

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



# Collaborative City and School Planning

## Policies and Procedures

**Basis:** These policies and procedures have been adopted in compliance with the City of Scottsdale Zoning Ordinance (Ordinance 455), Article I., Administrative And Procedures, Section 1.1500, Collaborative City And School Planning, effective October 10, 2002.

**Goal:** To ensure that rezoning applicants communicate with school districts and obtain their comments on potential impacts of new development on school facilities.

**Impact:** Applicable rezoning cases shall follow the procedures and use the forms established by the City of Scottsdale for the purposes of this section, as attached hereto.

### **Criteria for Applicability:**

The provisions of this section shall apply only to applications for residential rezoning which increase the projected number of students for any school district's school attendance area as a result of the proposed rezoning.

The applicability of this section includes requests for rezoning which:

- Change zoning classifications from non-residential to residential classifications, and/or
- Changes in residential zoning classifications or amended stipulations that result in greater residential densities, thereby increasing the number of potential students.

### **Applicant Responsibilities:**

- 1) Thirty days prior to submittal the applicant shall provide to the superintendent(s) of the applicable school district(s) the following information (via registered mail), with a copy to the City of Scottsdale Planning and Development Services:
  - Cover Letter including a request for a meeting to discuss the proposed rezoning (see attached example)
  - Detailed project narrative including the current allowed and proposed number of residential units
  - Location map (see attached example)
  - 11x17 Site Plan
  - Contact Information, including name, mailing address, fax and e-mail.
  - School District Response form, with applicant and project information completed
- 2) *At submittal, the applicant shall provide with the rezoning application:*
  - *A copy of the above materials and,*
  - *A copy of the school district(s) response regarding the adequacy of available facilities, or a request for a thirty (30) day extension of the discussion and response time*

## Planning and Development Services Department

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





# Collaborative City and School Planning

## Policies and Procedures

### School District Responsibilities:

- 1) Upon receipt of the above information, the school district(s) shall review the materials and determine one of the following:
  - That the school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning within the school district's attendance area; or
  - That the school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
  - That the school district has determined an existing or proposed charter school as contracted by the district can provide adequate school facilities within the school district's attendance area in a timely manner; or
  - That the applicant and the school district have entered into an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner; or
  - That the school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.
- 2) The school district shall determine the above with methodology approved and published by the appropriate school district. If a school district fails to establish a student per-household ratio methodology for projecting the number of new students resulting from an applicant's rezoning application, then the school district shall base its certification upon an authoritative source accepted within the education community and based upon the most recent published Census information.
- 3) If the school district(s) requests a thirty (30) day extension, such request must be made prior to the expiration of the original discussion and response time. Such requests must be made in writing and submitted to Current Planning Department of the City of Scottsdale Planning, Neighborhood, and Transportation Division.
- 4) In the event that the appropriate school district determines that there are not adequate school facilities for the proposed rezoning, the school district shall notify the applicant and the City of Scottsdale in writing that the school district determined that it does not have adequate school facilities to accommodate the rezoning.
- 5) Said Determination shall be communicated to the City via the form provided for that purpose.
- 6) In the event the City does not receive certification from the School District within five (5) days of the date of the application shall proceed on the basis of not finding on the adequacy of school facilities for the proposed rezoning. School District input thereafter may be sought by the City on the issue for consideration by the Planning Commission and City Council in making a decision on the rezoning application. (Per Section 1.1502.D)

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# Collaborative City and School Planning

