Master Environmental Design Concept Plan (MP) [and other Master Plans]
Development Application Checklist

CITY OF SCOTTSDALE

Digital Submittal:

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. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: _____-PA-_____ Key Code: _____
Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu

Minimum 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 deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

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; and
- Design Standards & Policies Manual; and
- 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.

Name:_____ Phone Number: 480-312-_____ Coordinator e-mail:_____@scottsdaleaz.gov

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. Visit the city's Planning & Development Services Records Department for assistance: https://www.scottsdaleaz.gov/planning-development/records.

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.
X		1. **Master Environmental Design Concept Plan Application Checklist** (this list)
X		2. **Application Fee $**_____ (subject to change every July)
X		3. **Completed Development Application Form** (form provided) • 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 reviewed under the Standard Application Review methodology.
		4. **Request to Submit Concurrent Development Applications** (form provided)
		5. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
		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)

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		7. **Appeals of Required Dedications or Exactions** (form provided)
		8. **Commitment for Title Insurance** – No older than 30 days from the submittal date (information provided) • Include complete Schedule A and Schedule B.
		9. **Legal Description** (if not provided in Commitment for Title Insurance)
		10. **Results of ALTA Survey** (The ALTA Survey shall not be more than 30 days old)
		11. **Request for Site Visits and/or Inspections Form** (form provided)
		12. **Addressing Requirements** (form provided)
		13. **Design Guidelines** **MAG Supplements** Sensitive Design Program Scenic Corridors Design Guidelines Design Standards and Policies Manual Office Design Guidelines Commercial Retail Guidelines Restaurants Guidelines Gas Station & Convenience Store Guidelines Lighting Design Guidelines Environmentally Sensitive Land Ordinance Shading Guidelines Old Town Scottsdale Urban Design and Architectural Guidelines Self-Storage Facilities Design Guidelines Greater Phoenix Metro Green Infrastructure Handbook Desert Park Guidelines Golf Course Guidelines Canal Design Guidelines The above reference design guidelines, standards, policies, and additional information may be found on the city's website at: http://www.scottsdaleaz.gov/design
		14. **Public Participation Process Requirements** (see Attachment A)
		15. **Request for Neighborhood Group Contact information** (form provided)
		16. **Photo Exhibit of Existing Conditions** (form provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
		17. **Archaeological Resources** (information packet provided) Cultural Resources Survey & Report Archaeology 'Records Check' Report Only Copies of Previous Archaeological Research
		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) Short Form Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review) Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp) Aviation Fuel Dispensing Application Form
		19. **ESLO Wash Modifications Development Application** (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Development Review Application.
		20. **International Green Construction Code (IgCC) and Energy Compliance Report** The above referenced requirements may be found on the city's website at: https://www.scottsdaleaz.gov/green-building-program/green-codes

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		PART II -- REQUIRED PLANS & RELATED DATA
Req'd	**Rec'd**	**Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.**
		21. Plan & Report Requirements for Development Applications Checklist (form provided)

		22. Application Narrative
		   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, describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
		   3. Design Guideline Conformance. The application narrative shall specify through narrative and/or graphical exhibits how the proposal addresses the Design Guidelines marked on DRB Development Application Checklist item number 13 (above).

		23. Context Aerial with the proposed site improvements superimposed
		   Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning districts for a radius from the site of:
		      750-foot radius from site
		      ¼-mile radius from site (lots greater than 1 acre)
		      Other: _____

		24. Site Plan
		25. Preliminary Plat
		26. Preliminary Grading and Drainage Plan
		27. Refuse Plan
		28. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
		29. Open Space Plan (Site Plan Worksheet) (Example Provided)
		30. Site Cross Sections
		31. Natural Area Open Space Plan (ESLO Areas)
		32. Topography and slope analysis plan (ESLO Areas)
		33. Phasing Plan
		34. Landscape Plan (a gray-tone copy of the color Landscape Plan will not be accepted)
		35. Hardscape Plan (a gray-tone copy of the color Hardscape Plan will not be accepted)
		36. Transitions Plan
		37. Parking Plan
		38. Parking Master Plan See the city's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
		39. Pedestrian and Vehicular Circulation
		40. Bikeways & Trails Plan
		41. Building Elevations (a gray-tone copy of the color Elevations will not be accepted)
		42. Building Elevations Worksheet(s) Required for all Development applications zoned Planned Unit Development (PUD) and in the Downtown Area.
		43. Perspectives

