

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



# 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: Fry's Fuel Center 621 Expansion

Property's Address: 9350 N. 90th Street

Property's Current Zoning District Designation: C-3

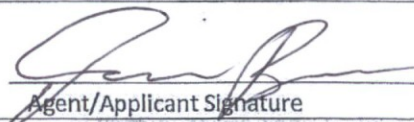
The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner: Ryan Gaston	Agent/Applicant: Joanna Bartholomew
Company: Fry's Food Stores of Arizona	Company: Sustainability Engineering Group
Address: 500 S 99th Ave., Tolleson, AZ 85353	Address: 8280 E. Gelding Dr., Suite 101, Scottsdale, AZ 85260
Phone: 623-907-7188 Fax:	Phone: 480-588-7226 Fax:
E-mail: ryan.gaston@frysfood.com	E-mail: joanna@azseg.com
Designer:	Engineer: Ali Fakih
Company: Sustainability Engineering Group	Company: Sustainability Engineering Group
Address: 8280 E. Gelding Dr., Suite 101, Scottsdale, AZ 85260	Address: 8280 E. Gelding Dr., Suite 101, Scottsdale, AZ 85260
Phone: 480-588-7226 Fax:	Phone: 480-588-7226 Fax:
E-mail: ali@azseg.com	E-mail: ali@azseg.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.: \_\_\_\_\_

### 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



# 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 of 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.



# 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.

City of Scottsdale  
Planning, Neighborhood & Transportation Division  
7447 E. Indian School Road, Suite 105  
Scottsdale, AZ 85251

Re: Project Narrative for Design Review  
Fry's Fuel Center #621 – Expansion  
**COS Project # 570-PA-2016**

## I. INTRODUCTION

Fry's is proposing a fuel center expansion for four (4) dispensers. The existing fuel is located at 9350 North 90<sup>th</sup> Street, APN 217-36-857G, (the "Property"). Fry's Food Store requests approval of an amended City of Scottsdale, (the "City") Conditional Use Permit, ("CUP") for the fuel center under the "Gas Station" use requirements established in Section 1.401 and 1.403 of the Zoning ordinance.

The subject property is located on the Northwest corner of 90<sup>th</sup> Street and Via Linda, directly across from an existing Fry's Marketplace located at 8900 East Via Linda, and is currently designated for C-3 land uses with a Conditional Use Permit for gasoline services (20-UP-2011) in the 90<sup>th</sup> Street and Via Linda commercial subdivision. The adjacent property to the north is designated C-4 PCD; properties to the east and south are designated C-3 PCD, and Interstate 101 borders the Property to the west. Existing businesses in the subdivision are retail shops and a bank.

Based on the adjacent land uses, business types, and overall existing conditions of the locale, the subject property is deemed to be an appropriate location for the expanded fuel center as it satisfies any and all requirements for compliance. This request is for approval by the Development Review Board ("DRB") of the proposed expansion of Fry's Fuel Center #621 on existing appropriately zoned parcel.

## II. DEVELOPMENT REVIEW BOARD CRITERIA (Sec. 1.904):

### **Sec. 1.904. - Criteria.**

A. *In considering any application for development, the Development Review Board shall be guided by the following 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 City Council adopted the Shea Character Area Plan (SCAP) in June 1993. The SCAP established goals and visions for the area through extensive public outreach. This expansion

is consistent with the General Plan and the SCAP and, more importantly, upholds the goals and policies established therein.

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;*
- b. *Avoid excessive variety and monotonous repetition;*
- 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;*
- d. *Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District*
- e. *Incorporate unique or characteristic architectural features, including building height, size, shape, color, texture, setback or architectural details, in the Historic Property Overlay District.*

**Response:**

The project is an expansion to an existing fuel center, the architectural character, landscaping and design will match the existing conditions previously approved.

