

Preliminary Plat (PP)

Development Application Checklist

Subdivision, and Master Planned Property



Digital Submittal:

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

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

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

Minimum Submittal Requirements:

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

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

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

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

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

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

PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>		1. Preliminary Plat 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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	<p>22. Application Narrative</p> <ol style="list-style-type: none"> 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide an explanation and justification for any proposed amended development standard(s) 3. 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.
	<p>23. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements)</p>
	<p>24. Proposed Covenants, Conditions, and Restrictions (CC&R’S)</p>
	<p>25. Proposed Development Agreement (shared facilities, etc.) (Must adhere to the Maricopa County Recorder requirements)</p>
	<p>26. Context Aerial with the proposed site improvements superimposed Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning districts for a radius from the site of: 750-foot radius from site ¼-mile radius from site (lots greater than 1 acre) Other: _____</p>
	<p>27. Preliminary Plat</p>
	<p>28. Site Plan</p>
	<p>29. Open Space Plan (Site Plan Worksheet) (Example Provided)</p>
	<p>30. Site Cross Sections</p>
	<p>31. Construction Envelope Plan (ESL Areas)</p>
	<p>32. Natural Area Open Space Plan (ESL Areas)</p>
	<p>33. Topography and slope analysis plan (ESL Areas)</p>
	<p>34. Phasing Plan</p>
	<p>35. Landscape Plan</p> <ul style="list-style-type: none"> • (a gray-tone copy of the color Landscape Plan will not be accepted)
	<p>36. Hardscape Plan</p> <ul style="list-style-type: none"> • (a gray-tone copy of the color Hardscape Plan will not be accepted)
	<p>37. Parking Plan</p>
	<p>38. Parking Master Plan See the city’s <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.</p>
	<p>39. Pedestrian and Vehicular Circulation</p>
	<p>40. Bikeways & Trails Plan</p>
	<p>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</p>
	<p>42. Community Features (mail kiosk, private street signs, etc.) Elevations and Details</p>
	<p>43. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p>
	<p>44. Exterior Lighting Photometric Analysis</p>

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	45. Manufacturer Cut Sheets of All Proposed Lighting
	46. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
	47. 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)
	48. 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. <ul style="list-style-type: none"> See handout submittal instructions
	49. 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 preliminary design parameters of special infrastructure, such as PRV and/or booster pump station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans.
	50. 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 preliminary design parameters of special infrastructure, such as sewer lift station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans.
	51. Conduit Plan <ul style="list-style-type: none"> Show two, two-inch conduit locations from the existing adjacent street right-of-way to the booster pump or sewer lift station.
	52. Water Sampling Station <ul style="list-style-type: none"> Show location of sample stations on the preliminary plat.
	53. 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"> ① copy of the approval from the Water Conservation Office
	54. 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. <p style="margin-left: 40px;">Category 1 Study Category 2 Study Category 3 Study</p>
	55. Native Plant Submittal (information provided): (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <ul style="list-style-type: none"> See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
	56. Revegetation Site Plan, including Methodology and Techniques

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		57. Landform Types Maps
		58. Cuts and Fills Site Plan
		59. Cuts and Fills Site Cross Sections
		60. Composite Factors Map
		61. Unstable Slopes / Boulders Rolling Map
		62. Geotechnical Report
		63. Bedrock & Soils Map
		64. Conservation Area, Scenic Corridor, Vista Corridor Plan
		65. 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.
		66. Paint Color Drawdowns (digital images): <ul style="list-style-type: none"> • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		67. 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.
		68. Other: _____ _____ _____

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.
		69. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>		70. Submit all items indicated on this checklist pursuant to the submittal requirements.
		71. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.

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		<p>72. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your project coordinator is preparing the public hearing report(s). Your project coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.</p>
		<p>73. Other _____ _____ _____</p>
		<p>74. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator e-mail: _____ @scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application needs a: New Project Number, or A New Phase to an old Project Number: _____</p> <p>Required Notice Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the city regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the city’s applicable administrative policies available at the Planning and Development Services’ One Stop Shop, or from the city’s website: http://www.scottsdaleaz.gov/planning-development/forms</p> <p>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</p>