

**Application  
Narrative  
Cash Transmittal  
Pre-Application  
Pre-App Narrative  
Pre-App Cash Transmittal  
Project Data Sheet**

# TREO (MILLER AND OSBORN)

SCOTTSDALE, AZ



## DEVELOPMENT REVIEW NARRATIVE

### History

Taylor Morrison has been helping families create memories for more than a century. As one of the largest North America based home building companies and headquartered here in Scottsdale, Arizona they are accustomed to complementing the unique lifestyle and character Scottsdale has to offer.

Taylor Morrison neighborhoods are designed to offer a better quality of life and the company aims to develop a distinctly desirable luxury residential community on the 1.9 acre Site at 3510 N. Miller Road located north of the northwest corner of Miller Road and Osborn Road.

Originally a single-story apartment complex, the Site has been vacant for a number of years. Taylor Morrison's plan to acquire the Site and remove the existing dilapidated apartment complex and replace it with luxury, single-family, detached homes represents a far more appropriate use for the Site. Remaining under the current R-5 DO zoning category will permit the market viability of the proposed 3-story, 24 unit development and associated amenities. Each one of the 24 single-family detached units will be for-sale product and include a two car garage. At 12.6 du/ac, well under the 23 du/ac allowed under the current zoning, this development will not only be respectful of the existing surrounding development but promote and assure that new development contribute to Downtown urban design goals and is compatible with the character of existing Downtown districts. The proposed three story residences will establish an attractive transition between the distinctive urban character to the West of the Site and the strong residential character to the East.

### Context

The Site is surrounded by a mix of uses. It is flanked by 1-2 story apartment complexes to the north and south (R-5). To the east lies Peaceful Valley, a single family neighborhood (R1-7) comprised of single story homes. Most notably, to the west is the Giant's spring training facility (R-5). This Site, located just half a mile from Downtown as well as the Indian Bend Wash Green Belt in a transition area

between the urban core and traditional residential neighborhoods, bridges the gap between various uses and balances interconnection with sensitivity toward the adjacent properties.

The property is part of the Downtown Overlay District. This district is designed to promote continuity of character, density, and continued growth in Scottsdale's unique Downtown area. The developer has worked hard to build and strengthen pedestrian connections to Downtown through the Site. The development will feature pedestrian paths and sidewalks throughout the community. With no gates, this development will allow residents from the surrounding neighborhood passage through to the bustling restaurants, retail, and entertainment of Old Town Scottsdale. These corridors also provide access from the Site to the nearby Green Belt to the east. Situated between the excitement of Downtown and the relaxing acres of the Scottsdale's large park and trail network, residents are poised to take advantage of the area's many unique amenities.

The proposed development is in substantial harmony with the current General Plan Land Use for this site defined as Multiple Use – Type 2. Given the specific physical location of the property, the proposed project will complement the surrounding area, take advantage of existing infrastructure, and promote the community goal of encouraging infill development within the Downtown area.

## **Downtown**

Downtown Scottsdale has many virtues that attract residents, shoppers and visitors who find it different from and more desirable than other places in the metropolitan area. With new development that follows the goals and guidelines of the Downtown Character Area Plan and the Downtown Plan Urban Design & Architectural Guidelines the future of Downtown can be even brighter than it's past.

This proposed development will comply with the goals and policies of the Character and Design element of the Downtown Plan, and the Downtown Urban Design and Architectural Guidelines. In order to do so and provide a development that has contextual compatibility, as requested by the Downtown Plan, this project is proposing an exception from the Downtown setback standards. Typically, 25 percent of the length of a building facade at grade and up to a height of 30 feet shall be setback at least 10 ten additional feet; and area of the building facade at grade and up to 30 feet shall be located at the minimum 20 foot required setback. The exception is being requested due to the context of this site being located on the outer boundary of the Downtown area, adjacent to a single-family residential neighborhood. Given this sensitivity, extensive neighborhood outreach and coordination with City of Scottsdale staff has taken place in order to provide an appropriate contextual transition to the

adjacent neighborhood. Therefore this proposal provides a one-story architectural element on all the buildings adjacent to Miller Rd. and the existing neighborhood. In doing so, the setbacks do not meet the percentages listed above and require the proposed exception. With the five proposed detached single-family structures along Miller Rd., rather than one long building frontage, this proposal meets the intent of the setback requirement. The consistent setback pattern breaks up the building massing, provides variation along the street-edge all while creating a coherent and unified street space.

Not only does this proposal address the sensitivity to the adjacent neighbors but it looks to assure that this new development is compatible with the character of existing Downtown districts and contributes to the following Downtown urban design goals.