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:**

The addition of 4 new dispensers to the existing fuel center is anticipated to have minimal impact on the existing roadway network conditions per the updated traffic impact statement completed by EPS Group, dated 8/18/2016

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

**Response:**

The proposed expansion features canopy structures and a roof top screening parapet wall on the proposed kiosk that fully screens roof mounted equipment

5. *Within the Downtown Area, building and site design shall:*

- a. *Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;*
- b. *Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level*
- c. *Reflect contemporary and historic interpretations of Sonoran Desert architectural traditions, by subdividing the overall massing into smaller elements, expressing small scale details, and recessing fenestrations;*

- d. Reflect the design features and materials of the urban neighborhoods in which the development is located; and*
- e. Address building mass, height, materials, and intensity transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.*

**Response:**

This project is not within the Downtown Area.

*6. The location of artwork provided in accordance with the Cultural Improvement Program or Public Art Program shall address the following criteria:*

- a. Accessibility to the public;*
- b. Location near pedestrian circulation routes consistent with existing or future development or natural features;*
- c. Location near the primary pedestrian or vehicular entrance of a development;*
- d. Location in conformance with the Design Standards and Policies Manual for locations affecting existing utilities, public utility easements, and vehicular sight distance requirements; and*
- e. Location in conformance to standards for public safety.*

**Response:**

This project is a redevelopment of existing uses. There are no stipulations to meet this requirement.

**8. GENERAL HEALTH, WELFARE, SAFETY AND CONVENIENCE:**

This project will provide no unusual or detrimental impacts on public health, safety, or welfare and will not generate fumes, odors, glare, vibration, gases, radiation, dust, liquid waste, or smoke. Lighting will be directed away from surrounding areas and meet City of Scottsdale code requirements.

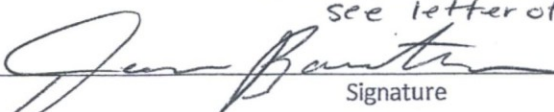
No unusual traffic volumes or characteristics are anticipated given that the proposed use and hours of operation are associated with the existing Fry's grocery store.


The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
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 checked="" 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"/>

Owner: Fry's Food Stores of Arizona - Ryan Gaston  
 Company: Fry's Food Stores of Arizona  
 Address: 500 S. 99th Ave, Tolleson, AZ 85353  
 Phone: 623-907-7188 Fax: \_\_\_\_\_  
 E-mail: ryan.gaston@frysfood.com

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to an another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): Joanna Bartholomew Title: SEG  
*see letter of authorization*  
  
 Signature \_\_\_\_\_ Date: 10/11/16

<b>Official Use Only:</b>	Submittal Date: <u>10.12.2016</u>
Request: <input checked="" type="checkbox"/> Approved or <input type="checkbox"/> Denied	
Staff Name (Print): <u>BRAD CARR</u>	
	<u>10.12.2016</u>
Staff Signature: _____	Date: _____





# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)

This request concerns all property identified in the development application.

Pre-application No: 570 - PA - 2016

Project Name: Fry's Fuel Center 621 Expansion

Project Address: 9350 N. 90th Street

### 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: Joanna Bartholomew

Print Name

[Handwritten Signature]

Signature

### City Use Only:

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

### Planning and Development Services

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



Current Planning Services  
Long Range Planning Services

**NOTICE OF INSPECTION RIGHTS**  
**A.R.S. § 9-833**

**You have the right to:**

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
  - Receive copies of any documents taken during the inspection.
  - Receive a split of any samples taken during the inspection.
  - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

**You are hereby notified and informed of the following:**

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05. and/or Scottsdale Revised Code, Appendix B, Article I. Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I. Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, \_\_\_\_\_

at the following number \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Check box if signature refused

Copy of Bill of Rights left at: \_\_\_\_\_

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
1. Present photo identification on entry of the premises.
  2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
  3. Disclose any applicable inspection fees.
  4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
  5. Provide notice of the right to have:
    - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
    - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
    - (c) Copies of any analysis performed on samples taken during the inspection.
  6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
1. The rights described in subsection A of this section.
  2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
1. At the time of the inspection.
  2. Notwithstanding any other state law, within thirty working days after the inspection.
  3. As otherwise required by federal law.

