Needs a: ☑ New Project Number, or
☐ A New Phase to an old Project Number: _____

Development Review Minor (SA)

Administrative Staff Approval

Development Application Checklist

Official Use:
City Staff Contact: Brad Carr
Phone: 480-312-7713
Staff Signature: Brad Carr
Email: bcarr@scottsdaleaz.gov

☒ Completed Application (this form) and Application Fee – $ 131 (fee subject to change every July)	☑ Exterior Lighting – provide cut sheets, details and photometrics for any proposed lighting.
☒ Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below	☐ Copy of Liquor License Application (for all bars or restaurants patio applications)
☒ Narrative – describing nature of request	☐ IgCC Requirements (see attached checklist)
☒ Request for Site Visits and/or Inspections form	☐ 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.
☐ Elevation Drawings or Color Photo simulations – of additions, buildings, or other changes with materials and colors noted and keyed	☑ Floor Plan(s) – show additions, alterations, or new structures. Floor plans shall be dimensioned and clearly delineate existing and proposed construction.
☑ Material Samples – color chips, awning fabric, glazing, etc.	☐ Airport Vicinity Development Checklist
☑ Site plan 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.	☑ Landscape Plan – 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.
☐ Homeowners or Property Owners Association Approval	☐ Request to Submit Concurrent Development Applications
☐ Color photographs of site – include area of request	☐ Other: _____

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

Project No.: 583 -PA- 2022 Key Code: 82Z38
Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu

Project Name: ICNEV ED Center
Property's Address: 12125 East Via Linda, Scottsdale, Arizona 85259 **A.P.N.:** 217-39-118
Property's Zoning District Designation: R1-43 ESL
Application Request: Requesting some project revisions to allow the project to move forwards.

Owner: Islamic Center of The North/East Valley Inc.	**Applicant:** Colin Kenyon
Company:	**Company:** Presence Design Pllc
Address: 12125 East Via Linda, Scottsdale, Arizona. 85	**Address:** 115 E. Campo Desierto Rd. Tempe, Arizona 8528
Phone: 480 235-9685 **Fax:**	**Phone:** 480 695-0877 **Fax:**
E-mail: nvissina@gmail.com	**E-mail:** presencedesign.cdk@outlook.com

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

Authentisign ID: A04CFABF-0D82-F011-B484-00224822F75A

Affidavit of Authorization to Act for Property Owner

CITY OF SCOTTSDALE

1. This affidavit concerns the following parcel of land:

   a. Street Address: 12125 E Via Linda, Scottsdale, AZ 85259
   b. County Tax Assessor's Parcel Number: 217-39-118
   c. General Location: SW Corner of Via Linda. & E. 122nd Street.
   d. Parcel Size: 145,429 SF
   e. Legal Description: Lot 3 & 4 of McDowell Acres, according to the plat of record in the office of the County Recorder of Maricopa County, Arizona recorded in book 77 of maps page 19.
   (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
Nahed Othman	08/25/25, 20___	Nahed Othman
	, 20___	
	, 20___	
	, 20___	

Planning and Development Services
7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ◆ www.ScottsdaleAZ.gov

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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.
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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
Nahed Othman	08/25/25, 20___	Nahed Othman
	, 20___	
	, 20___	
	, 20___	

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Authentisign ID: A04CFABF-0D82-F011-B484-00224822F75A

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: ICNEV ED CENTER

Project Address: 12125 E Via Linda, Scottsdale, AZ 85259

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: Nahed Othman

Print Name

AuthentiSIGN' Nahed Othman 08/25/25

Signature

City Use Only:	
Submittal Date:	Plan review number:

Planning and Development Services

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