

**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 type="checkbox"/>	Development Review (Major) (DR)	<input type="checkbox"/>	Master Sign Program (MS)
<input type="checkbox"/>	Rezoning (ZN)	<input checked="" 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: Panera Scottsdale

Property's Address: 14826 N. Pima Road

Property's Current Zoning District Designation: C-2

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: Matt Riley	Agent/Applicant: Eric Williams
Company: RS Nation, LLC	Company: Olsson Associates
Address: 229 Ave I, Ste 300, Redondo Beach, CA 90277	Address: 7250 N. 16th Street, #210, Phoenix, AZ
Phone: 310-316-1383 Fax:	Phone: 602-748-1000 Fax: 602-748-1001
E-mail: matt@therileygroup.com	E-mail: ewilliams@olssonassociates.com
Designer: Matthew Hinchcliffe	Engineer: Andrea Page
Company: ArcVision, Inc.	Company: Olsson Associates
Address: 1950 Craig Road, Ste 300, St. Louis, MO 63146	Address: 7250 N. 16th Street, #210, Phoenix, AZ
Phone: 314-415-2368 Fax:	Phone: 602-748-1000 Fax: 602-748-1001
E-mail: mhinchcliffe@arcv.com	E-mail: apage@olssonassociates.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 applications¹ 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.

Matt Riley manager at SEU Brewer, LLC

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

City of Scottsdale's Website: www.scottsdaleaz.gov

38-DR-2016
08/08/16



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.



§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.



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

This request concerns all property identified in the development application.

Pre-application No: 404 - PA - 2016

Project Name: Panera Scottsdale

Project Address: 14826 N. Pima Road

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: Matt Riley

Print Name

Signature

38-DR-2016
08/08/16

City Use Only:

Submittal Date: _____ Case number: _____

Planning, Neighborhood & Transportation Division

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



107412

10.17
00924752
8/8/2016 PLN-15TOP
0000 HPTC600512
8/8/2016 1:43 PM
\$1,515.00

Received From :
OLSSON
601 P STREET STE 200
SCOTTSDALE, AZ

Bill To :

Reference # 404-PA-2016
Address 14826 N PIMA RD
Subdivision NORTHSIGHT II
Marketing Name
MCR 315-15
APN 215-52-039F

Issued Date 8/8/2016
Paid Date 8/8/2016
Payment Type CHECK
Cost Center
Metes/Bounds No
Water Zone
Water Type
Sewer Type
Meter Size
QS 34-48

Owner Information
Panera, LLC
3630 S. Geyer Road, #100
Susnest Hills, MO 63127
314-984-2525

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

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

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

Date: 8/8/2016 Cashier: DHOL
Office: PLN-15TOP Mach ID: HPTC6005125
Tran #: 1 Batch #: 55931
Receipt: 00924752 Date: 8/8/2016 1:43 PM
107412
3165 DEVELOP REVIEW APP \$1,515.00

TENDERED AMOUNTS:

Check Tendered: \$1,515.00
Chk #: 211496 olsson
Transaction Total: \$1,515.00

Thank you for your payment.
Have a nice day!

38-DR-2016
08/08/16


Applicant Signature

Total Amount **\$1,515.00**

Panera- Scottsdale, AZ
Design Narrative
10.26.2016

Description of proposed location
Address: 14826 N. Pima Road
Tax Parcel: 215-52-039F

1. The Board shall examine the design and theme of the application for consistency with the design and character components of the applicable guidelines, development standards, Design Standards and Policies Manual, master plans, character plan and General Plan.

Response: The proposed Panera Bread Restaurant will be a stand-alone building with the use of exterior building materials that complement the Sonoran Desert utilizing the desert region color palette as well as the implementation of the natural native landscaping that will surround the building. This design will keep the current standard of the development and provides a seamless integration of the proposed Panera within the existing surrounding retail.

2. The architectural character, landscaping and site design of the proposed development shall:
 - a) Promote a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;

Response: The proposed Panera is designed to blend into the adjacent buildings by using cultured stone and earth toned EIFS on the four sides of the building that compliments the natural coloring of the surrounding nature. The topography of the Panera will be maintained by using the natural slope that transitions from the surrounding existing properties to the new construction of Panera.