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
  - 1. Committed intentionally.
  - 2. Not correctable within a reasonable period of time as determined by the municipality.
  - 3. Evidence of a pattern of noncompliance.
  - 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
  - 1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
  - 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
  - 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
  - 1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  - 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
  - 1. Shall not be used to exclude evidence in a criminal proceeding.
  - 2. Does not apply to a municipal inspection that is requested by the regulated person.



## Addressing Requirements

Make all addressing requests using the city's online application form at <http://www.scottsdaleaz.gov/bldgresources/forms#a>

Prior to your application submittal to Current Planning for your entitlement approval (Development Review Board, Planning Commission, City Council) the City will need to assign an address to your property. This will be used for all future submittals and permit issuance. Prior to final plan submittal the records department will work with applicants on assigning suite, units, or apartment numbers and any additional addresses.

The City is responsible for assigning addresses/suite, and apartment numbers. If any developer/builder or owner performs this, it is subject to change by the City. Any and all costs associated with these changes will be the responsibility of the developer/builder or owner.

The City of Scottsdale utilizes the Maricopa Association of Government Standards (MAG) for all addressing. This policy was developed to aid emergency and first responders. We have a Mutual Aid agreement with the City of Phoenix Fire Department, it is essential that we maintain this policy.

To provide the commercial suite assignments please provide the records department with a floor plan showing the different suites within your building. The second floor being in the 200 range, and the third floor 300 range, etc. Suite numbering for commercial suites will be provided in a sequence of fives to allow for future suite division. For example: if you had 5 suites on the first floor we would assign them as 100, 105, 110, 115 & 120.

Individual living spaces (Condominiums and Apartments) are designated as units and numbered in the thousand ranges (4 digits). First floor units get 1000 numbers; second floor units get 2000 numbers, etc.



# 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>1,515</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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. <b>Request to Submit Concurrent Development Applications</b> (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)

# Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><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)</p>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>7. Appeals of Required Dedications or Exactions</b> (form provided)</p>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>8. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided)</p> <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"/>	<p><b>9. Legal Description:</b> (if not provided in Commitment for Title Insurance)</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>10. Results of ALTA Survey (24" x 36") FOLDED</b></p> <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"/>	<p><b>11. Request for Site Visits and/or Inspections Form</b> (form provided)</p>		
		<p><b>12. Addressing Requirements</b> (form provided)</p>		
		<p><b>13. Design Guidelines</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input checked="" type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul> </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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input checked="" type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Sensitive Design Program</li> <li><input checked="" type="checkbox"/> Design Standards and Policies Manual</li> <li><input type="checkbox"/> Commercial Retail</li> <li><input checked="" type="checkbox"/> Gas Station &amp; Convenience Stores</li> <li><input type="checkbox"/> Environmentally Sensitive Land Ordinance</li> <li><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MAG Supplements</li> <li><input type="checkbox"/> Scenic Corridors Design</li> <li><input type="checkbox"/> Office Design Guidelines</li> <li><input type="checkbox"/> Restaurants</li> <li><input type="checkbox"/> Lighting Design Guidelines</li> <li><input type="checkbox"/> Shading</li> <li><input type="checkbox"/> Desert Parks Golf Course</li> </ul>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del><b>14. Neighborhood Notification Process Requirements:</b></del> (form provided)</p> <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>		
		<p><del><b>15. Request for Neighborhood Group Contact information</b></del> (form provided)</p>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> (form provided)</p> <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>		

# Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>17. Archaeological Resources</b> (information sheets provided)</p> <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 type="checkbox"/>	<p><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)</p> <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"/>	<p><b>19. ESLO Wash Modifications Development Application</b> (application provided)</p> <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"/>	<p><b>20. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>21. Application Narrative</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies`</li> </ul> <ol style="list-style-type: none"> <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. <del>Historic Property</del>. 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> </ol>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>22. Context Aerial with the proposed site improvements superimposed</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – <sup>1</sup> color <sup>copy</sup> 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><u>  X  </u> 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>