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		44. Streetscape Elevation(s)
		45. Wall Elevations and Details and/or Entry Feature Elevations and Details
		46. Floor Plans
		47. Floor Plan Worksheet(s) Required for restaurants, bars or development containing there-of, and multi-family developments.
		48. Roof Plan Worksheet(s)
		49. Sign Details
		50. Exterior Lighting Site Plan (including exterior building mounted fixtures)
		51. Exterior Lighting Photometric Analysis (policy provided)
		52. Manufacturer Cut Sheets of All Proposed Lighting
		53. Cultural Improvement Program Plan Conceptual design of location • Approval letter for the artwork design from Scottsdale Cultural Council (Scottsdale Public Art) Narrative explanation of the methodology to comply with the requirement/contribution.
		54. Sensitive Design Concept Plan and Proposed Design Guidelines (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
		55. Master Thematic Architectural Character Plan
		56. Drainage Report See Chapter 4 of the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps. • Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
		57. Master Drainage Plan See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans.
		58. Final Basis of Design Report for Water See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. Must include detailed design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The report must include all required exhibits and plans.
		59. Final Basis of Design Report for Wastewater See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. Must include detailed design parameters of special infrastructure, such as sewer lift station if required to serve the development. The report shall be bound and must include all required exhibits and plans.
		60. Water Sampling Station • Show location of sample stations on the site plan.
		61. Approval For Fountains Or Water Features from the Water Conservation Office Please contact Water Resources at 480-312-5650, <u>waterconservation@scottsdaleaz.gov</u>
		62. Native Plant Submittal: Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development.

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		63. Transportation Impact & Mitigation Analysis (TIMA) (information provided)
		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 must include all required exhibits, and plans.
		Category 1 Study
		Category 2 Study
		Category 3 Study
		64. Revegetation Site Plan, including Methodology and Techniques
		65. Cuts and Fills Site Plan
		66. Cuts and Fills Site Cross Sections
		67. Environmental Features Map
		68. Geotechnical Report
		69. Unstable Slopes / Boulders Rolling Map
		70. Bedrock & Soils Map
		71. Conservation Area, Scenic Corridor, Vista Corridor Plan
		72. Other: _____

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.
		73. Color Cards or Paint Color Drawdowns (digital images) • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		74. Exterior Building Color & Material Sample Board(s): • A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board may be required to submit prior to DRB Hearing. • 8-1/2" x 14" material sample board(s) The material sample board shall include the following: ○ 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.

		75. Electronic Massing Model:
		 Scaled model indicating building masses on the site plan and the mass of any building within:
		   750-foot radius from site
		   Other: _____
		
		 (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

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		76. Electronic Detail Model:
		Scaled model indicating building masses on the site plan and the mass of any building within:
		750-foot radius from site
		Other: _____
		(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

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.**
		77. Notify your coordinator by e-mail after you have completed your submittal.
[X]		**78. Submit all items indicated on this checklist pursuant to the submittal requirements.**
[X]		**79. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.**
[X]		**80. 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.
		81. Other _____ _____ _____ _____
		82. If you have any questions regarding this application checklist, please contact your Project Coordinator. **Coordinator Name** (print):_____ **Phone Number: 480-312-_____** **Coordinator e-mail:** _____@scottsdaleaz.gov **Date:_____** **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 needs 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, 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:

http://www.scottsdaleaz.gov/planning-development/forms

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

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Development Application Process
Enhanced Application Review
Development Review (MP)
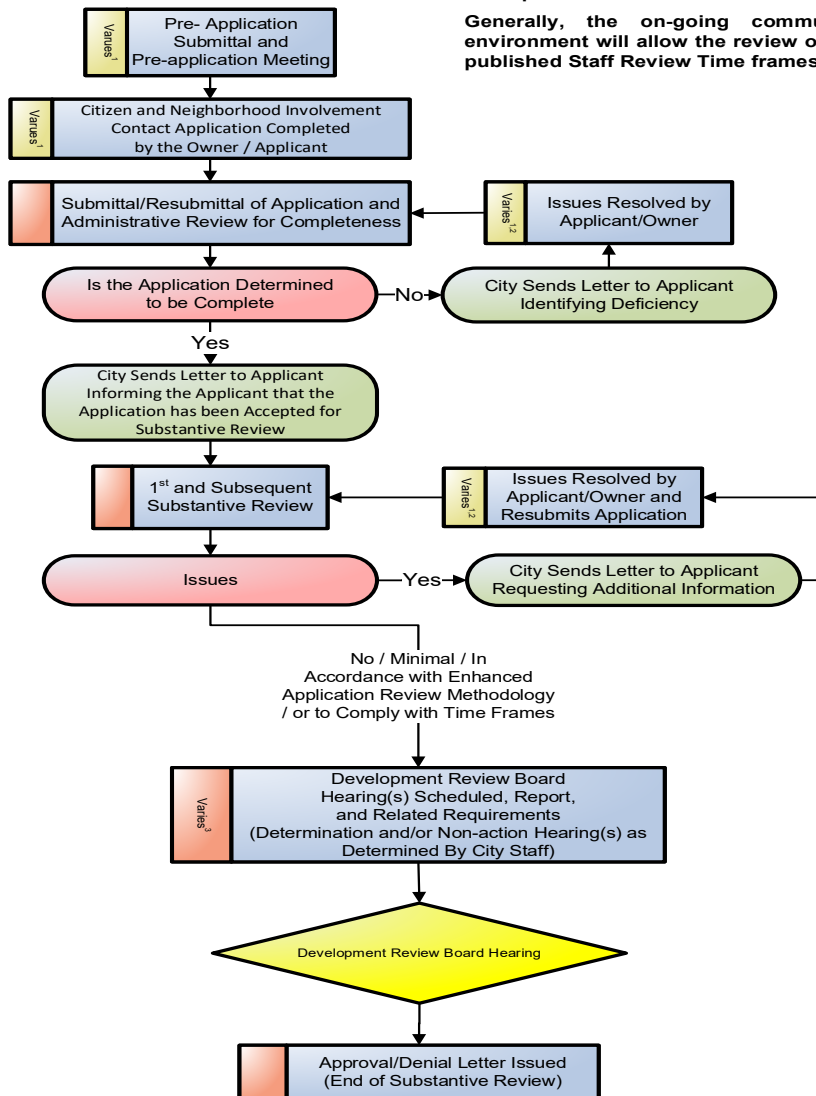
CITY OF SCOTTSDALE

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.

Flowchart:

- Varies[1] — Pre-Application Submittal and Pre-application Meeting
- Varies[1] — Citizen and Neighborhood Involvement Contact Application Completed by the Owner / Applicant
- Submittal/Resubmittal of Application and Administrative Review for Completeness ← Varies[1,2] Issues Resolved by Applicant/Owner
- Is the Application Determined to be Complete — No → City Sends Letter to Applicant Identifying Deficiency
- Yes ↓
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- 1st and Subsequent Substantive Review ← Varies[1,2] Issues Resolved by Applicant/Owner and Resubmits Application
- Issues — Yes → City Sends Letter to Applicant Requesting Additional Information
- No / Minimal / In Accordance with Enhanced Application Review Methodology / or to Comply with Time Frames
- Varies[3] — Development Review Board Hearing(s) Scheduled, Report, and Related Requirements (Determination and/or Non-action Hearing(s) as Determined By City Staff)
- Development Review Board Hearing
- Approval/Denial Letter Issued (End of Substantive Review)

Note:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date 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	Substative Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame[2,3,4]	Time Frames Vary[3]	Letter Issued