- b) Avoid excessive variety and monotonous repetition;

Response: Although the four sides of the Panera Bread will utilize the same materials throughout with the cultured stone and earth toned EIFS, all sides will have varying uniqueness that will include a stone clad tower element adjacent the main entry, green awnings over the storefronts, as well as a canopy over the drive thru window area providing a unique façade at each elevation.

- c) Recognize the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;

Response: At all storefronts of the Panera Bread, a green awning will be placed to provide sun shading properties within the Sonoran Desert environment. In addition, the canopy structure over the drive thru area will provide sufficient sun shading for all the Panera guests using the drive thru convenience.

- d) Conform to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and

Response: Panera Bread's site design will comply with the City of Scottsdale Planning by maintaining current pedestrian connections to existing adjacent structures. This design keeps the current standard of the development and provides a seamless integration of the proposed project. The landscape area adjacent North Pima Road will maintain its current design with the implementation of additional flora as the footprint of the proposed Panera will be located slightly more west, therefore increasing the vegetation area along N Pima Road.

- 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 Panera Bread principal façade utilizes a stone tower to balance the cultured stone, aluminum storefront, and EIFS clad wall assemblies on either side of it. To the right of the tower, the main entrance is visually indicated through the use of a stepped back and higher façade, which complements the adjacent lower and longer main building façade. The drive thru window bump-out, clad with cultured stone, also balances the stone and EIFS facades to either side of this structure. Green awnings above the storefront windows will provide sun shading. The drive-thru is accented with a pre-manufactured canopy being supported by (2) large dimensional pilasters finished to match the building cultured stone veneer.

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: This design keeps the current standard of the development with the internal traffic circulation and close proximity to any off street parking. The adjacent parking area will provide a seamless integration of the proposed project with the surrounding shopping center parking areas. With pedestrian connections and an outdoor patio, the building and its landscape elements will both relate with neighboring structures and maintain the convenience for the Panera guests as well as the general public visiting this development.

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

Response: All rooftop equipment will be hidden behind a parapet, on which the wall signage will be mounted. This parapet will be appropriately finished with dark bronze metal coping along the top edge.

Additionally, the dumpster area will be screened with stone veneered walls to match the building's principal material. The design of the Panera Bread creates a community asset that beautifully integrates itself within the existing development.

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

- a) Demonstrate conformance with the Downtown Plan Urban Design & Architectural Guidelines;

Response: N/A

- b) Incorporate urban and architectural design that address human scale and incorporate pedestrian-oriented environment at the street level;

Response: The exterior elevations of the Panera Bread will include a cultured stone base or wainscot to an elevation of 7'-2" above finished floor thus providing a balance to the main building parapet height of 18'-2". The parapet elevations on all four sides also includes varying heights to provide interest along each façade face. In addition, the awnings at the storefront ground the high storefront elevations to a more human scale for the Panera Bread guests.

- 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;

Response: Each façade face of the Panera Bread will include the cultured stone base with the earth toned EIFS above the wainscot material. The parapet along each face will also have varying height differences that will complement the adjacent lower and longer facades. The main entrance is also visually indicated through the use of a stepped back and higher façade from the main building wall face and parapet. Each wall face will also include a recessed panel where on two sides, the Panera Bread sign is located.

- d) Reflect the design features and materials of the urban neighborhoods in which the development is located; and

Response: The Panera Bread design includes the cultured stone and EIFS coloring that is blend in and compliment the adjacent properties and building with the desert shades proposed. Panera Bread's site design will comply with the City of Scottsdale Planning by maintaining current pedestrian connections to existing adjacent structures. This design maintains the current standard of the development and provides a seamless integration of the proposed project with the surrounding areas.

- e) Incorporate enhanced design and aesthetics of building mass, height, materials, and intensity with transitions between adjacent/abutting Type 1 and Type 2 Areas, and adjacent/abutting Type 2 Areas and existing development outside the Downtown Area.

Response: The Panera Bread exterior design is to include the varying step backs of the façade face as well as varying parapet heights on all four sides, with all sides including the cultures stone and EIFS face that works well with the Sonoran Desert earth tones. This casual restaurant is designed to blend into the surrounding areas building and fauna complimenting the desert region colors and materials and also providing a comfortable transition to the existing adjacent buidlings.

