

**Application  
Narrative  
Cash Transmittal  
Pre-Application  
Pre-App Narrative  
Pre-App Cash Transmittal  
Development Standards**



# 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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. <b>Development Review Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. <b>Application Fee</b> \$ <u>1515.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. <b>Completed Development Application Form</b> (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. <b>Request to Submit Concurrent Development Applications</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)

### Planning and Development Services

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**68-DR-2000#5**  
**07/21/16**



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<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</b> - <del>No older than 30 days from the submittal date</del> - <b>60 days</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> <p style="text-align: center; color: blue; font-size: 1.2em;">O.K. IF 4 months or less</p>		
<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 <del>30 days</del> <b>30 days</b> old)</li> </ul> <p style="text-align: center; color: blue; font-size: 1.2em;">O.K.</p>		
<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 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 checked="" 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 type="checkbox"/> Downtown Urban Design and Architectural Guidelines	<input checked="" type="checkbox"/> MAG Supplements <input type="checkbox"/> Scenic Corridors Design <input checked="" 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>• <u>See attached Existing Conditions Photo Exhibit</u> 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>		

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<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 checked="" type="checkbox"/>	<input checked="" 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) <i>Shunt Form</i> <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. <b>No application shall be accepted without all items marked below.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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> <p>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:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p><input checked="" type="checkbox"/> Other: <u>30</u></p>

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## 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 type="checkbox"/>	<input type="checkbox"/>	<b>24. Site Details</b> (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 checked="" type="checkbox"/>	<input checked="" 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> <i>Pass, BLE</i> <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>

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## 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>

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## Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>38. Elevations Worksheet(s)</b>            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> <p style="text-align: center; font-size: 2em; opacity: 0.5;">YES</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>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 type="checkbox"/>	<input 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>            (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>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>46. Exterior Lighting Site-Plan (including exterior building mounted fixtures)</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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>47. Exterior Lighting Photometric Analysis (policy provided)</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> <p style="text-align: right;"><i>of top Decks and entry</i></p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>48. Manufacturer Cut Sheets of All Proposed Lighting</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> <p style="text-align: right;"><i>Exit</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<b>49. Cultural Improvement Program Plan</b> <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"/>	<b>50. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <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"/>	<b>51. Master Thematic Architectural Character Plan</b> <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"/>	<b>52. Drainage Report (information provided)</b> 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. <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"/>	<b>53. Master Drainage Plan</b> 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. <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>

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## Development Review Application Checklist

<input type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 type="checkbox"/>	<input 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 Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements 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> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis including full size plans/maps in pockets</li> </ul>

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## 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>68. Other:</b> <i>Preliminary Grading &amp; Draining Plans</i> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 24" x 36" – <u>3</u> copy(ies), folded</li> <li><input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)</li> <li><input type="checkbox"/> 8 1/2" 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

<b>PART III – SAMPLES &amp; MODELS</b>		
Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<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.)

## 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



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

Coordinator Name (print):

Dan Symer

Phone Number:

4803124211

Coordinator email:

dsymer@scottsdaleaz.gov

Date:

5-26-2016

Coordinator Signature:

*[Handwritten 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:

*ask*

### 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

## Planning and Development Services Division

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





# Development Applications Process

## Enhanced Application Review

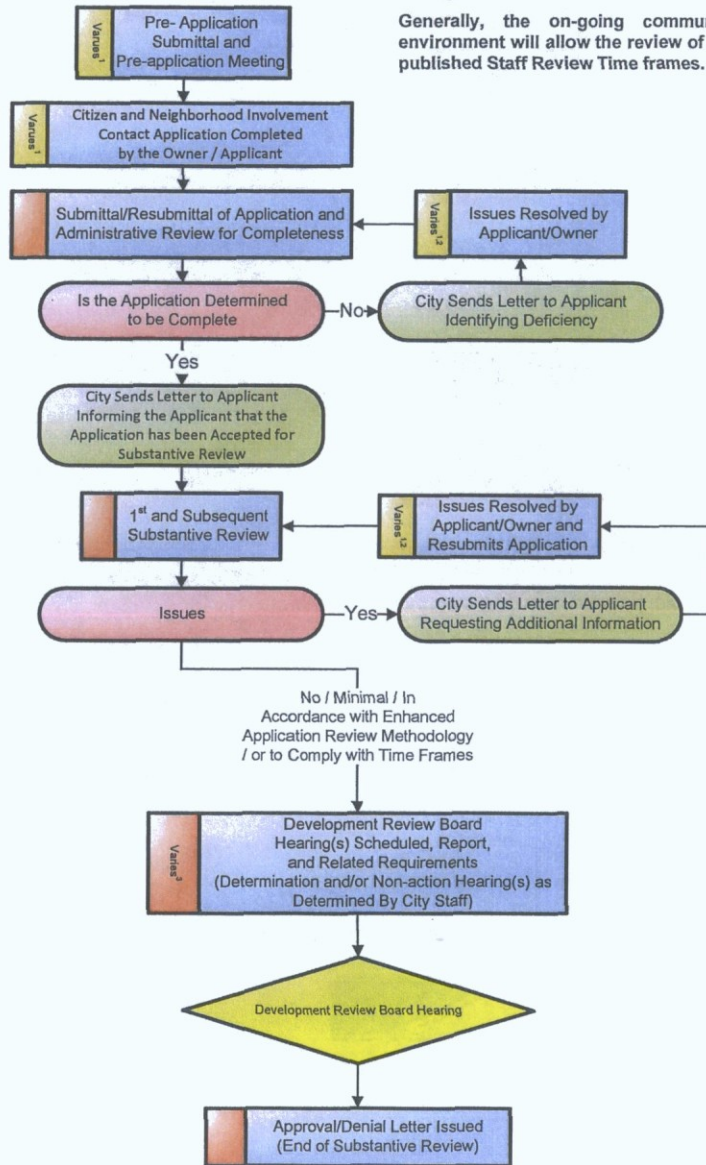
### Development Review (DR and PP)

#### 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 Letter Issued
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>	

Planning and Development Services

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# Development Applications Process