- **Protect the existing unique character of older Downtown Districts and promote continuity of character in newer ones**

This proposal is located within the urban context of the downtown boundary in an area historically comprised of apartments, yet adjacent to single-family homes. This new project intends to respect the existing surrounding development by creating a project that is almost half of the allowed density of the current R-5 zoning. Separated by the busy Miller Rd., these twenty-four unique, urban style, for-sale, single-family detached buildings intend to seamlessly transition from the adjacent single-family edge to the character and urban context of Downtown Scottsdale.

- **Strengthen pedestrian character and create new pedestrian linkages.**

Given the age of the surrounding neighborhood and the infill nature of this site, this project has the ability through the current proposal to vastly improve the pedestrian character within this area. With a new six foot tree lined detached sidewalk along Miller Rd., pedestrians can take comfort from the provided shade while safely being meandered away from the bustling traffic of Miller Road. With no proposed gates, accessible pedestrian connectivity will allow both residents and the public to pass through the Site in order to connect to many of the surrounding parks, trails and amenities located throughout Downtown Scottsdale and the Indian Bend Wash.

- **Create a compact Downtown with an intensified and diverse mix of activities.**

By enhancing Downtown Scottsdale's pedestrian character and presenting a new residential opportunity within close proximity to the surrounding businesses, this proposal offers a development that is an attractive alternative to the automobile-oriented nature of other places in the metropolitan area. This project is compact while maintaining a pedestrian sense of scale and will compliment the mix of uses such as housing, offices, shopping and other activities that make Downtown an attractive place to be.

- **Create a high level of expectation in the quality of Downtown architecture.**

The proposed architecture will merge elements found in the surrounding traditional single-family architecture with the contemporary style that is consistent with the newer architecture found in the Downtown area. Extended front porches along Miller Rd. will give human size and scale to the architecture breaking down the forms and composition into smaller parts, while reducing the apparent size of the proposed buildings. The proposed courtyards and balconies will encourage residents to take advantage of the regional climate while the use of shading elements will address the warmer months associated with our desert landscape.

- **Create a distinct Downtown landscape character.**

The proposed amenity within this project will be in-line with the people-oriented character that can be found in Downtown Scottsdale. Reinforced by an oasis/resort style landscape theme, this area will encourage residents to gather, relax and socialize in one central area. Whether it's the proposed cabana or new lush landscaping, this area will provide an abundance of shade, color, varied textures and forms in order to enhance each residents living experience.

- **Continue and expand the tradition of Downtown's covered walkways.**

Covered patios and a new detached sidewalk have been proposed in order to provide residents and passersby with shaded protection from the sun, and further serve as a consistent architectural element of pedestrian scale. Shaded walkways will provide fluid connectivity in and out of Downtown as well as the surrounding area. With a focus of mobility and pedestrian circulation and comfort, this proposal can help add to a superior pedestrian environment for Downtown Scottsdale.

- **Create coherent and consistent street spaces.**

Active building frontages are an essential ingredient in Scottsdale's desire to strengthen the Downtown pedestrian character. The proposed Miller Rd. streetscape and setbacks are consistent with the goals of Downtown ordinance and the desire to create a unified image within the Downtown Overlay. Like most downtowns, Downtown Scottsdale is a destination for people. The successful improvements of the current circulation system should fulfill travel, circulation, and access functions to Downtown Scottsdale, and help to achieve enhanced connectivity with a primary focus on the pedestrian.

- **Improve access to convenient Downtown parking.**

With the proposed driveway along Miller Rd. and existing alley access to Osborn Rd. or 75<sup>th</sup> St., this Project will provide multiple points of access to popular streets that is direct and simple. In addition, improved pedestrian linkages will allow

residents and their guests to be able to take advantage of the convenient proximity, and walk, to many of the surrounding Downtown amenities.

- **Support the Downtown Trolley System.**

With quick and convenient access to the Scottsdale Trolley Miller Rd. route, this proposal will create a development, which will strengthen pedestrian choices, reduce traffic congestion and help solve Downtowns traffic circulation problems.

- **Address the special opportunity of the couplet.**

While not directly located on the couplet, the future residents of this development will have easy access to Drinkwater Boulevard, which is located within a ¼ mile of the Site. Whether it's by foot, bicycle or vehicle they will be able to take advantage of the improved access to Downtown without disrupting the character of the surrounding retail districts.