## Policies and Procedures

### City of Scottsdale Responsibilities

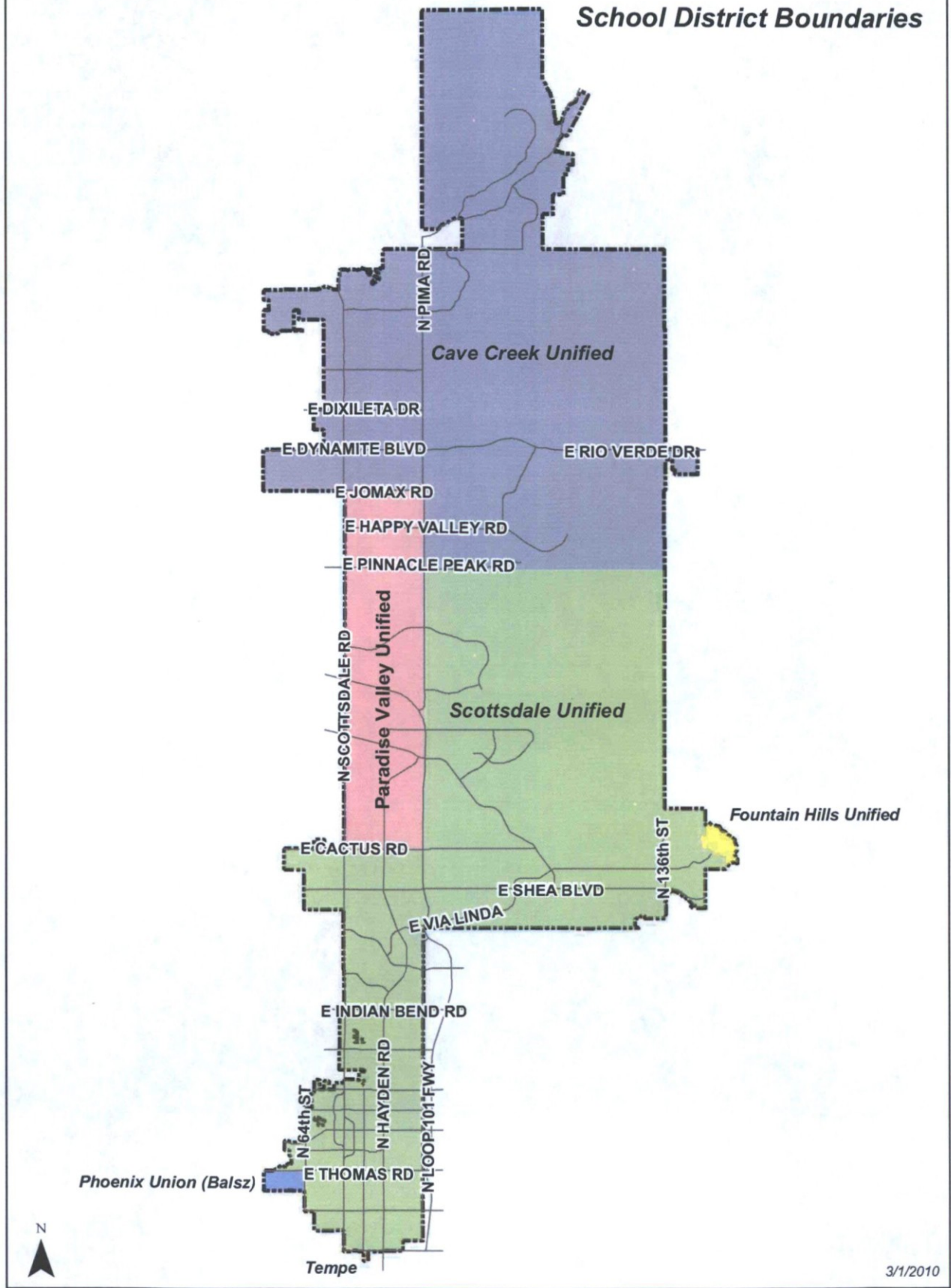
- 1) The City shall review the school district(s) response and include the district's determination in the staff report prepared for the Planning Commission and City Council.
- 2) If the school district does not respond, the staff report will reflect no response on the part of the School District. The City may choose to contact the School District regarding the rezoning. (Per Section 1.1502.D)
- 3) The determination form, if returned by the school district, shall be included as an attachment to the said staff report.
- 4) The City shall continue to provide to the school district(s) notification of request for public hearing per the Early Notification policy.

### Planning and Development Services Department

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**School District Boundaries**





## School District Contact Information

**Baltz School District**

4825 E Roosevelt Street  
Phoenix AZ 85008  
602-629-6400  
[www.balsz.k12.az.us](http://www.balsz.k12.az.us)

**Cave Creek School District**

PO Box 426  
Cave Creek, AZ 85327  
480-575-2000  
[www.ccusd93.org](http://www.ccusd93.org)

**Paradise Valley School District**

15002 N 32<sup>nd</sup> Street  
Phoenix, AZ 85032  
602-449-2000  
<http://cmweb.pvschools.net/siteweb/>

**Tempe Elementary School District**

3205 S Rural Road  
Tempe, AZ 85282  
480-730-7100  
<http://www.tempeschools.org/>

**Tempe Union High School District**

500 West Guadalupe Road  
Tempe, AZ 85283  
480-839-0292  
<http://www.tuhd.k12.az.us>

**Phoenix Union High School District**

4502 N Central Ave  
Phoenix, AZ 85012  
602-764-1100  
[www.phxhs.k12.az.us](http://www.phxhs.k12.az.us)

**Fountain Hills School District**

16000 E. Palisades Boulevard  
Fountain Hills, AZ 85268  
480-664-5000  
[www.fountainhillsschools.org](http://www.fountainhillsschools.org)

**Scottsdale School District**

3811 N 44<sup>th</sup> Street  
Phoenix, AZ 85018  
480-484-6100  
<http://susd.schoolfusion.us/>

**Planning and Development Services Department**

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



Date

Superintendent

\_\_\_\_\_ School District  
\_\_\_\_\_, AZ \_\_\_\_\_

Dear Madam or Sir,

This letter is being sent to you pursuant to City of Scottsdale Zoning Code (Ordinance No. 455), Article 1, Administration And Procedures, Section 1.1500, Collaborative City And School Planning.