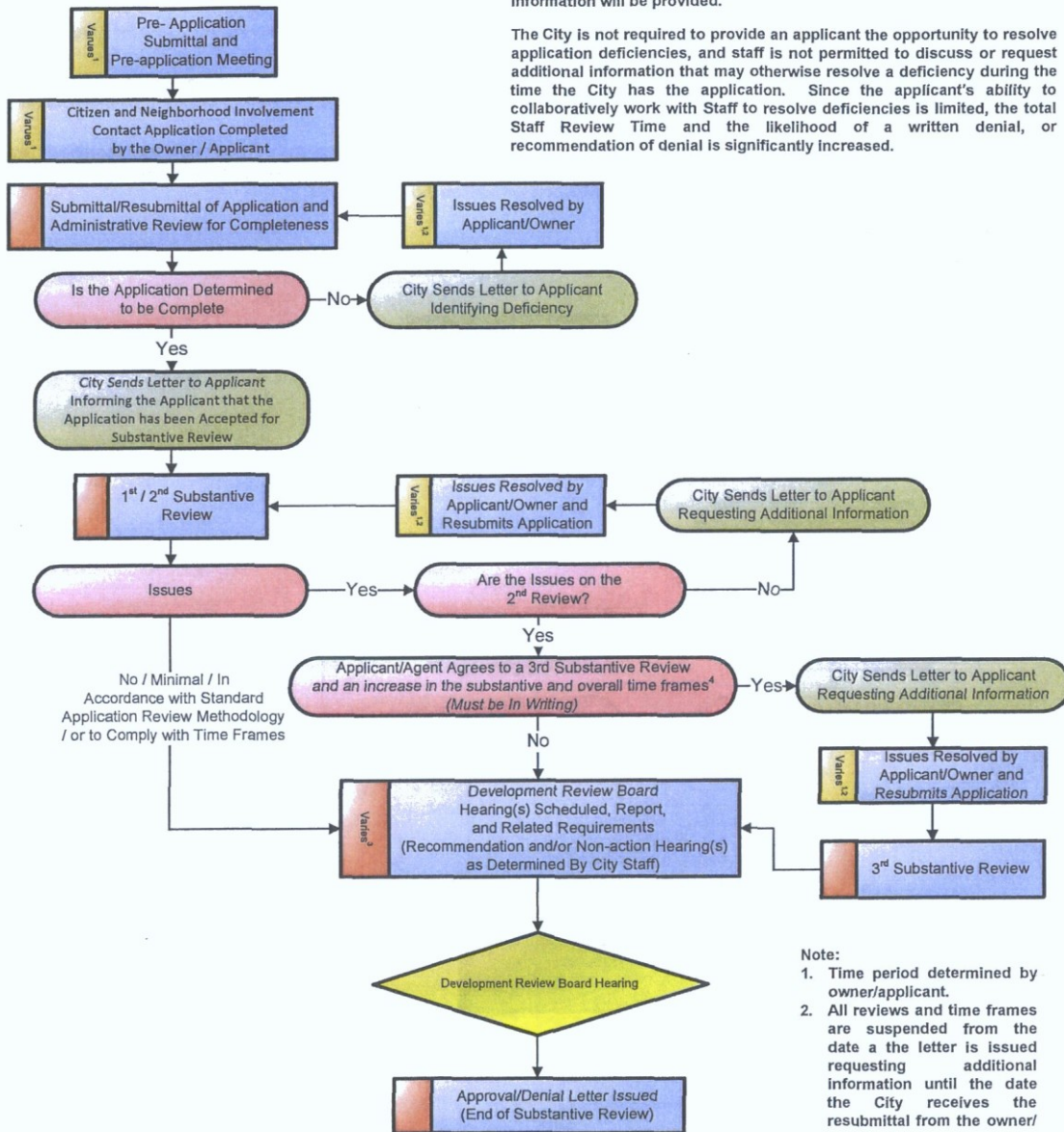
## Standard Application Review

### 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 Letter Issued
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>2</sup>	





# Project Narrative

This document will be uploaded to a Case Fact Sheet on the City's web site.

Date: 7/18/16

Project No: 416 -PA-2016

Coordinator: \_\_\_\_\_

Case No: \_\_\_\_\_

Project Name: Wentworth Perimeter Center Parking Garages

Project Location: 8665, 8701 and 8777 E. Hartford Dr.

Property Details:  Single-Family Residential  Multi-Family Residential  Commercial  Industrial

Current Zoning: I-1 PCD Proposed Zoning: I-1 PCD

Number of Buildings: 2 Proposed Parcel Size: 726,319 s.f. (16.674 acres)

Gross Floor Area/Total Units: 376,900 Floor Area Ration/Density: 0.51

Parking Required: 1,257 Parking Provided: 1,629

Setbacks: N - 50' E - 30' S - 40' W - 30'

## Description or Request:

See Attached.

**68-DR-2000#5**  
07/21/16

## Planning, Neighborhood & Transportation Division

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



July 18, 2016

**Project Narrative: Wentworth Perimeter Center Parking Garages**

Originally constructed in the early 2000's, the Perimeter Center was created as part of a larger mixed use commercial office area. The original two buildings, located at the center of this site, were intended to house office uses, with sufficient parking per the zoning ordinance to perform as such. Later, these office spaces were used as a large data center, with a much smaller parking need. With the data center in place, a smaller parking lot was needed and two new office buildings were constructed on adjoining sites, with shared parking for all four buildings. Included with these office buildings were two underground parking facilities to help offset some of the parking lost to the buildings, and to create additional parking necessary to support these two buildings. This created ample parking for the two office buildings and the data center. Eventually, the data center found a new home, leaving the two original buildings in the center of the campus without a major tenant. The two central buildings have been mostly vacant since.