# Development Review Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>23. Site Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" - <sup>60</sup><del>2</del> 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 <del>DWF</del> <sup>PDF</sup> format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>24. Site Details</b> (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> <li>• 24" x 36" - <sup>1 copy</sup><del>2</del> 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"/>	<p><b>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" - <sup>1 copy</sup><del>2</del> 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 <del>DWF</del> <sup>PDF</sup> format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><del><b>26. Site Cross Sections</b></del></p> <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"/>	<p><del><b>27. Natural Area Open Space Plan (ESL Areas)</b></del></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><del><b>28. Topography and slope analysis plan (ESL Areas)</b></del></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 - copy, folded</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><del><b>29. Phasing Plan</b></del></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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>30. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" - <sup>1 copy</sup><del>2</del> 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 <del>DWF</del> <sup>PDF</sup> 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" – <del>2</del> <sup>1</sup> folded black and white line drawing <del>copies</del> <sup>copy</sup> (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" – <del>2</del> <sup>1</sup> color <del>copies</del> <sup>copy</sup>, 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 <del>DWF</del> <sup>PDF</sup> format)</li> </ul>

# Development Review Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><del>38. Elevations Worksheet(s)</del></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 type="checkbox"/>	<p><del>39. Perspectives</del></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 type="checkbox"/>	<p><del>40. Streetscape Elevation(s)</del></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><del>41. Wall Elevations and Details and/or Entry Feature Elevations and Details</del></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><del>42. Floor Plans</del></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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p><del>43. Floor Plan Worksheet(s)</del></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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p><del>44. Roof Plan Worksheet(s)</del></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><del>45. Sign Details</del></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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>49. Cultural Improvement Program Plan</del></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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>50. Sensitive Design Concept Plan and Proposed Design Guidelines</del></p> <p>(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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>51. Master Thematic Architectural Character Plan</del></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. <del>Drainage Report</del> <sup>GRADING + DRAINAGE PLAN</sup> (information provided)</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage <sup>STD</sup> report. <del>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.</del></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the <sup>K+D</sup> <del>Drainage Report</del> including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><del>53. Master Drainage Plan</del></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"/>	<del>54. Preliminary Basis of Design Report for Water and Wastewater</del>  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. <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"/>	<del>55. Preliminary Basis of Design Report for Wastewater</del>  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. <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"/>	<del>56. Water Sampling Station</del> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</del> Please contact Elisa Klein at 480-312-5670 <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"/>	<del>58. Native Plant Submittal:</del> <ul style="list-style-type: none"><li>• 24" x 36" 1 – copy, folded.</li></ul> (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<del>59. Transportation Impact &amp; Mitigation Analysis (TMA) (information provided)</del>  Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report 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. <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>

# Development Review Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>60. Revegetation Site Plan, including Methodology and Techniques</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>61. Cuts and Fills Site 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> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>62. Cuts and Fills Site Cross Sections</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>63. Environmental Features Map</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>64. Geotechnical Report</b></p> <p>8-1/2" x 11" - 1 copy of the Geotechnical Report including full size plans/maps in pockets</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>65. Unstable Slopes / Boulders Rolling Map</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>66. Bedrock &amp; Soils Map</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>67. Conservation Area, Scenic Corridor, Vista Corridor 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> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>68. Other:</b></p> <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 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>

# Development Review Application Checklist

## PART III – SAMPLES & MODELS

PART III – SAMPLES & MODELS		
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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<del><b>71. Electronic Massing Model:</b></del> <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<del><b>72. Electronic Detail Model:</b></del> <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

### PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION


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 type="checkbox"/>	73. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>570</u> -PA- <u>2016</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	74. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	75. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	76. <b>Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	<b>77. Other:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



# Development Review Application Checklist



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

Coordinator Name (print): BRAD CARR Phone Number: 480.312.7713  
Coordinator email: bcarr@scottsdaleaz.gov Date: 7.26.2016  
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: 27-DR-2011

