

Minor Subdivision (MD) 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 and may result in additional fees. A Development Application that is received by the City is not complete until it is verified 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 questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on page 7 of this application.

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.

Digital Submittal:

For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

Key Code: _____

Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

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 type="checkbox"/>	1. Preliminary Plat Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Checklist for Minimal Information to be Accepted for Review – Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>4. Completed Development Application Form (form provided)</p> <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. <p>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.</p>

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<input type="checkbox"/>	<input type="checkbox"/>	5. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. 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 type="checkbox"/>	8. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <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 type="checkbox"/>	10. Legal Description: (if not provided in Commitment for Title Insurance) 8-1/2" x 11" – ② copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Results of ALTA Survey (24" x 36") FOLDED 24" x 36" – ① copy, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Preliminary Plat Notification Affidavit (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Addressing Requirements and Addressing Request Application (forms provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Design Guidelines <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Design Standards and Policies Manual <input checked="" type="checkbox"/> MAG Supplements </div> <div style="width: 45%;"> <input type="checkbox"/> Environmentally Sensitive Land Ordinance (see Zoning Ordinance) </div> </div> <p>The above reference design guidelines, standards, policies, and additional information may be found on the City's website at: http://www.scottsdaleaz.gov/design</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Public Participation <p>Step 1: Complete Neighborhood Notification</p> <ul style="list-style-type: none"> • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) • Provide one copy of the Neighborhood Notification Report <p>Step 2: City will post public hearing sign and provide other public notification including:</p> <ul style="list-style-type: none"> • Mailing out postcards to property owners within 750 feet • Posting case information on the City website • Posting on social media • Sending to email subscribers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Request for Neighborhood Group Contact information (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	18. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper (example provided) <ul style="list-style-type: none"> • 8-1/2" x 11" - ① copy of the set of prints • <u>See the attached Photo Exhibit of Existing Conditions</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). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.

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<input type="checkbox"/>	<input type="checkbox"/>	19. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Cultural Resources Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archaeological Research - ① copy
<input type="checkbox"/>	<input type="checkbox"/>	20. Historic Property <ul style="list-style-type: none"> <input type="checkbox"/> Historic Property Certificate of No Effect Application (form provided) <input type="checkbox"/> Historic Property Certificate of Appropriateness Application (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	21. 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. Short form)
<input type="checkbox"/>	<input type="checkbox"/>	22. ESL Overlay Wash Modifications Development Application (application provided) The ESL Overlay Wash Modifications Development Application is to be submitted concurrently with this Preliminary Plat 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Plan & Report Requirements For Preliminary Plat Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Application Narrative 8 ½" x 11" – ①① 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. The application narrative shall provide and explanation and justification for any proposed amended development standard(s). 3. 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.
<input type="checkbox"/>	<input type="checkbox"/>	25. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements) 8 ½" x 11" – ② copies (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> • 24" x 36" – ② color copies, <u>folded</u> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of: <ul style="list-style-type: none"> <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> ¼-mile radius from site <input type="checkbox"/> Other: _____

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>27. Preliminary Plat</p> <ul style="list-style-type: none"> • 24" x 36" – ① copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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 type="checkbox"/>	<input type="checkbox"/>	<p>28. Construction Envelope Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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 type="checkbox"/>	<input type="checkbox"/>	<p>29. Natural Area Open Space Plan (ESL Areas)</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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 type="checkbox"/>	<input type="checkbox"/>	<p>30. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (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>(A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>31. Open Space Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • Digital - ① copy (text and drawing shall be black and white, and in the DWF format) <p>(An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>32. Topography and slope analysis plan (ESL Areas)</p> <p>24" x 36" – ① copy, <u>folded</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>33. Landscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) • 11" x 17" – ① copy, <u>folded</u> (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 type="checkbox"/>	<input type="checkbox"/>	<p>34. Wall Elevations and Details and/or Entry Feature Elevations and Details</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)

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<input type="checkbox"/>	<input type="checkbox"/>	<p>35. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>36. Exterior Lighting Photometric Analysis</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>37. Manufacturer Cut Sheets of All Proposed Lighting</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>38. 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> <p>8-1/2" x 11" - ② copies of the Drainage Report including full size plans/maps in pockets</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>39. Basis of Design Report for Water</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 must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email – See hand-out instructions • CD/DVD • 8-1/2" x 11" - ③ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>40. 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 must include all required exhibits and plans.</p> <p><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> • Email – See hand-out instructions • CD/DVD • 8-1/2" x 11" - ③ copies – the report shall be bound, all full size plans/maps provided in pockets.
<input type="checkbox"/>	<input type="checkbox"/>	<p>41. Expansion of Participation for Water and Wastewater (form provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>42. Native Plant Submittal: (information provided)</p> <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u>. <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"> • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.