The campus we recently purchased by the Wentworth Property Company. The buildings are in good condition, and ready to be leased to office tenants, but there is insufficient parking to meet the minimum parking requirements as an office. In addition to this, in today's business climate, many office uses require more parking than the minimum required by the zoning ordinance. In order to solve both of these issues, this project proposes to add approximately 70 surface parking spaces by removing several large planters that were placed as security around the two central buildings, and reconfiguring areas of the parking lot. In addition to the surface parking added, two above-grade parking garages are proposed for the site. One (garage 2) south of the northern-most building and east of the central buildings on the east side of the site, along North Pima Road; and the other (garage 5) north of the western-most office building and west of the central buildings, along Hartford Drive. Both buildings are located over areas that are currently, mostly parking, with some landscaping. This layout places the garages such that both are largely not visible from Bell Road. Garage 2 would be mostly obscured from Bell Road by large trees along Pima Road, and garage 5 would be obscured from Bell Road by large trees and the adjacent office buildings. These two garages are to be connected to the existing office buildings via accessible paths at the elevators. Both garages will also be connected to areas already serving as major drives into and around the site.

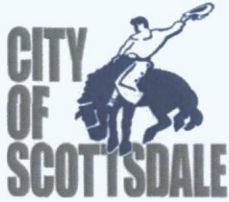
As part of the 70 surface spaces listed above, and in addition to the parking garages, there is an area of new parking proposed at the southeast corner of the site, near the intersection of Pima and Bell Roads. This parking would displace some parking in the area, but would not be visible from the street, due to the large bermed area at that corner of the property. In order to accommodate this parking, a retaining wall would be constructed that would maintain the view of the landscaped berm from the intersection of Bell and Pima Roads.



The additional surface parking and the garages are intended to service the office use of the site, which is in general conformance with the General Plan for the site and surrounding area. Due to the configuration of the site, the northwest corner of garage 5 is currently shown to encroach approximately 11' on the 50' setback along Hartford Drive. The garage is pinned in on the south by the existing underground garage, and placed in the east-west direction by the location of the existing exit stairs from the adjacent underground garage. The size of the garage is set to achieve the maximum number of parking stalls, with minimal height. The standard front yard setback per the zoning ordinance for an I-1 Zone is 20'. The proposed setback at that corner of the building is approximately 39'. The overall setback distance varies as the road curves away from the building. The maximum setback distance is approximately 145', giving an average setback distance of 67', which exceeds the 50' setback requirement. As such, we believe the site to be in general conformance with the intent of the zoning ordinance.

The site is currently divided into three separate parcels. Under new ownership, it is intended that part of this development will combine the three parcels into one overall parcel.

The existing buildings on site are two stories tall, ranging from approximately 33' to 36' in height. The buildings are constructed from a combination of precast concrete panels and integrally colored cmu walls, with minimal decorative metal. Buildings on adjacent sites vary from one to four stories in height, with similar construction materials. The new garages will vary in height, with the tallest portion of the parking deck located approximately 33'-8" above finished grade, and the parking screening about 4'-6' above that. There is also an elevator for each garage that would be approximately 46' tall at the top of the parapet walls. The varying heights of the parking decks, coupled with the higher mass of the elevator shafts, create massing similar in nature to the existing buildings on site. The garages would be constructed using similar materials to the existing buildings. The main portion of the garages would be constructed with precast concrete panels, painted in colors to complement the existing office buildings. At the stair and elevator towers, walls of integrally colored smooth and split face cmu would be constructed with similar detailing to that found in the cmu walls of the office buildings. Both garages are intended to be constructed with similar detailing, though garage 5 is slightly larger than garage 2. Due to its location along Pima Road, garage 2 has a metal screen system along its eastern-most side that provides a stepped façade at the sloped parking decks. This feature minimized the visual cue that there is a sloped parking deck along the east side and blocks the view into the garage as one approaches along Pima Road from the north. There is not sidewalk along Pima Road, and directly east of the road is the 101 Freeway, which is elevated to a height above that of the top of the buildings. Due to this location, garage 2 will largely not be seen looking directly from the east.



# Request for Site Visits and/or Inspections Development Application (Case Submittals)

This request concerns all property identified in the development application.

Pre-application No: 416 - PA - 2016

Project Name: Wentworth Perimeter Center Parking Garages

Project Address: 8665, 8701 and 8777 E. Hartford Dr.