### 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

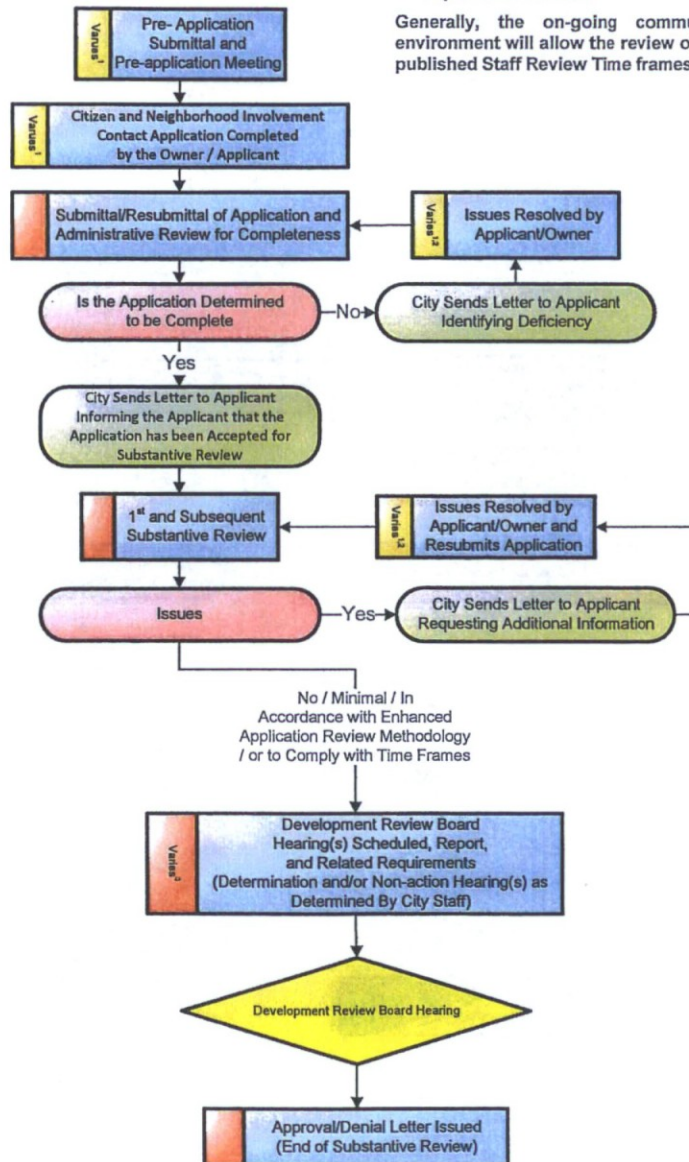
### Development Review (DR and PP)