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

This item is N/A

- 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.

- B. The property owner shall address all applicable criteria in this section.
(Ord. No. 2305, § 1, 2-19-91; Ord. No. 2830, § 1, 10-17-95; Ord. No. 3395, § 1, 12-11-01;
Ord. No. 3987, § 1 (Res. No. 8948, § 1 (Exh. A, § 8), 11-14-12; Ord. No. 4117, § 1 (Res. No.
9563, Exh. A, § 2), 11-19-13; Ord. No. 4143, § 1 (Res. No. 9678, Exh. A, § 46), 5-6-14)

Panera- Scottsdale, AZ
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 - e) Location in conformance to standards for public safety.
- B. The property owner shall address all applicable criteria in this section.
(Ord. No. 2305, § 1, 2-19-91; Ord. No. 2830, § 1, 10-17-95; Ord. No. 3395, § 1, 12-11-01;
Ord. No. 3987, § 1(Res. No. 8948, § 1(Exh. A, § 8), 11-14-12; Ord. No. 4117, § 1(Res. No.
9563, Exh. A, § 2), 11-19-13; Ord. No. 4143, § 1(Res. No. 9678, Exh. A, § 46), 5-6-14)



Development Review

Development Application Checklist

Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

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

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

PART I - GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1. Development Review Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>1,515</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). • If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

Planning and Development Services

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. Appeals of Required Dedications or Exactions (form provided)														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <i>No CHANGE IN OWNERSHIP TITLE REPAIR NOT NEEDED</i> <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B. 														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies 														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Results of ALTA Survey (24" x 36") FOLDED <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded (The ALTA Survey shall not be more than 30 days old) 														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Request for Site Visits and/or Inspections Form (form provided)														
		12. Addressing Requirements (form provided)														
		13. Design Guidelines <table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Sensitive Design Program</td> <td><input checked="" type="checkbox"/> MAG Supplements</td> </tr> <tr> <td><input checked="" type="checkbox"/> Design Standards and Policies Manual</td> <td><input type="checkbox"/> Scenic Corridors Design</td> </tr> <tr> <td><input type="checkbox"/> Commercial Retail</td> <td><input type="checkbox"/> Office Design Guidelines</td> </tr> <tr> <td><input type="checkbox"/> Gas Station & Convenience Stores</td> <td><input type="checkbox"/> Restaurants</td> </tr> <tr> <td><input type="checkbox"/> Environmentally Sensitive Land Ordinance</td> <td><input type="checkbox"/> Lighting Design Guidelines</td> </tr> <tr> <td><input type="checkbox"/> Downtown Urban Design and Architectural Guidelines</td> <td><input type="checkbox"/> Shading</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Desert Parks Golf Course</td> </tr> </table> <ul style="list-style-type: none"> • The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design 	<input checked="" type="checkbox"/> Sensitive Design Program	<input checked="" type="checkbox"/> MAG Supplements	<input checked="" type="checkbox"/> Design Standards and Policies Manual	<input type="checkbox"/> Scenic Corridors Design	<input type="checkbox"/> Commercial Retail	<input type="checkbox"/> Office Design Guidelines	<input type="checkbox"/> Gas Station & Convenience Stores	<input type="checkbox"/> Restaurants	<input type="checkbox"/> Environmentally Sensitive Land Ordinance	<input type="checkbox"/> Lighting Design Guidelines	<input type="checkbox"/> Downtown Urban Design and Architectural Guidelines	<input type="checkbox"/> Shading		<input type="checkbox"/> Desert Parks Golf Course
<input checked="" type="checkbox"/> Sensitive Design Program	<input checked="" type="checkbox"/> MAG Supplements															
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<input type="checkbox"/> Downtown Urban Design and Architectural Guidelines	<input type="checkbox"/> Shading															
	<input type="checkbox"/> Desert Parks Golf Course															
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14. Neighborhood Notification Process Requirements: (form provided) <ul style="list-style-type: none"> • Provide one copy of the Neighborhood Notification Report • Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report • 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. 														
		15. Request for Neighborhood Group Contact information (form provided)														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" - 1 copy of the set of prints • <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers. • 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). 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. 														