Please be advised that we are applying for a rezoning application that changes the zoning classification(s) from non-residential to residential classifications, and/or changes the residential zoning Or stipulation(s) resulting in greater residential densities allowed on the subject property. The property is currently zoned for 3 residential units; our application will result in a total of 7 units allowed, an increase of 202%. (7/3) E

Enclosed please find a detailed project narrative, a location map, site plan and the Determination Form required by the City per the above Ordinance. I would like to schedule a meeting with you to discuss the above proposal. I can be reached \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Phone  
Fax  
E-mail

cc: City of Scottsdale Current Planning Department



# SCHOOL DISTRICT

## Determination of Adequate Facilities

City of Scottsdale Project Number: 25 -PA- 2016

Project name: Siena Estates

Project Location 5811 N Sundown Drive Scottsdale AZ 85250

Applicant Name: Stephen Adams Phone: 480.244.2557

Applicant E-mail: sadams@adamscraigacq.com Fax: 480.634.5015

School District: \_\_\_\_\_

I, \_\_\_\_\_ hereby certify that the following determination has been made in regards to the Referenced project:

- The school district had adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning within the school district's attendance area; or
- The school district will have adequate school facilities via a planned capital improvement to be constructed within one year of the date of notification of the district and located within the school district's attendance area; or
- The school district has determined an existing or proposed charter school as contracted by the district can be provide adequate school facilities for the projected increase in students; or
- The applicant and the school district have entered into an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner (a copy said agreement is attached hereto); or
- The school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.

Attached are the following documents supporting the above certification:

- Maps of the attendance areas for elementary, middle and high schools for this location.
- Calculations of the number of students that would be generated by the additional homes.
- School capacity and attendance trends for the past three years.

Or;

I, \_\_\_\_\_, hereby request a thirty (30) day extension of the original discussion and response time.

\_\_\_\_\_  
Superintendent or Designee

\_\_\_\_\_  
Date

### Planning and Development Services Department

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# Siena Estates

## Zoning Narrative

Northwest Corner of Palo Verde and Cattletrack Rd.

Maricopa County, Arizona

5805 N Sundown Dr  
Scottsdale 85250

Prepared for:

Owner:

**Adams Craig Acquisitions**

7904 E Chaparral Rd  
Ste A110-113  
Scottsdale 85250

Prepared by:

**6K CONSULTING  
L.L.C.**

4858 E Baseline Road, Suite 101  
Mesa, AZ 85206  
Phone: (480) 664-8592  
Fax: (480) 275-5512

June 2017

## SIENA ESTATES RU-43 TO R1-18 RE-ZONING NARRATIVE

### INTRODUCTION:

The project known as Siena Estates is generally located at the Arizona canal and McDonald Drive and more specifically at the northwest corner of Palo Verde Ln and Cattle track Road in Scottsdale. The west and south surrounding land uses are residential, with custom housing and pools being prevalent. North is S-R uses and east are two City of Scottsdale municipal utility facilities, one zoned S-R and the southerly one as R1-43. The area has good roads with little traffic in the area. This application is intended to discuss the zoning for three parcels controlled by Adams Craig Acquisitions. These three parcels are known as Lots 3,4 and 5 in the Schaffner Estates Plat recorded in MCR Book 75, Page 25. The intended use for this property is luxury, single family residential living. All three parcels of land are currently zoned RU-43 which we would like to re-zone to R1-18 to better fit the needs of the community and the project. This request is in keeping with the Scottsdale General Plan and South Scottsdale Area Plan as illustrated below.

### GOALS AND POLICIES/APPROACHES OF THE GENERAL PLAN:

The Goals and Policies of the General Plan as focused on the residential neighborhood elements of the City are to promote solid design character, neighborhood vitality, promote pedestrian and vehicular circulation and encourage smart streetscape and responsible landscape design within the City.

The 3 homes that currently exist were built in the late 1960's and are currently in poor shape. This has created a perceived blight in this quiet corner of the city. When Adams Craig acquired the property, the goal was to build a new community that better used the 3.2 acres (currently 1 home per acre) and focus on incorporating indoor outdoor living spaces for a modern community. We plan on building 7 lots to host custom or semi-custom homes.

This concept is in keeping with the General Plan because of the removal of older homes, increasing the residential density in this area of the City that does not have ESLO impacts and to help revitalize the area by improving the existing streets, updating and upgrading the landscape resources in the area. This concept has worked well with the still remaining residential lots in the Schaffner Estates subdivision because, in large measure, they have undergone a transformation of sorts in the last few years as the homes have been updated and individually enhanced. The addition of this new subdivision will continue to increase the property value of the area. It is a quiet and desirable area with convenient access to the downtown area and resort center of the City.