## **Downtown Character & Design**

In addition to the aforementioned downtown urban design goals, Scottsdale has well established tradition of superior design and quality in its built environment. The following character and design goals for the downtown area lay out a framework to guide development and ensure that Scottsdale will be a premier Arizona destination for decades to come. The proposed development has been designed to seamlessly merge with the existing Scottsdale communities and is compatible with the following downtown character and design goals.

**Goal CD 1: The Design and character of any area should be enhanced and strengthened by new development that promotes contextual compatibility.**

The project site is currently occupied by a vacant, dilapidated apartment complex. This is far from the highest and best use for the site. Through an extensive community outreach process it has been clear that throughout this sites history, neighbors have been wary of the potential disregard of the existing neighborhood character. While the site is zoned to accommodate high density apartments, the neighborhood has made it clear that this is not what they would like to see on the site. In light of this, our proposal is for 24 3-story, for sale single family residential units. Items such as a one-story element along Miller and pedestrian connections have been addressed to create a smooth transition between the higher density apartment complexes to the north and south of the property and the single family, single story residences to the East of the site. The proposed development will pay homage to both existing uses.



**Goal CD 2: Development should sensitively transition in scale, height, and intensity at the downtown plan boundary and between adjoining urban neighborhoods of differing development types.**

The proposed development has solicited extensive feedback from neighbors and city officials to ensure that the development is in conformance with the existing communities that surround the site. While the project is adjacent to a single-story traditional Scottsdale neighborhood, the project falls within the downtown character area. A goal of this project is to promote urban living while being sensitive toward the adjacent neighborhood. The unifying component between these uses will be the blending of the urban context and the proposed detached single-family use. The proposed project will be built to the highest quality and will include sensitive setbacks from the street, a one-story element along Miller Rd. and trees and landscaping ease the transition between the project and the single-story homes across the street.

**Goal CD 3: Downtown development should respect and respond to the unique climate and context of the southwestern Sonoran Desert.**

The architecture for this project was specifically selected to respond to the unique climate of the Sonoran Desert. Extended covered porches and patios, recessed windows, shade awnings and the use of mature trees near walkways and on the south side of residences all protect from the desert sun. These elements create comfortable micro-climates to encourage outdoor living and community interaction. The thoughtful use of native plants and resort style plants will provide a desert oasis and continuity of the Downtown theme while efficiently prioritizing water usage.

**Goal CD 4: Strengthen pedestrian character and create strong pedestrian linkages.**

Given the downtown location of this site, pedestrian linkages are a priority. This project has the opportunity to create new pedestrian linkages and destinations within the community. The proposed sidewalks will be detached from the street providing an added measure of safety and comfort to pedestrian travelers. Sidewalks will be lined with mature trees to provide shade from the summer sun and to provide an attractive, calming environment for pedestrians to pass through. The project was intentionally designed without gates so that surrounding residents can take advantage of the walkways and get improved access to the many parks, trails, and amenities located throughout Downtown Scottsdale and the Indian Bend Wash.

**Goal CD 5: Create Coherent and consistent street spaces.**

Proposed street frontages will provide continued pedestrian access and a consistent landscape element created by plant and tree species taken from the recommended downtown plant lists. Within the project, streets are designed with safety and convenience in mind. Guest parking is provided between units and

near the amenity area. Enhanced paving breaks up the streetscape to prevent monotony and to establish a sense of place while the curved main drive contributes to traffic calming. Additionally, pedestrians have the opportunity to traverse the site detached from the street, along pedestrian corridors located between residences.

**Goal CD 6: Incorporate a regional landscape palette that complements downtown's urban character.**

Downtown Scottsdale utilizes a desert oasis landscape theme. Through the utilization of the recommended Downtown plant list with the addition of resort style vegetation found in the surrounding area, the proposed landscape will reinforce the Downtown character throughout the project. The landscape palette will also consist of various native and low-water usage plants that have been carefully selected and positioned to provide exciting color, texture, and forms. The plantings are designed in layers to create interest and complexity that enhances and complements the surrounding character.

**Goal CD 7: The extent and quality of lighting should be integrally designed as a part of the built environment.**

Exterior lighting is designed to promote safety while minimizing disturbance to surrounding neighbors. All lights will be energy efficient and will be positioned to meet City Standards. The light fixtures themselves are decorative and will enforce the overall landscape theme.

