as-built mylars of the improvements and Approval of Construction (AOC) by the MCESD.

##### **Water and Wastewater Requirements:**

- The developer shall pay a Sewer Development Fee for City sewer service in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City sewer system. All questions may be referred to Water Resources at 480-312-5650.
- The developer shall pay a Water Development Fee and Water Resources Development Fee for City water supply in accordance with City Ordinance. This fee shall be paid at the time, and as a condition of the issuance of a building permit, or if the development does not require a building permit, prior to connection to the City water system. All questions may be referred to Water Resources at 480-312-5650.
- Prior to the issuance of any building permit, the developer shall pay a Water Meter Fee for connection to the City water system in accordance with City Ordinance. If there is an existing water meter for this project, applicable water meter fees must be paid only if a larger meter is required.
- Special Infrastructure or Special Design Elements must be approved by the City of Scottsdale Water Resources Division.



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### **SECTION 8. Environmental Information**

#### **Arizona Department of Environmental Quality (ADEQ) Requirements:**

All construction activities that disturb one or more acres shall obtain coverage under the Arizona Pollutant Discharge Elimination System (AZPDES) Construction General Permit. To gain coverage, operators of construction sites must:

- Prepare a Stormwater Pollution Prevention Plan (SWPPP) and submit for City review and approval as part of the improvement plan submittal;
- Submit a Notice of Intent (NOI) to ADEQ;
- Provide the NOI Certificate of Approval to the City before the final plan approval.
- Send a Notice of Termination (NOT) to ADEQ when construction is completed.
- Contact ADEQ at 602-771-4449 for further information. Forms are available from the City of Scottsdale One Stop Shop, or from ADEQ.
- The approved SWPPP shall be kept onsite at all times during construction.