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<input type="checkbox"/>	<input type="checkbox"/>	43. Revegetation Site Plan, including Methodology and Techniques <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	44. Landform Types Maps 24" x 36" – ① copy, <u>folded</u>
<input type="checkbox"/>	<input type="checkbox"/>	45. Cuts and Fills Site Plan <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	46. Cuts and Fills Site Cross Sections <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	47. Unstable Slopes / Boulders Rolling Map <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	48. Bedrock & Soils Map <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	49. Conservation Area, Scenic Corridor, Vista Corridor Plan <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	50. Other: <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy (Text and drawing shall be black and white, and in the DWF format)

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 type="checkbox"/>	<input type="checkbox"/>	51. Paint Color Drawdowns ① set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input type="checkbox"/>	<input type="checkbox"/>	52. Other <hr/> <hr/> <hr/>

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PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION		
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 type="checkbox"/>	53. 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-_____.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	55. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	56. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	57. Other _____ _____
<input checked="" type="checkbox"/>		<p>58. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator email: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p>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.</p> <p>This application need a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</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. 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:</p> <p>http://www.scottsdaleaz.gov/planning-development/forms</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>

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Development Application Process

Standard Application Review

Staff Review Applications: SA, WM, & MD



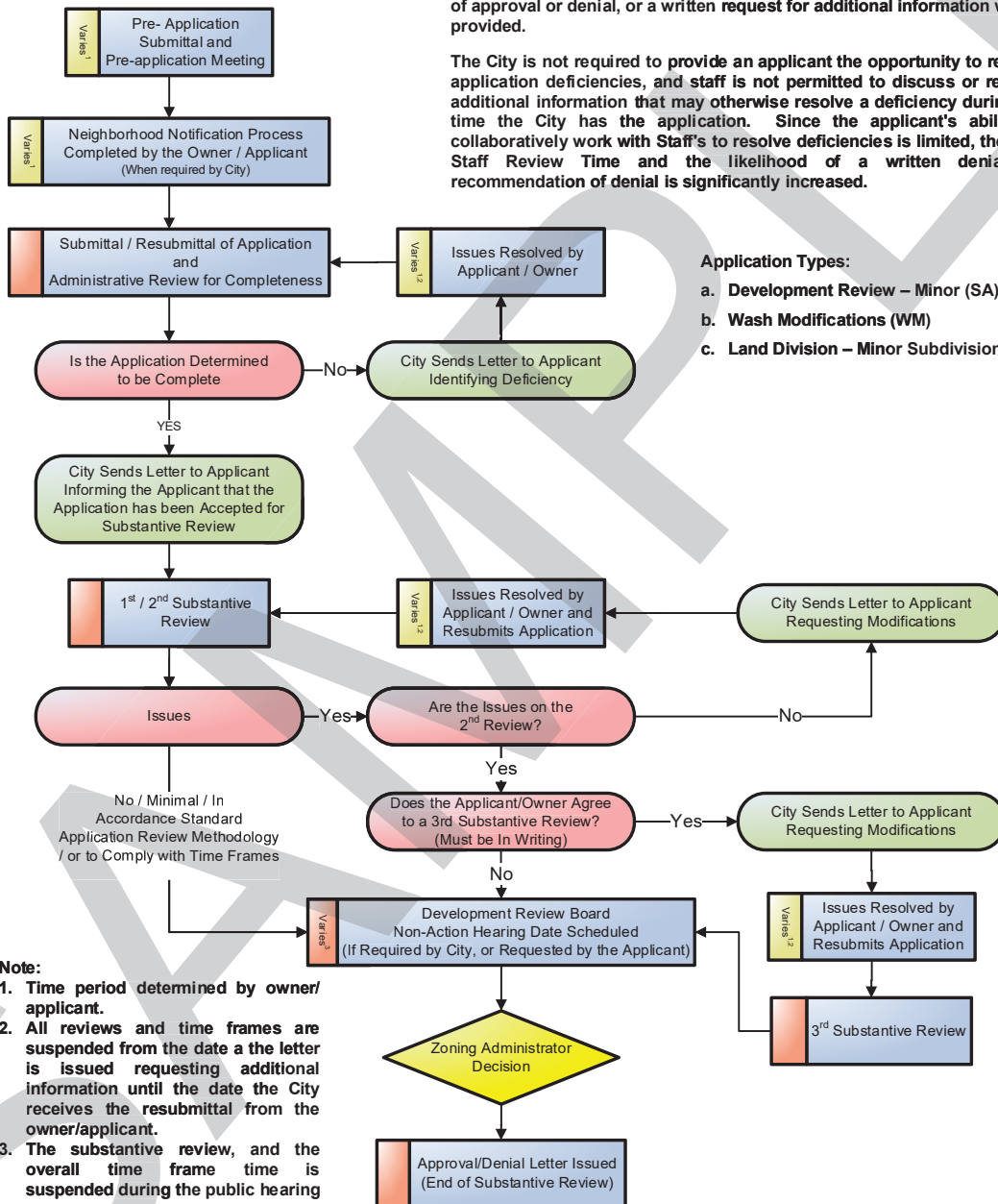
Standard Application Review Methodology:

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

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

Application Types:

- a. Development Review – Minor (SA)
- b. Wash Modifications (WM)
- c. Land Division – Minor Subdivision (MD)



- 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 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Frame ^{2, 3, 4}	Approval/Denial Letter Issued
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Development Application Process

Enhanced Application Review

Staff Review Applications: SA, WM, & MD



Enhanced Application Review Methodology

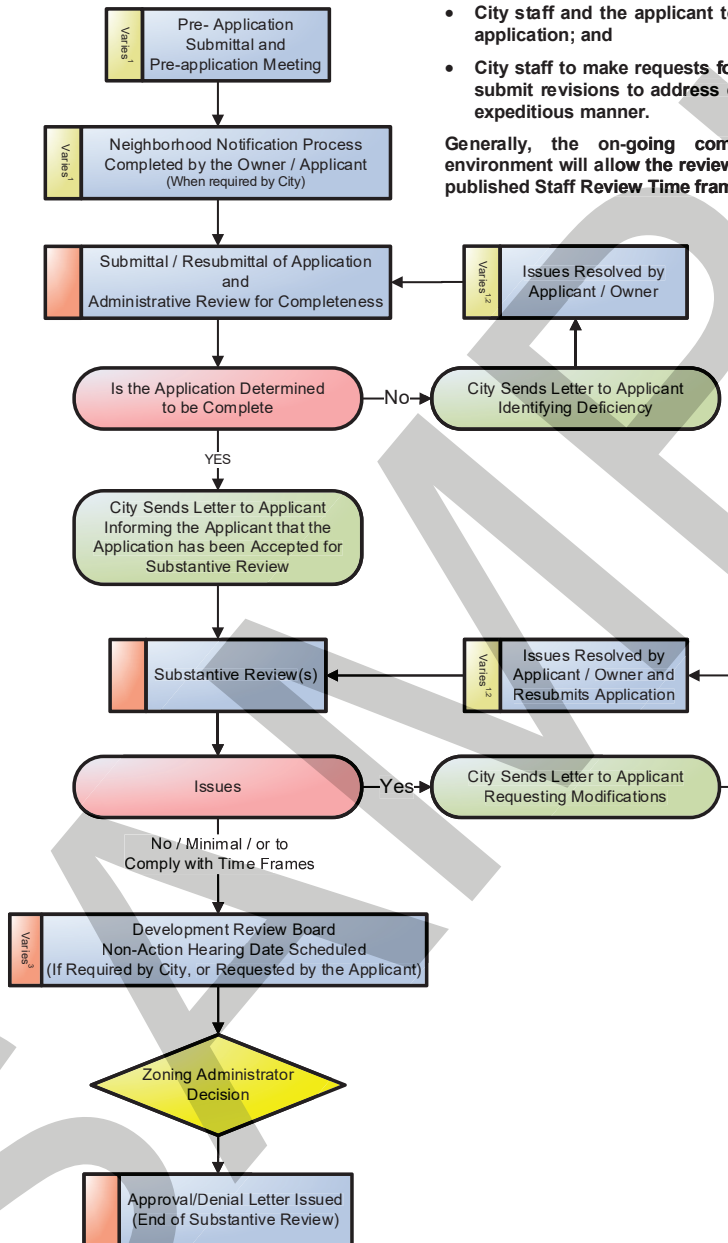
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish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

Application Types:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Division – Minor Subdivision (MD)



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. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple City Reviews in This Time Frame ^{2,3,4}	Approval/Denial Letter Issued
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