**Goal CD 8: Implement high quality design in downtown architecture.**

Taylor Morrison is a premier homebuilder. Over the past decades, they have built up a reputation for constructing high quality beautiful, enduring homes. Headquartered here in Scottsdale, they understand the unique attributes and challenges that come with building in the Sonoran Desert and they have a vested interest in creating fine structures in this area. The proposed product will be a unique addition to downtown Scottsdale. They will each feature deep eaves, recessed exteriors, a mix of materials and space for outdoor living in the form of porches, balconies, and patios. The units are designed to be uniquely urban with a contemporary styling consistent with surrounding downtown architecture.

**Goal CD 9: Development should incorporate sustainable building practices and products.**

Deep eaves, covered window awnings and the use of shade trees all contribute to lowering AC usage and costs throughout the year. The site will be planted with low water usage plants to decrease the level of on-site irrigation. Close proximity and connectivity to area amenities will decrease reliance on cars. All materials will be durable and long-lasting to reduce the need for maintenance over time.



## **Sensitive Design**

With a mixture of surrounding architectural styles, this new development and the proposed contemporary architecture will enhance and strengthen the design character of the surrounding area. The Site is not located within a historic district so rather than directly imitate the surrounding architecture, it elevates the architecture toward something new and defining.

The design will be a logical hierarchy of masses characterized by contemporary, streamlined shells accented by varied rooflines, staggered building frontages, and attractive balconies. The variety of exterior materials, bump-outs, balconies, and window awnings break up the building's mass into smaller, human-sized elements cleverly reducing the building's bulk. The three different floor plans, ranging from +/-1,800 SF to just under 2,000 SF, provide variation within the Site while maintaining a cohesive community. Each unit will have a private yard as well as a series of balconies, which respond to the desert environment and promote outdoor living. This is a product that was worked very well in California's Bay Area and Taylor Morrison is excited to unveil it in the Scottsdale market.

The center of the community features a lively pool area. The highly visible space will be a community gathering area where residents can swim and lounge in a beautiful resort style setting. The architecture will feature the clean lines and straightforward materials exhibited throughout the community. The design of this public realm is an opportunity to provide identity to the community and convey its high design expectations. Signage will incorporate the clean design elements and will consider the character of the surrounding context in terms of size, color, location and illumination. Proposed lighting will be integrally designed as part as the built environment.

With the proximity to so many great amenities, nearby bus routes and the Downtown Trolley, this development will encourage alternative modes of transportation. Proposed bike racks will be centrally located and integrated into the proposed pedestrian network. Landscaping and shading will show consideration for the pedestrian as well, as inviting access to adjacent developments.

All utilities will be hidden underground and trash will be discretely located at the rear of the Site for alley pick up. Every unit will have two parking spaces within a private garage and there will be additional guest parking spaces.

## **Conclusion**

The proposed project adheres to the City of Scottsdale's desire to create vital, viable and necessary residential setting that is situated near employment, entertainment, shopping, and healthcare. The proposed Site plan, landscape

plan, and Site design (all of which fall squarely within the established General Plan and Zoning districts) work together to respond appropriately to the current context by contributing an appropriately located, high quality, innovatively designed residential community, the type of product at which Taylor Morrison excels.

## Development Review Board 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 plan and General Plan.**

*Response:* The proposed 24 unit single-family detached development is in substantial conformance with the current General Plan Land Use of Multiple-Use Type 2 Neighborhoods. The Land Use Element describes this category as areas with strong access to multiple modes of transportation and major regional access and services, and has a focus on human scale development. Mixed use neighborhoods tend to have higher density than traditional development and a focus on walkability. Consistent with the goals of the Land Use Element, this use will support the Mixed-Use neighborhood while promoting development patterns and standards that are consistent with the surrounding area's character.

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;**

*Response:* The proximity to the surrounding downtown core and public open spaces will reduce the reliance on driving. Pedestrian access ways throughout the Site will strengthen the pedestrian link throughout the immediate Site and the greater neighborhood. Enhanced by buildings in line with the urban character, this site will feature appropriate pedestrian scale design features at ground level which will match the integrity of the existing community surrounding it.

- b. **Avoid excessive variety and monotonous repetition;**

*Response:* The surrounding area has a variety of uses from single family neighborhood to multi-family apartment complexes, to retail and entertainment. The upscale architecture and conscientious landscaped setbacks will allow the project to integrate seamlessly with these varied uses. The project will feature three different product types to promote varied, yet uniform feel throughout the community.

- 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;**

*Response:* The architecture takes cues from a design that responds to the desert climate. Elements such as integrated window awnings and durable siding and



materials designed to hold up to the harsh sun and provide relief in hot summers. The front facing stoops and balconies take advantage of Arizona's climate to promote three-season outdoor living.