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

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		<p>20. Plan & Report Requirements For Development Applications Checklist (form provided)</p>
<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>21. Application Narrative</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies <ol style="list-style-type: none"> 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
<p><input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p>	<p>22. Context Aerial with the proposed site improvements superimposed</p> <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) <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>23. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 12 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>24. Site Details — REFUSE DETAIL; SCREEN WALL (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>25. Open Space Plan (Site Plan Worksheet) (Example Provided)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format) <p style="text-align: right;"><i>INCLUDED ON SITE PLAN</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>26. Site Cross Sections</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded • 11" x 17" 1 – copy, folded
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>27. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>28. Topography and slope analysis plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>29. Phasing Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>30. Landscape Plan</p> <ul style="list-style-type: none"> • 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.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital - 1 copy (Text and drawing shall be black and white, and in the DWF format)

NAK	<input type="checkbox"/>	<p>31. Hardscape Plan</p> <ul style="list-style-type: none"> • 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.) • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
NAK	<input type="checkbox"/>	<p>32. Transitions Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
NAK	<input type="checkbox"/>	<p>33. Parking Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
NAK	<input type="checkbox"/>	<p>34. Parking Master Plan</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"> • 8-1/2" x 11" - 2 copies
NAK	<input type="checkbox"/>	<p>35. Pedestrian and Vehicular Circulation</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)
NAK	<input type="checkbox"/>	<p>36. Bikeways & Trails Plan</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
NAK	<input checked="" type="checkbox"/>	<p>37. Elevations – SITE DETAILS</p> <ul style="list-style-type: none"> • 24" x 36" – 2 folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) • 24" x 36" – 2 color copies, folded • 11" x 17" – 1 color copy, folded (quality suitable for reproduction) • 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) • 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) • Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)

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

<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/>	<p>46. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>47. Exterior Lighting Photometric Analysis (policy provided)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>48. Manufacturer Cut Sheets of All Proposed Lighting</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copy, folded • 11" x 17" – 1 copy, folded (quality suitable for reproduction)
<p><i>N/A</i></p>	<input type="checkbox"/>	<p>49. Cultural Improvement Program Plan</p> <p>_____ Conceptual design of location</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • 1 – copy of the approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>50. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction) <p style="text-align: right;"><i>→ INCLUDE IN NARRATIVE</i></p>
<p><i>N/A</i></p>	<input type="checkbox"/>	<p>51. Master Thematic Architectural Character Plan</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copy, folded (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<p><i>N/A</i></p>	<input type="checkbox"/>	<p>52. Drainage Report (information provided)</p> <p>See the City's <u>Design Standards & 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"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
<p><i>N/A</i></p>	<input type="checkbox"/>	<p>53. Master Drainage Plan</p> <p>See the City's <u>Design Standards & 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"> • 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets

<p>N/A</p>	<input type="checkbox"/>	<p>54. Preliminary Basis of Design Report for Water and Wastewater</p> <p>See the City's <u>Design Standards & 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"> • 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<p>N/A</p>	<input type="checkbox"/>	<p>55. Preliminary Basis of Design Report for Wastewater</p> <p>See the City's <u>Design Standards & 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"> • 8-1/2" x 11" - 3 copies of the Report including full size plans/maps in pockets
<p>N/A</p>	<input type="checkbox"/>	<p>56. Water Sampling Station</p> <ul style="list-style-type: none"> • Show location of sample stations on the site plan. • Fax 8 1/2" x 11" copy of the site plan with sampling stations to the Water Quality Division. • Attn: Craig Miller. Fax 480-312-8728/ Phone 480-312-8743
<p>N/A</p>	<input type="checkbox"/>	<p>57. Water Of Approval For Fountains Or Water Features from the Water Conservation Office</p> <p>Please contact Elisa Klein at 480-312-5670</p> <ul style="list-style-type: none"> • 1 copy of the approval from the Water Conservation Office
<p>N/A</p>	<input type="checkbox"/>	<p>58. Native Plant Submittal:</p> <ul style="list-style-type: none"> • 24" x 36" 1 – copy, folded. <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p>
<p>N/A</p>	<input type="checkbox"/>	<p>59. Transportation Impact & Mitigation Analysis (TIMA) (information provided)</p> <p>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.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study • 8-1/2" x 11" - 3 copies of the Transportation Impact & Mitigation Analysis including full size plans/maps in pockets