## GOALS AND POLICIES OF THE APPLICABLE CHARACTER AREA PLAN:

The project is located in the Southern Scottsdale Character Area. The goals of this area are to enhance current residential neighborhoods, promote multi-modal connections, strengthen neighborhood identity, unity and health. These goals are joined with policies to guide the path to the achievement of those goals.

This neighborhood revitalization project is in keeping with the goals of the character area. Policies NR 1.1, 1.3, 2.1, 2.2, 3.1, 3.2, and 3.4 are all positively enacted in the development of this neighborhood. The City staff has shown their interest in doing their part to follow policies NR 1.2 and 1.6 of the character area.

The adherence to the policies are evidenced by the improvements to Sundown and Palo Verde, adding sidewalks and repaving the streets. The layout creates a sense of community and arrival with the addition of open space with increased landscaping to enhance the streetscape along all perimeter streets. The creation of 7 lots from the three lots will serve to increase the residential density to better match and continue the trend of the area, creating suburban environment to replace the rural environment that has slowly become out of character with this area of Scottsdale.

Adams Craig was created to build truly forward thinking and green homes that maximize energy efficiency but are elegant and stylish at the same time. To this end, the overall composition of the proposed Siena Estates will be of a 'traditional' character, but done with modern materials and methods promoting an energy efficient 'green' theme. This 3.2-acre parcel and the future homes will be Energy Star and National Green Building Standard™ Certified. We plan to have ample open space inside the community, as well as great access to the Canal and integration into the new Scottsdale lifestyle, walkability, and culture.

The development is small and as such, it limits the ability to include all of the aspects to the extent we would desire to. There have been no less than a dozen iterations of layouts created for this property during the development of it. While we worked to create a design that met the specific lot areas and design constraints within the Scottsdale zoning code. Ultimately we decided against that layout because the lot access was from the perimeter streets and did nothing to create a warm neighborhood. It was too sterile. Therefore, we have landed on this concept that offers a welcoming arrival to the community that feels much like an exclusive gated community because of the quiet area in which it is located. The desire is to create a neighborhood that is enhanced well over what currently exists. The street scape will be enhanced with the removal and repaving of Sundown. The addition of the sizable landscape tract at the west side of Lot 1 will allow for a softening of the development for the neighbors that will be driving toward the wall that will now face them. The unique location of this property allows for quick and easy access to the canal system by going north or south on Cattletrack to access this corridor that allows for access far into the south Scottsdale and downtown area.



**ARCHITECTURAL CHARACTER:**

Adams Craig is a home building company focused on creating green and LEED certified residences. They have created their own success and legacy by creating large beautiful homes that utilize many energy efficient features such that the total electric bill for a year is less than \$1,000. Initially, Steve Adams intended to build all of the homes in this neighborhood. However, significant interest from builder friends to sell lots to them has convinced him that the character of the neighborhood will be enhanced by the diversity of having different builders bring their best offerings to bear in this boutique pocket neighborhood in this quiet corner of Scottsdale.

The photos on the next page represent some of the homes built by ACA over the past few years. They are included to represent the flexibility of design and character that has been achieved.

**ZONING VARIANCES/EXPLANATIONS:**

In order to accomplish the goals on this project, a couple of variances will have to be made by the city of Scottsdale, including setbacks, lot sizes and street geometrics.

The base zoning desired after working with the neighbors is R1-18.

Criteria	R1-18 BASE	R1-18 ADJUSTED
Lot Area	18,000 sf	13,500 sf
Lot Dimensions	120' min width	90' **
Building Height	30' max	30' max
Yard Setbacks		
Front	35'	30'
Side	10'	10'
Rear	30'	30'
Walls (typical)	8'	8'
In front yard	3'	3'