**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.**

*Response:* At this location Miller is classified as an urban major collector. The roadway was determined to be well under the design volume for this classification. In addition, given the context and the surrounding amenities, the proposed development will help emphasize the pedestrian relationship between these land uses in an effort to reduce the demand, distance and frequency of automotive trips.

**4. If provided, mechanical equipment, appurtenances and utilities, and their associated screening shall be integral to the building design.**

*Response:* All mechanical equipment, appurtenances, and utilities will be screened by both the building parapet and associated Site walls that are integral with the building and architectural design. Trash will be discretely located and oriented toward the rear of the Site for alley pickup.

5.8.15

Revised 7.6.15



# Development Application

### Development Application Type:

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

Zoning		Development Review		Signs	
<input type="checkbox"/>	Text Amendment (TA)	<input checked="" 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"/>	

Project Name: MILLER AND OSBORN

Property's Address: 3510 N. MILLER RD. SCOTTSDALE, AZ 85251 (APN 130-24-050 & 130-24-029 through -049)

Property's Current Zoning District Designation: R-5 DO

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.

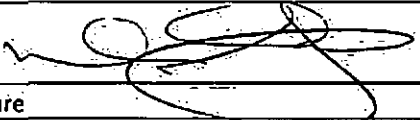
Owner: <u>P B and J XXXVI, LLC</u>	Agent/Applicant: <u>Colin Phipps</u>
Company:	Company: <u>Taylor Morrison Inc</u>
Address: <u>4800 N. Harlem Ave. Harwood Heights, IL 60706</u>	Address: <u>9000 E. Pima Center Pkwy. Ste. 350 Scottsdale</u>
Phone: <u>708.867.2622</u> Fax:	Phone: <u>480.346.1736</u> Fax:
E-mail: <u>mshekerjian@parkwaybank.com</u>	E-mail: <u>cphipps@taylormorrison.com</u>
Designer: <u>Keith Nichter</u>	Engineer: <u>Zach Hilgart</u>
Company: <u>LVA Urban Design Studio LLC</u>	Company: <u>HilgartWilson LLC</u>
Address: <u>120 S. Ash Ave. Tempe AZ 85281</u>	Address: <u>2141 E. Highland Ave. Ste 250 PHX, AZ 85016</u>
Phone: <u>480.994.0994</u> Fax: <u>          </u>	Phone: <u>602.490.0535</u> Fax: <u>          </u>
E-mail: <u>knichter@lvadesign.com</u>	E-mail: <u>zhilgart@hilgartwilson.com</u>

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

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications 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.:



# Development Review

## Development Application Checklist

### Minimal 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 rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

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;
- Design Standards & Policies Manual;
- 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 question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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. The City's full-service Records Department can assist.

### 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"/>	<input checked="" type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>1,515</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

### Planning and Development Services

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

**26-DR-2015**  
**5/18/2015**



## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>6. Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>7. Appeals of Required Dedications or Exactions</b> (form provided)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>8. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>9. Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>10. Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old)</li> </ul>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>11. Request for Site Visits and/or Inspections Form</b> (form provided)		
		<b>12. Addressing Requirements</b> (form provided)		
		<b>13. Design Guidelines</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Sensitive Design Program  <input checked="" type="checkbox"/> Design Standards and Policies Manual  <input type="checkbox"/> Commercial Retail  <input type="checkbox"/> Gas Station &amp; Convenience Stores  <input type="checkbox"/> Environmentally Sensitive Land Ordinance  <input checked="" type="checkbox"/> Downtown Urban Design and Architectural Guidelines                 </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> MAG Supplements  <input type="checkbox"/> Scenic Corridors Design  <input type="checkbox"/> Office Design Guidelines  <input type="checkbox"/> Restaurants  <input type="checkbox"/> Lighting Design Guidelines  <input type="checkbox"/> Shading  <input type="checkbox"/> Desert Parks Golf Course                 </td> </tr> </table> <ul style="list-style-type: none"> <li>• The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: <a href="http://www.scottsdaleaz.gov/design">http://www.scottsdaleaz.gov/design</a></li> </ul>	<input checked="" type="checkbox"/> Sensitive Design Program <input checked="" type="checkbox"/> Design Standards and Policies Manual <input type="checkbox"/> Commercial Retail <input type="checkbox"/> Gas Station & Convenience Stores <input type="checkbox"/> Environmentally Sensitive Land Ordinance <input checked="" type="checkbox"/> Downtown Urban Design and Architectural Guidelines	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input type="checkbox"/> Office Design Guidelines <input type="checkbox"/> Restaurants <input type="checkbox"/> Lighting Design Guidelines <input type="checkbox"/> Shading <input type="checkbox"/> Desert Parks Golf Course
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>14. Neighborhood Notification Process Requirements:</b> (form provided) <ul style="list-style-type: none"> <li>• Provide one copy of the Neighborhood Notification Report</li> <li>• Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report</li> <li>• If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.</li> </ul>		
		<b>15. Request for Neighborhood Group Contact information</b> (form provided)		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• See attached <i>Existing Conditions Photo Exhibit</i> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). 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 request.</li> </ul>		

## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<b>17. Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of No Effect / Approval Application (form provided)</li> <li><input type="checkbox"/> Archaeology Survey and Report - 3 copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - 3 copies</li> <li><input type="checkbox"/> Copies of Previous Archeological Research - 1 copy</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>18. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>19. ESLO Wash Modifications Development Application</b> (application provided) <ul style="list-style-type: none"> <li>• The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.</li> </ul>

### PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		<b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>21. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies`</li> <li>1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</li> <li>2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy</li> <li>• 8 ½" x 11" – 1 color copies (quality suitable for reproduction)</li> </ul> Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 750 foot radius from site</li> <li>_____ 1/4 mile radius from site</li> <li>_____ Other: _____</li> </ul>

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Site Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 12 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>24. Site Details</b> <span style="float: right;"><i>IN LANDSCAPE</i></span> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>26. Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> <li>• 11" x 17" 1 – copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>27. Natural Area Open Space Plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>28. Topography and slope analysis plan (ESL Areas)</b> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>29. Phasing Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>30. Landscape Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u>              (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>31. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>32. Transitions Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>33. Parking Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>34. Parking Master Plan</b></p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>35. Pedestrian and Vehicular Circulation</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>36. Bikeways &amp; Trails Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>37. Elevations</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy, (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>38. Elevations Worksheet(s)</b></p> <p>Required for all Development applications to zoned Planned Unit Development (PUD) and in the Downtown Area.</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>39. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>40. Streetscape Elevation(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, folded</li> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>42. Floor Plans</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>43. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>44. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>45. Sign Details</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> </ul>

## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>47. Exterior Lighting Photometric Analysis (policy provided)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>48. Manufacturer Cut Sheets of All Proposed Lighting</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>49. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copies (quality suitable for reproduction)</li> <li>• 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art)</li> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>50. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>51. Master Thematic Architectural Character Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>52. Drainage Report (information provided)</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>53. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>



## Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>54. Preliminary Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>55. Preliminary Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>56. Water Sampling Station</b></p> <ul style="list-style-type: none"> <li>• Show location of sample stations on the site plan.</li> <li>• Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division.</li> <li>• Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</b></p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> <li>• 1 copy of the approval from the Water Conservation Office</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>58. Native Plant Submittal:</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded.</li> </ul> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>59. Transportation Impact &amp; Mitigation Analysis (TIMA) (information provided)</b></p> <p>Please review the City's <u>Design Standards &amp; Policies Manual</u> and <u>Transportation Impact and Mitigation Analysis Requirements</u> provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 Study</li> <li><input type="checkbox"/> Category 2 Study</li> <li><input type="checkbox"/> Category 3 Study</li> </ul> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets</li> </ul>

## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<b>60. Revegetation Site Plan, including Methodology and Techniques</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>61. Cuts and Fills Site Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>62. Cuts and Fills Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>63. Environmental Features Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>64. Geotechnical Report</b> 8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets
<input type="checkbox"/>	<input type="checkbox"/>	<b>65. Unstable Slopes / Boulders Rolling Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>66. Bedrock &amp; Soils Map</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>67. Conservation Area, Scenic Corridor, Vista Corridor Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>68. Other:</b> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> 24" x 36" – _____ copy(ies), folded</li> <li><input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)</li> <li><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</li> <li><input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)</li> </ul>

### Planning and Development Services Division

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

## Development Review Application Checklist

### 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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>69. Paint Color Drawdowns</b> <ul style="list-style-type: none"> <li>• 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>70. Exterior Building Color &amp; Material Sample Board(s):</b> 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> <li>• The material sample board shall include the following:               <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2" x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>• 11" x 17" – 1 copy, folded of a printed digital photo of the material board</li> <li>• 8 1/2" x 11" – 1 copy of a printed digital photo of the material board</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>71. Electronic Massing Model:</b> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> 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.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>72. Electronic Detail Model:</b> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded</li> <li>• 8 1/2" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> 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.)





# Development Review Application Checklist



78. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): Greg Bloemberg Phone Number: \_\_\_\_\_

Coordinator email: gbloemberg@ScottsdaleAZ.gov Date: 3-31-15

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.