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

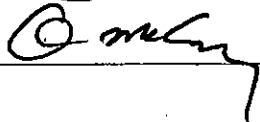
PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A	69. Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	70. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2" x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. 11" x 17" – 1 copy, folded of a printed digital photo of the material board 8 1/2" x 11" – 1 copy of a printed digital photo of the material board
<input checked="" type="checkbox"/>	<input type="checkbox"/>	71. Electronic Massing Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> (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"/>	72. Electronic Detail Model: <ul style="list-style-type: none"> 11" x 17" – 1 color copy, folded 8 1/2" x 11" – 1 color copy (quality suitable for reproduction) Scaled model indicating building masses on the site plan and the mass of any building within: <p>_____ 750 foot radius from site</p> <p>_____ Other: _____</p> (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

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

Coordinator Name (print): DORIS McCLAY Phone Number: 480-312-4214

Coordinator email: DMcCLAY@SCOTTSDALEAZ.GOV Date: 5/17/16

Coordinator Signature: 

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a: New Project Number, or
 A New Phase to an old Project Number: _____

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

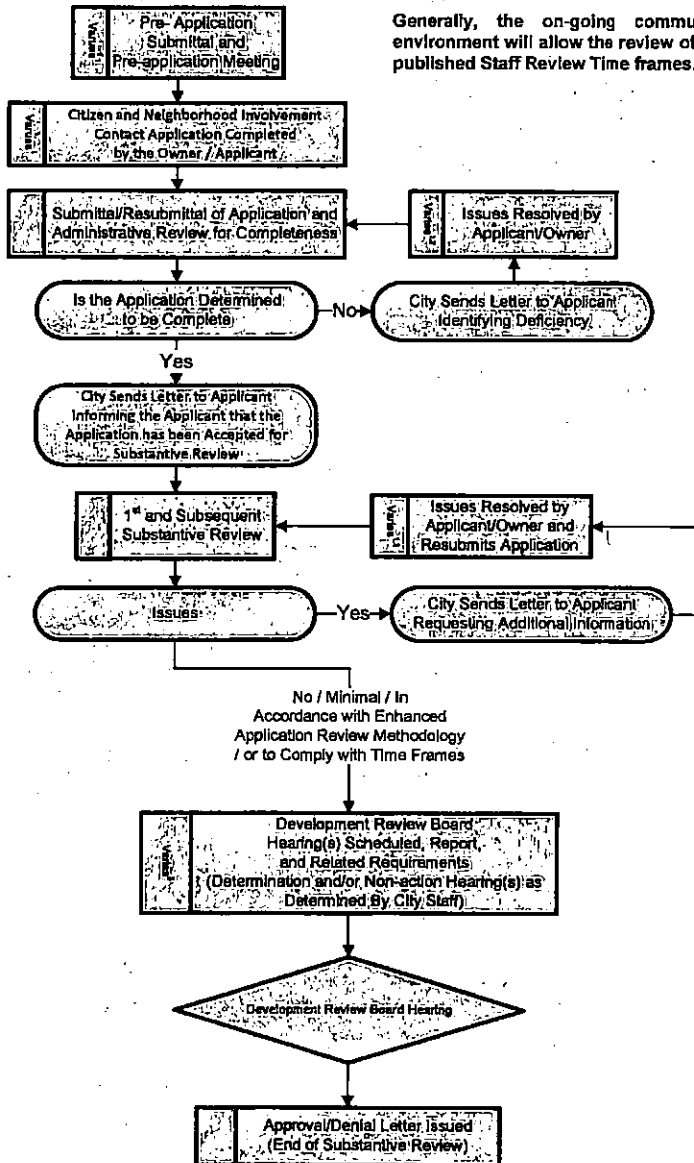
Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000

Enhanced Application Review Methodology

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

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

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



Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Time Line

Administrative Review (5 Staff Working Days Per Review)	Substantive Review (95 Total Staff Working Days, Multiple Reviews in This Time Frame)	Public Hearing Process (Time Frames Vary)	Approval/Denial Letter Issued
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Development Applications Process