#### 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 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>2</sup>	



# Development Applications Process

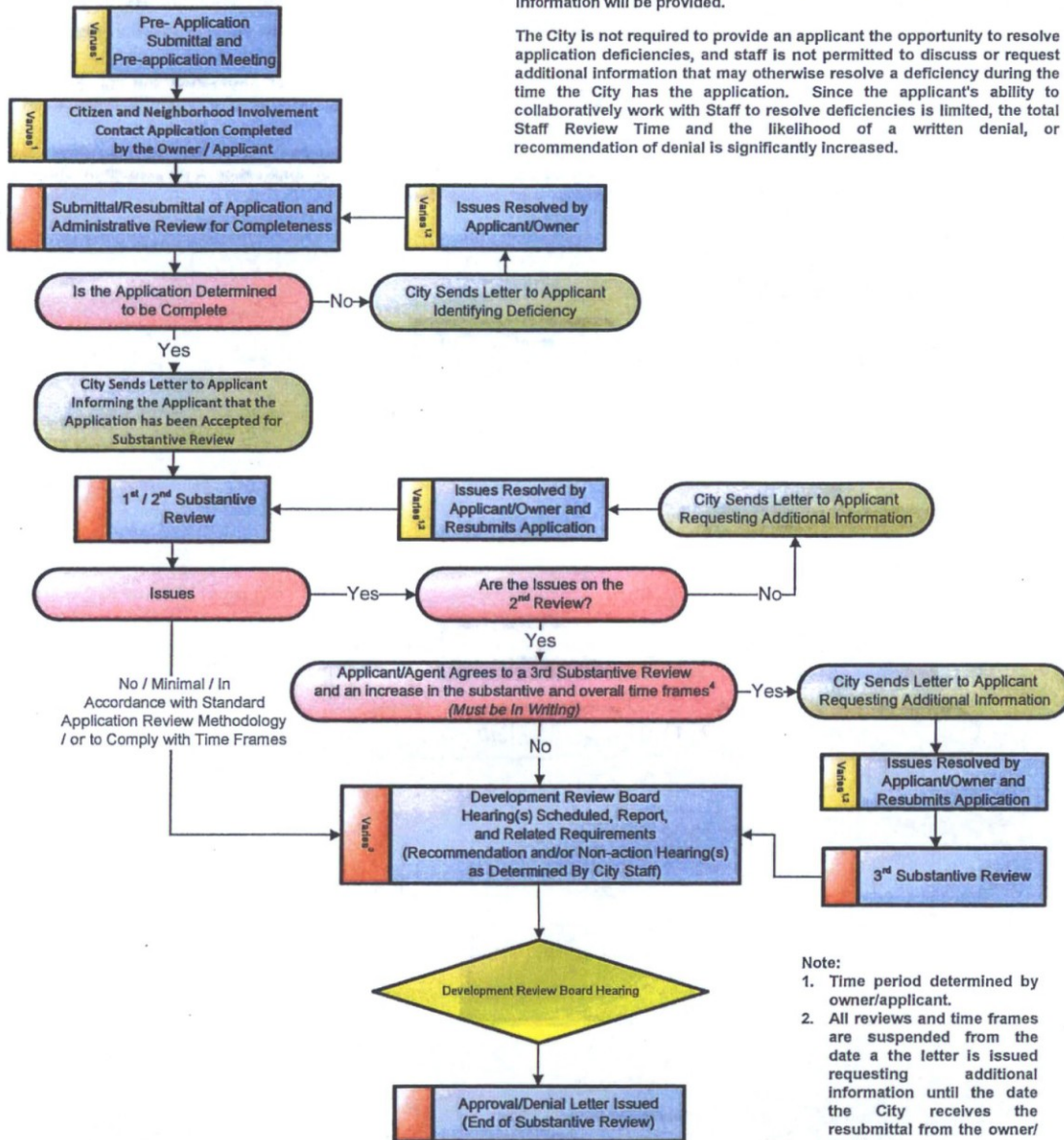
## Standard Application Review

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



# 108260

10/12/2016 PLN-1510P  
KWHEELER HPDC600552  
10/12/2016 10:37 AM  
\$1,515.00

**Received From :**

KROGER/ FRY'S MARKETPLACE  
500 S 99TH AV BLDG C  
TOLLESON, AZ 85353  
623-907-7185

**Bill To :**

SEG  
8280 East Gelding Drive, Suite  
Scottsdale, AZ 85260  
480-588-7226

<b>Reference #</b>	570-pa-2016	<b>Issued Date</b>	10/12/2016		
<b>Address</b>	9350 N 90TH ST	<b>Paid Date</b>	10/12/2016		
<b>Subdivision</b>	90TH STREET AND VIA LINDA MARKETPLACE		<b>Payment Type</b>	CHECK	
<b>Marketing Name</b>	<b>Lot Number</b>	1	<b>Cost Center</b>		
<b>MCR</b>	857-08	<b>County</b>	No	<b>Metes/Bounds</b>	No
<b>APN</b>	217-36-857G	<b>Gross Lot Area</b>	0	<b>Water Zone</b>	
<b>Owner Information</b>	<b>NAOS Lot Area</b>	0	<b>Water Type</b>		
Fry's Food Stores of Arizona	<b>Net Lot Area</b>	0	<b>Sewer Type</b>		
500 South 99th Ave., Bldg. A	<b>Number of Units</b>	1	<b>Meter Size</b>		
Tolleson, AZ 85353	<b>Density</b>		<b>QS</b>	27-49	
623-907-7188					

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

SIGNED BY JOANNA BARTHOLOMEW ON 10/12/2016

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.)