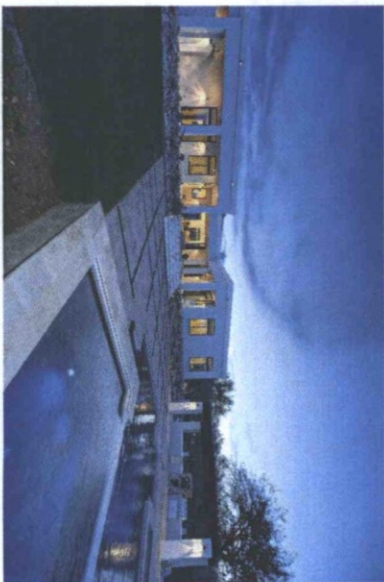
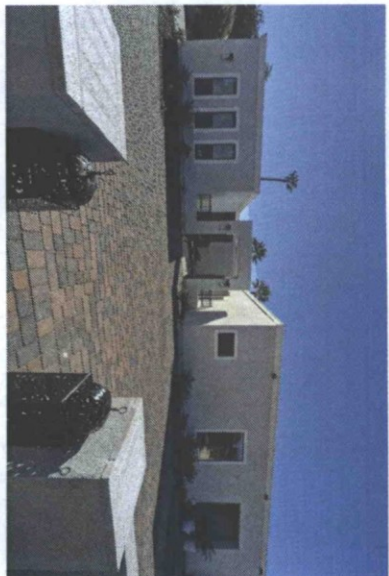
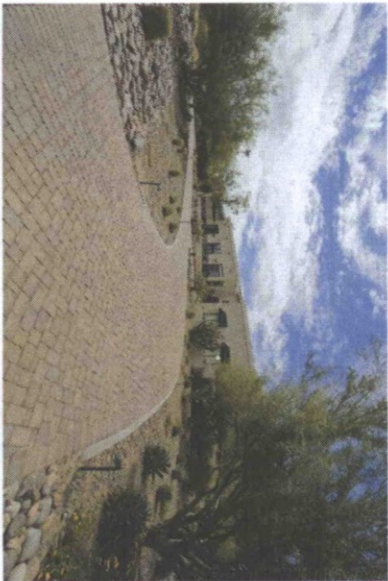
\*\* except for flag lot configuration on lots 5 and 6

The lot size of 18,000 sf will be reduced to 13,500 sf. The current smallest lot size is 14,027 sf. This will give a latitude to make adjustments if necessary to accommodate other requirements that may be encountered. The front yard setback reduction will allow more usable rear yard space for the homes that choose to configure and maximize them that way.

The geometrics of the cul-de-sac does not meet the standards in the DS&PM. Please confirm that the entry that meets the turning radius for the fire trucks will be sufficient for the City to approve the configuration. By not having the 100' near perpendicular access, every way this was accommodated just created such large dimension disparity in the lot 1 and lot 2 area of the development. Therefore, this configuration was designed and is proposed for review.



**adams**  
**craig**  
acquisitions



**CONCLUSION:**

The project will create a unique and exciting opportunity enhance this area of the City by working with the surrounding neighbors to increase property values and enhance the existing neighborhood by upgrading the streets, adding curbs, sidewalks and sewer lines. This will help to enhance land values in the area and create a warm and inviting community that is assured to have a diverse mix of custom homes that will be hidden much like a gated community would be.



# Request for Site Visits and/or Inspections

## Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 25 -PA- 2016

Project Name: Siena Estates

Project Address: 5811 N Sundown Drive Scottsdale AZ 85250

### 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 owner's agent: Stephen Adams

Print Name

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

Rev. 02/02/2015

10-ZN-2017  
06/21/2017



# 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 type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input checked="" 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:** Siena Estates

**Property's Address:** 5811 N Sundown Drive Scottsdale AZ 85250

**Property's Current Zoning District Designation:**

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.

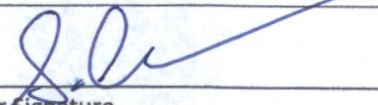
<b>Owner:</b> Stephen Adams	<b>Agent/Applicant:</b>
<b>Company:</b> Adams Craig Acquisitions	<b>Company:</b>
<b>Address:</b> 7904 E Chaparral Rd. #A110-113 Scottsdale AZ 85250	<b>Address:</b>
<b>Phone:</b> 480.244.2557 <b>Fax:</b> 480.634.5015	<b>Phone:</b> <b>Fax:</b>
<b>E-mail:</b> sadams@adamscraigacq.com	<b>E-mail:</b>
<b>Designer:</b>	<b>Engineer:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b> <b>Fax:</b>	<b>Phone:</b> <b>Fax:</b>
<b>E-mail:</b>	<b>E-mail:</b>

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.

**Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

  
\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Agent/Applicant Signature

**Official Use Only**

Submittal Date:

Development Application No.:

**Planning and Development Services**

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)



# Rezoning

## 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, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

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 11 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>Rezoning Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. <b>Zoning Application Fee</b> \$ <u>11140</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. <b>Completed Development Application</b> (form provided) 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.
<input checked="" type="checkbox"/>	<input checked="" 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)