### 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 development application.

### 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 development application 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 owners agent: Jared M. Langenhuizen

Print Name

Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

### Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7001

**68-DR-2000#5**  
**07/21/16**





# City of Scottsdale Cash Transmittal

## # 107239

10/7/39  
 00920904  
 7/21/2016 PLN-1STOP  
 DHOL HPTC6005125  
 7/21/2016 3:24 PM  
 \$1,515.00

**Received From :**

WENTWORTH PROPERTY  
 2701 E CAMELBACK RD STE 185  
 PHOENIX, AZ 85016  
 602-296-0000

**Bill To :**

**Reference #** 416-PA-2016  
**Address** 8777 E HARTFORD DR  
**Subdivision** PROPERTY DIVISION  
**Marketing Name**  
**MCR** 824-07  
**APN** 215-07-236

**Owner Information**  
 Tim Chester  
 2701 E. Camelback Rd #185  
 Phoenix, AZ 85216  
 602-296-0001

**Lot Number** 1C  
**County** No  
**Gross Lot Area** 0  
**NAOS Lot Area** 0  
**Net Lot Area**  
**Number of Units** 1  
**Density**

**Issued Date** 7/21/2016  
**Paid Date** 7/21/2016  
**Payment Type** CREDIT CARD  
**Cost Center**  
**Metes/Bounds** No  
**Water Zone**  
**Water Type**  
**Sewer Type**  
**Meter Size**  
 QS 37-48

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

**City of Scottsdale**  
 7447 E. Indian School Rd.  
 Scottsdale, AZ 85251  
 (480) 312-2500  
 One Stop Shop

Date: 7/21/2016 Cashier: DHOL  
 Office: PLN-1STOP Mach ID: HPTC6005125  
 Tran #: 1 Batch #: 55690  
 Receipt: 00920904 Date: 7/21/2016 3:24 PM  
 107239  
 3165 DEVELOP REVIEW APP \$1,515.00

**TENDERED AMOUNTS:**

American Express Tendered: \$1,515.00  
 CC Last 4: 1102 Auth Code: 655

Transaction Total: \$1,515.00

*Thank you for your payment.  
 Have a nice day!*

**68-DR-2000#5**  
**07/21/16**

SIGNED BY JARED ON 7/21/2016

Total Amount **\$1,515.00**

(When a credit card is used as payment I agree to pay the above total amount according to the Card Issuer Agreement.)

**TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 107239**



# 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 checked="" type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: Wentworth Properties Perimeter Center Parking Garages

Property's Address: 8665, 8701 and 8777 E. Hartford Dr.

Property's Current Zoning District Designation: I1 PCD


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: Jared Langenhuizen	Agent/Applicant: Jim Lloyd
Company: Wentworth Property Company	Company: DFDG
Address: 2701 E. Camelback Rd., Ste. 185, Phoenix, AZ	Address: 4545 E. McKinley St. <u>PHX, AZ 85008</u>
Phone: 602-296-1098 Fax: 602-296-0001	Phone: 602-761-5120 Fax:
E-mail: jlangenhuizen@wentprop.com	E-mail: mschmitt@dfdg.com
Designer: Jim Lloyd <input checked="" type="checkbox"/>	Engineer: Ken Zell <input checked="" type="checkbox"/>
Company: DFDG <input checked="" type="checkbox"/>	Company: Zell Company, LLC <input checked="" type="checkbox"/>
Address: 4545 E. McKinley St., Phoenix, AZ <input checked="" type="checkbox"/>	Address: 3400 N. Dysart Rd., Ste. 130, Avondale, AZ <input checked="" type="checkbox"/>
Phone: 602-761-5112 <input checked="" type="checkbox"/> Fax:	Phone: Avondale <input checked="" type="checkbox"/> Fax:
E-mail: jllloyd@dfdg.com	E-mail: kzell@zell-com.com

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<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

<input checked="" type="checkbox"/> Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/> 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 Application

## Review Methodologies

### Review Methodologies

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

#### **1. Enhanced Application Review Methodology**

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

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

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

#### **2. Standard Application Review Methodology:**

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

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

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

#### Note:

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

#### Planning, Neighborhood & Transportation

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

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)





# Development Application

## Arizona Revised Statues Notice

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

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

#### Planning, Neighborhood & Transportation

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

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)