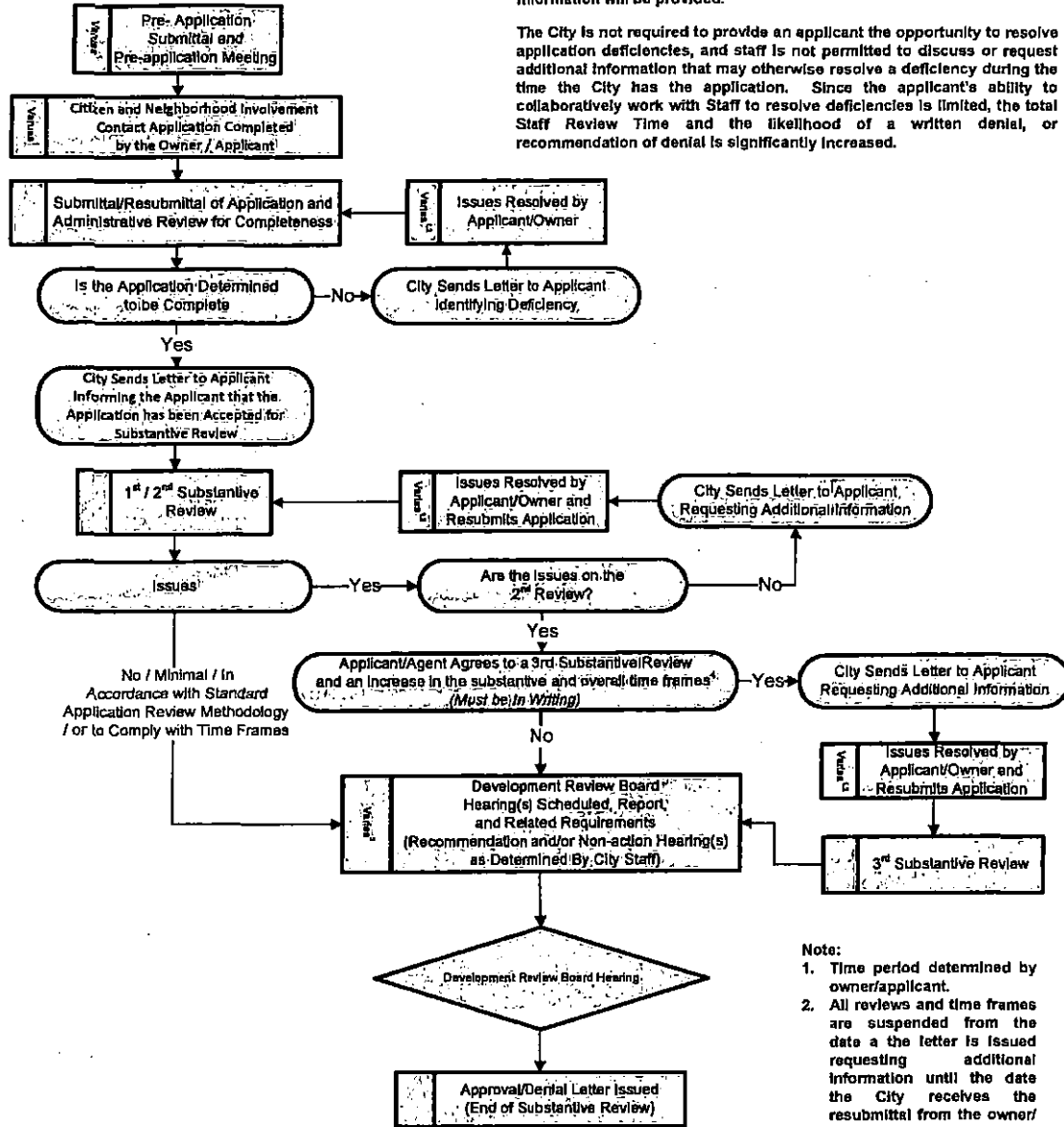
Standard Application Review

Development Review (DR and PP)

Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion 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 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	Substantive Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	65 Total Staff Working Days, Two Reviews In This Time Frame ^{2,4}	Time Frames Vary	Letter Issued