This application need a:  New Project Number, or

A New Phase to an old Project Number: \_\_\_\_\_

### 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 Division, 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 Division's One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning and Development Services Division  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251  
Phone: (480) 312-7000



# Development Applications Process

## Enhanced Application Review

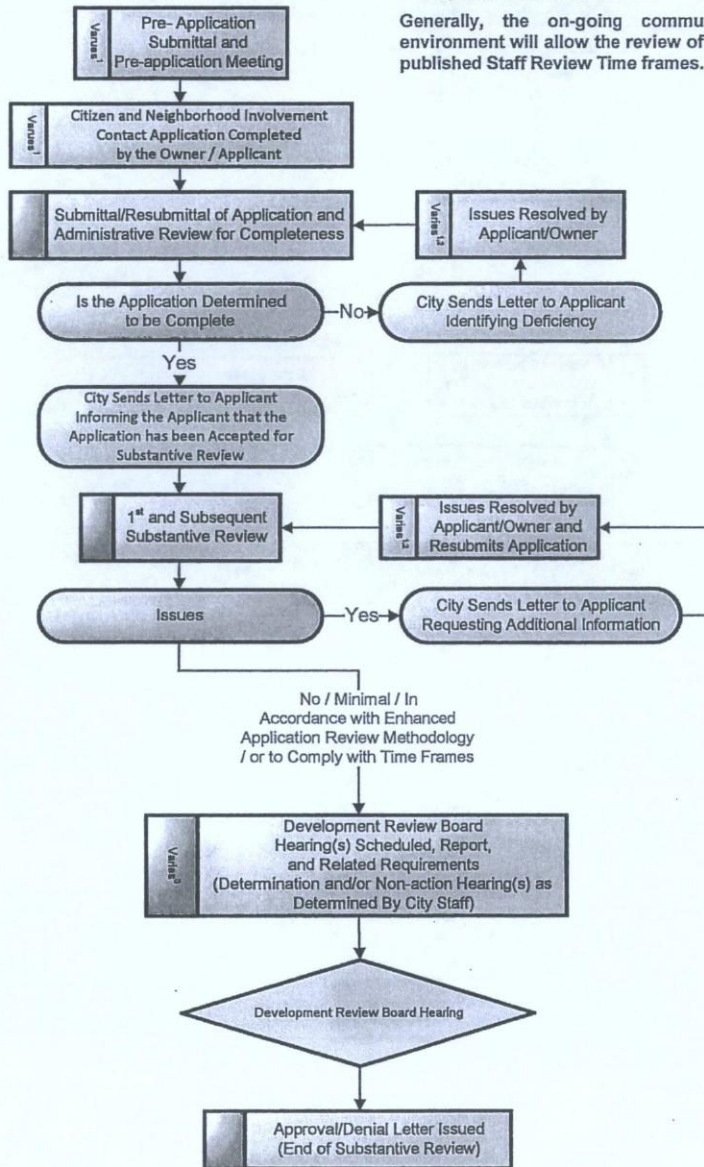
### Development Review (DR and PP)

#### 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	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	Letter Issued

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 84251 • Phone: 480-312-7000 • Fax: 480-312-7088