**10-ZN-2017**  
**06/21/2017**

### Planning and Development Services

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



## Rezoning Development 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)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>7. Appeal of Required Dedications, Exactions, or Zoning Regulations</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></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> <li>• Include complete Schedule A and Schedule B. (requirements form provided)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>9. Legal Description: (if not provided in Commitment for Title Insurance)</b></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</b> (form provided)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>12. Addressing Requirements</b> (form provided)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>13. Draft Development Agreement</b></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul> <p>Must adhere to the Maricopa County Recorder requirements</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>14. Proposition 207 wavier or refusal (Delay submittal until after the Planning Commission Hearing)</b> (sample agreement information provided)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>15. Citizen Review Checklist:</b> (form provided)</p> <ul style="list-style-type: none"> <li>• Provide one copy of the Citizen Review 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 Citizen Review Report addendum.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>16. Request for Neighborhood Group/Homeowners Association</b> (form provided)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>17. Site Posting Requirements:</b> (form provided (white and red signs))</p> <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> <li>• Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing.</li> <li>• Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>18. School District Notification</b> – (form provided)</p> <p>Required for all applications that include residential uses.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>19. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b></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> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>20. Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <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>21. 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)

### PART II -- REQUIRED NARRATIVE, 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>
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		<b>22. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>23. Development Plan</b>
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Req'd	Rec'd	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>a. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> <li><input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following:                             <ul style="list-style-type: none"> <li>• goals and policies/approaches of the General Plan</li> <li>• goals and polices of the applicable Character Area Plan</li> <li>• architectural character, including environmental response, design principles, site development character, and landscape character</li> </ul> </li> <li><input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc)</li> <li><input type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards,</li> <li><input type="checkbox"/> bonus provisions and justifications,</li> <li><input type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or</li> <li><input type="checkbox"/> Historic Property – existing or potential historic property.                                     <ul style="list-style-type: none"> <li>○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)</li> </ul> </li> </ul> </li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>b. Legislative draft of the proposed development standards, or amended development standards (form provided) (JUSTIFICATION)</b></p> <ul style="list-style-type: none"> <li>8 ½" x 11" – 2 copies</li> </ul> <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>c. Legislative draft of the list of Land Uses, if proposed (PBD, SC)</b></p> <ul style="list-style-type: none"> <li>8 ½" x 11" – 2 copies</li> </ul> <p>(Must adhere to the Maricopa County Recorder requirements)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>d. A dimensioned plan indicating the proposed boundaries of the application</b></p> <ul style="list-style-type: none"> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>e. Context Aerial with the proposed site improvements superimposed</b></p> <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 copy (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>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>f. Site Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – 16 copies, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>g. Subdivision Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – 16 copies, 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>h. Open Space Plan (Site Plan Worksheet) (example provided)</b></p> <ul style="list-style-type: none"> <li>24" x 36" – 1 copies, 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>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>i. 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</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>j. Natural Area Open Space Plan (ESL Areas)</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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>k. Topography and slope analysis plan (ESL Areas)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" 1 – copy, folded</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>l. Phasing Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copies, 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>m. Landscape Plan <del>IF APPLICABLE</del></b></p> <ul style="list-style-type: none"> <li>• All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 24" x 36" – 2 copies, folded of</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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>n. Hardscape Plan</b></p> <ul style="list-style-type: none"> <li>• All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 24" x 36" – 2 copies, folded of <u>black and white line drawings</u></li> <li>• 11" x 17" – 1 copy</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>o. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>p. 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 color 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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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>q. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>r. Pedestrian and Vehicular Circulation 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 color copies (quality suitable for reproduction)</li> <li>• Digital – 1 copy (See Digital Submittal Plan Requirements)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>s. 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>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>t. Elevations Worksheet(s)</b></p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, folded</li> <li>• Digital – 1 copy (See Digital Submittal Plan Requirements)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>u. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>v. 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> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>w. Floor Plan Worksheet(s)</b></p> <p>(Required for restaurants, bars or development containing there-of, and multi-family developments):</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> <li>• 11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> <li>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>x. Roof Plan Worksheet(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, folded</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>y. Electronic Massing Model:</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, folded</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul> <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> <p>(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>z. Solar Analysis</b></p> <p>The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.</p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD).</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>aa. Exterior Lighting 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>bb. 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><b>cc. Cultural Improvement Program Plan</b></p> <p>_____ Conceptual design</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> </ul> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>dd. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>ee. Master Thematic Architectural Character Plan</b> <i>F, APPLICABLE</i></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 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>ff. Conceptual Signage Plan</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>

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## Rezoning Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p>gg. Other:</p> <hr/> <p><input type="checkbox"/> 24" x 36" – _____ copy(ies), folded</p> <p><input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)</p> <p><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</p> <p><input type="checkbox"/> Digital – 1 copy (See Digital Submittal Plan Requirements)</p>
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<input type="checkbox"/>	<input type="checkbox"/>	<p><b>24. Development Plan Booklets</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 3 copies (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> <li>• Digital – 1 (See Digital Submittal Plan Requirements)</li> <li>• 8 ½" x 11" – 3 copies on archival (acid free) paper: this is a <b>delayed submittal</b> that is to be made after the Planning Commission recommendation.</li> </ul> <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Application Narrative</li> <li><input type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards</li> <li><input type="checkbox"/> Legislative draft of the proposed List of Land Uses</li> <li><input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application</li> <li><input type="checkbox"/> Context Aerial with the proposed Site Plan superimposed</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Subdivision Plan</li> <li><input type="checkbox"/> Open Space Plan</li> <li><input type="checkbox"/> Phasing Plan</li> <li><input type="checkbox"/> Landscape Plan</li> <li><input type="checkbox"/> Hardscape Plan</li> <li><input type="checkbox"/> Transitions Plan</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Pedestrian and Vehicular Circulation Plan</li> <li><input type="checkbox"/> Conceptual Elevations</li> <li><input type="checkbox"/> Conceptual Perspectives</li> <li><input type="checkbox"/> Electronic Massing Model</li> <li><input type="checkbox"/> Solar Analysis</li> <li><input type="checkbox"/> Exterior Lighting Plan</li> <li><input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting</li> <li><input type="checkbox"/> Cultural Amenities Plan</li> <li><input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control)</li> <li><input type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</li> <li><input type="checkbox"/> Master Thematic Architectural Character Plan</li> <li><input type="checkbox"/> Conceptual Signage Plan</li> <li><input type="checkbox"/> Other: _____</li> </ul> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>25. <u>Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</u></b></p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>26. Drainage Report</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>27. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>28. Preliminary Basis of Design Report for Water and Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>29. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>30. Master Plan for Water</b></p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans.</p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>31. Master Plan and Design Report for Wastewater</b></p> <p>Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. 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 Basis of Design Report for Water including full size plans/maps in pockets</li> </ul>

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>32. Transportation Impact &amp; Mitigation Analysis (TIMA)</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> </ul> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 3 copies of the Transportation Impact &amp; Mitigation Analysis Water including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>33. Native Plant Submittal Requirements:</b> (form provided)</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> <ul style="list-style-type: none"> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>34. 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><b>35. Other:</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### PART III – 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"/>	<p><b>36. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>37. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</b></p>

### Planning and Development Services

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



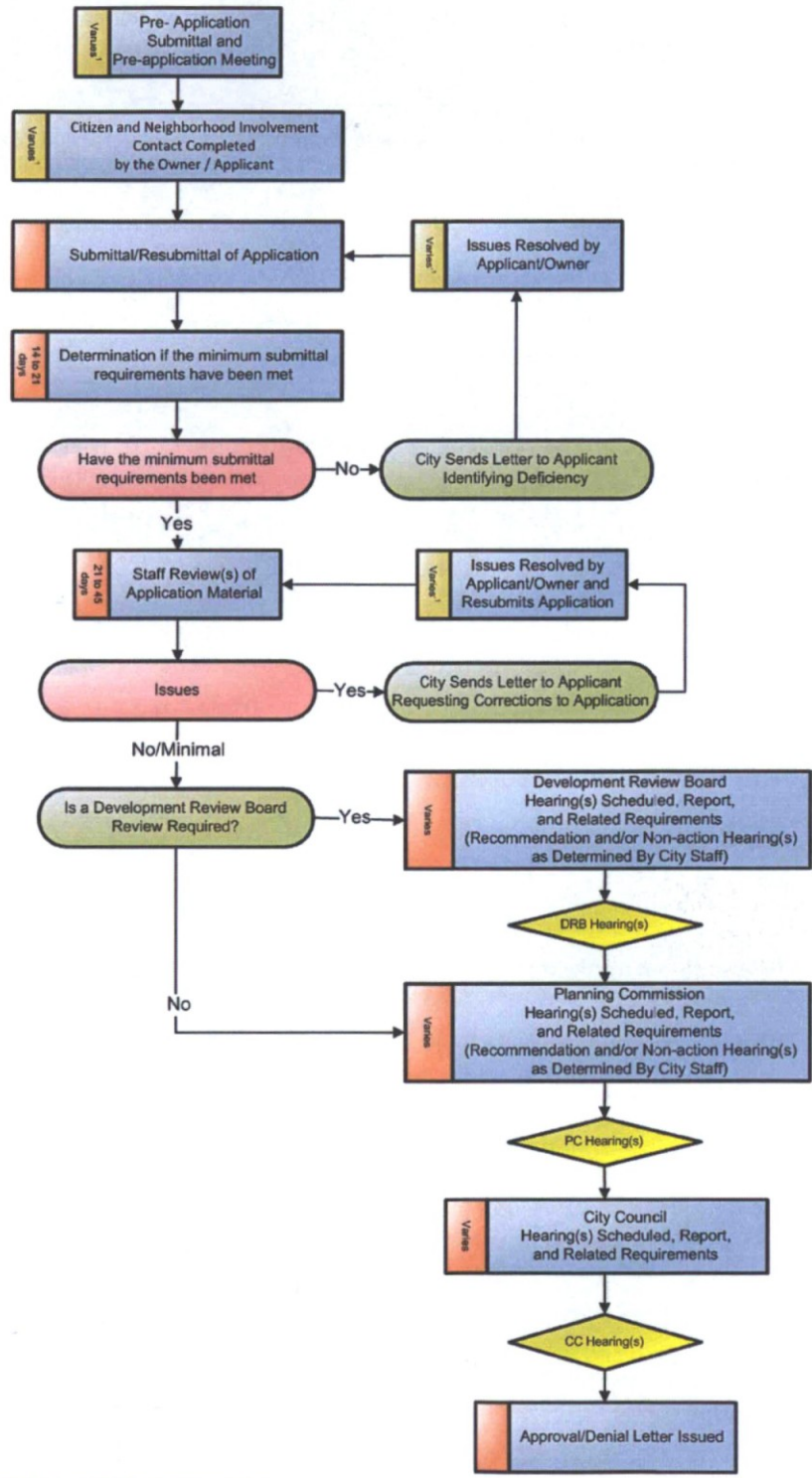
## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>38. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>39. 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.</p>
<input checked="" type="checkbox"/>		<p><b>40. If you have any question regarding this application checklist, please contact your Project Coordinator.</b></p> <p>Coordinator Name (print): _____ Phone Number: <b>480-312-</b> _____</p> <p>Coordinator email: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p><b>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.</b></p> <p>This application needs a: <input type="checkbox"/> New Project Number, or  <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a>.</p> <p>Planning and Development Services  One Stop Shop  Planning and Development Services Director  7447 E. Indian School Rd, Suite 105  Scottsdale, AZ 85251  Phone: (480) 312-7000</p>



# Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP),  
Infill Incentive (II) & Zoning District Map Amendment (ZN)



**Note:**  
1. Time period determined by owner/applicant.





# City of Scottsdale Cash Transmittal

## # 111184

111184  
 01035042  
 6/21/2017 PLN-1STOP  
 KWHEELER HP600G2020  
 6/21/2017 10:27 AM  
 \$1,140.00

**Received From :**

Stephen Adams  
 7904 E Chaparral Rd. #A110-113  
 Scottsdale, AZ 85250  
 480-244-2557

**Bill To :**

Stephen Adams  
 7904 E Chaparral Rd. #A110-113  
 Scottsdale, AZ 85250  
 480-244-2557

<b>Reference #</b>	25-pa-2016	<b>Issued Date</b>	6/21/2017
<b>Address</b>	5814 N CATTLETRACK RD	<b>Paid Date</b>	6/21/2017
<b>Subdivision</b>	SCHAFFNER ESTATES	<b>Payment Type</b>	CREDIT CARD
<b>Marketing Name</b>		<b>Cost Center</b>	
<b>MCR</b>	075-25	<b>Jurisdiction</b>	SCOTTSDALE
<b>APN</b>	173-04-017	<b>Water Zone</b>	
<b>Owner Information</b>		<b>Water Type</b>	
ACA Fund I, LLC		<b>Sewer Type</b>	
7904 E Chaparral Rd. #A110-113		<b>Meter Size</b>	
Scottsdale, AZ 85250		<b>QS</b>	20-45
480-244-2557			

Code	Description	Additional	Qty	Amount	Account Number
3170	REZONING APPLICATION		1	\$1,140.00	100-21300-44221

SIGNED BY STEPHAN ADAMS ON 6/21/2017

**10-ZN-2017**  
**06/21/2017**

Total Amount

**\$1,140.00**

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

3" and larger water meter fees are based on cost recovery. The city will contact the owner of the construction permit if additional funds are due. Payment will be due within 30 days notification.

**TO HAVE WATER METER SET - CALL 480-312-5650 AND REFER TO TRANSMITTAL # 111184**



# Appeals of Dedication, Exactions or Zoning Regulations



## Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication or exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violation of Arizona and federal court decision.

## Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication or exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial *nevo* with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office  
3939 Drinkwater Blvd.  
Scottsdale, AZ 85251  
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk  
3939 Drinkwater Blvd  
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

## Planning and Development Services

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











**Request To Submit Concurrent Development Applications**  
**Acknowledgment and Agreement**




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 type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input checked="" 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 checked="" 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: Stephen Adams  
 Company: Adams Craig Acquisitions  
 Address: 7904 E Chaparral Rd. #A110-113 Scottsdale AZ 85250  
 Phone: 480.244.2557 Fax: 480.634.5015  
 E-mail: sadams@adamscraigacq.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): Stephen Adams Title: Manager  
  
 Signature \_\_\_\_\_ Date: 06/20/2017

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

**10-ZN-2017**  
**06/21/2017**