# Development Applications Process

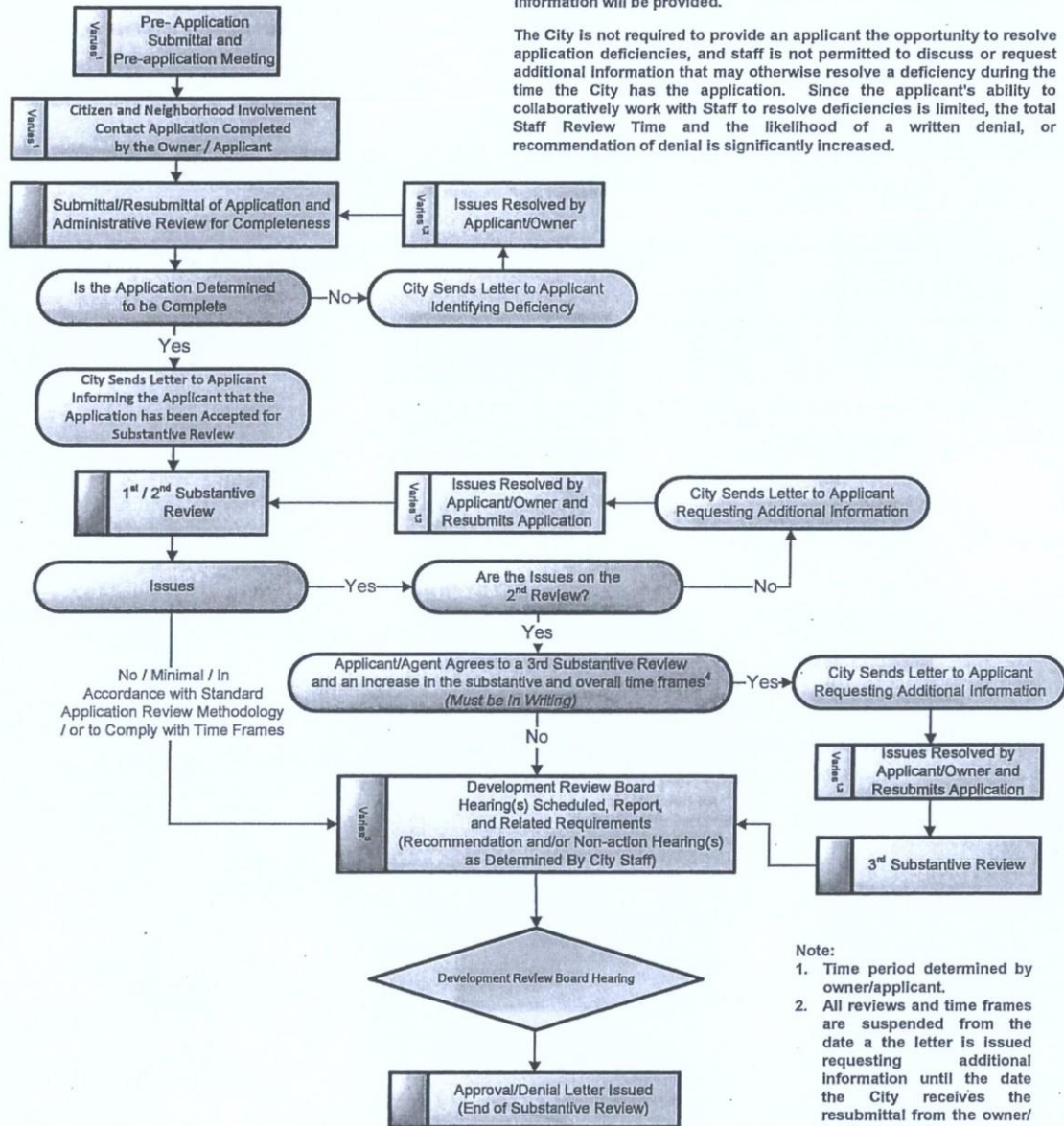
## Standard Application Review

### Development Review (DR and 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 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	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	Letter Issued



# City of Scottsdale Cash Transmittal

## # 101732

101732  
 2 00763653  
 05/18/15 PLN-1STOP  
 KWHEELER HPDC600552  
 5/18/2015 2:06 PM  
 \$1,515.00

**Received From :**

LVA URBAN DESIGN STUDIO  
 120 S ASH AVE  
 TEMPE, AZ 85281  
 480-994-0994

**Bill To :**

LVA URBAN DESIGN STUDIO  
 120 S ASH AVE  
 TEMPE, AZ 85281  
 480-994-0994

<b>Reference #</b>	287-PA-2015	<b>Issued Date</b>	5/18/2015
<b>Address</b>	3510 N MILLER RD	<b>Paid Date</b>	5/18/2015
<b>Subdivision</b>	SCOTTSDALE CONDO VILLAS	<b>Payment Type</b>	CHECK
<b>Marketing Name</b>		<b>Cost Center</b>	
<b>MCR</b>	625-15	<b>County</b>	No
<b>APN</b>	130-24-050	<b>Gross Lot Area</b>	0
<b>Owner Information</b>		<b>NAOS Lot Area</b>	0
PB & J		<b>Net Lot Area</b>	0
4800 N HARLEM AVE		<b>Number of Units</b>	1
HARWOOD HEIGHTS , IL 60706		<b>Density</b>	
		<b>Meter Size</b>	QS 16-45

Code	Description	Additional	Qty	Amount	Account Number
3165	DEVELOP REVIEW APPLICATION		1	\$1,515.00	100-21300-44221

SIGNED BY KEITH NICHTER ON 5/18/2015

Total Amount \$1,515.00

**26-DR-2015**  
**5/18/2015**

to the Card Issuer Agreement.)

(When a credit card is used as payment I agree to pay the al

**TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 101732**