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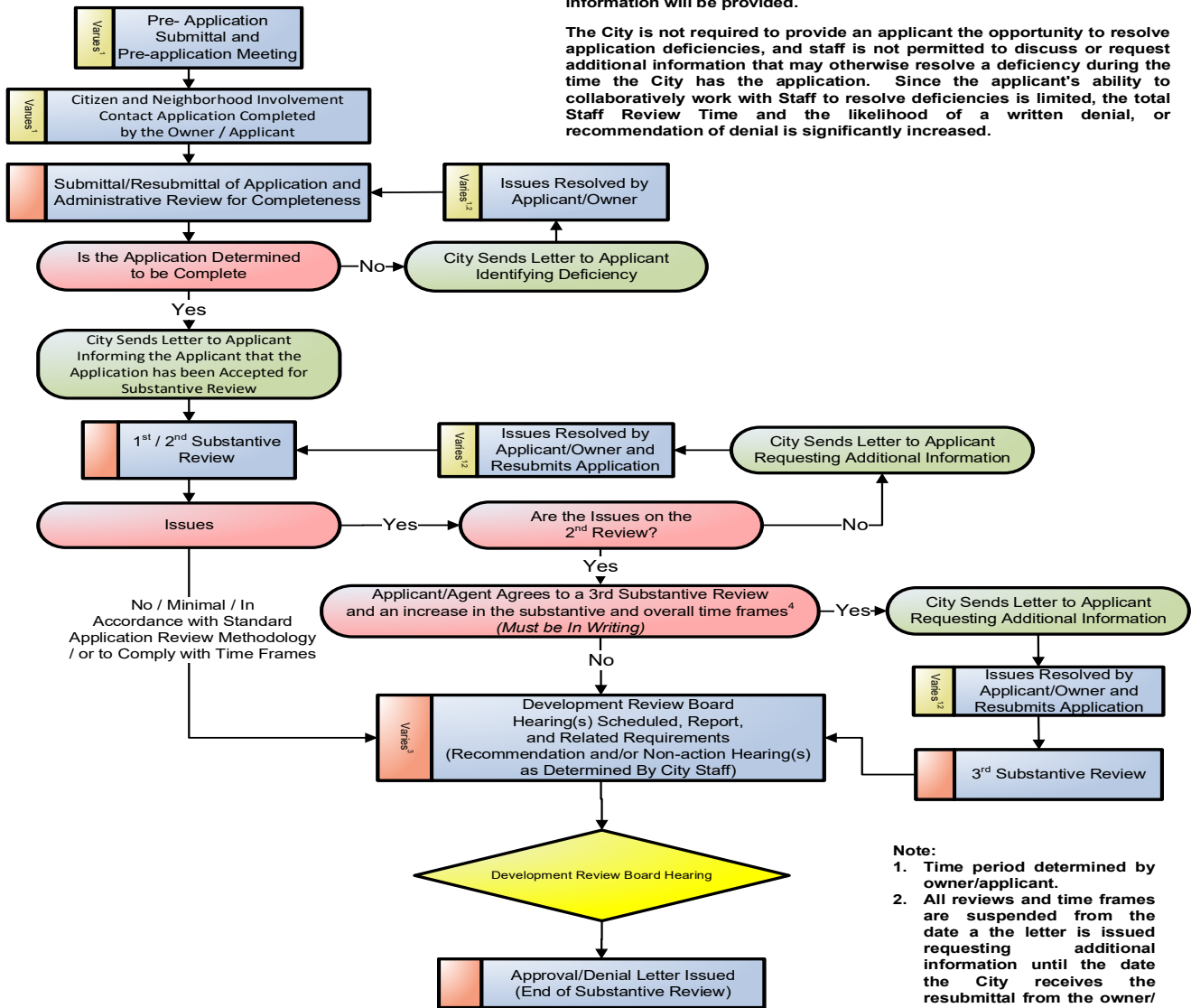
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Standard Application Review Methodology:

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

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

Flowchart:

- Pre-Application Submittal and Pre-application Meeting (Varies[1])
- Citizen and Neighborhood Involvement Contact Application Completed by the Owner / Applicant (Varies[1])
- Submittal/Resubmittal of Application and Administrative Review for Completeness
  - Issues Resolved by Applicant/Owner (Varies[12])
- Is the Application Determined to be Complete
  - No → City Sends Letter to Applicant Identifying Deficiency → Issues Resolved by Applicant/Owner
  - Yes → City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- 1st / 2nd Substantive Review
  - Issues Resolved by Applicant/Owner and Resubmits Application (Varies[12]) ← City Sends Letter to Applicant Requesting Additional Information
- Issues
  - No / Minimal / In Accordance with Standard Application Review Methodology / or to Comply with Time Frames → Development Review Board Hearing(s)...
  - Yes → Are the Issues on the 2nd Review?
    - No → City Sends Letter to Applicant Requesting Additional Information
    - Yes → Applicant/Agent Agrees to a 3rd Substantive Review and an increase in the substantive and overall time frames[4] (Must be In Writing)
      - Yes → City Sends Letter to Applicant Requesting Additional Information → Issues Resolved by Applicant/Owner and Resubmits Application (Varies[12]) → 3rd Substantive Review → Development Review Board Hearing(s)
      - No → Development Review Board Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined By City Staff) (Varies[3])
- Development Review Board Hearing
- Approval/Denial Letter Issued (End of Substantive Review)

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	Substative Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame[2,3,4]	Time Frames Vary[3]	Letter Issued

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Public Participation
- MP

Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

[X] **Step 1: Complete Neighborhood Involvement Outreach**

Hold a minimum of 1 Open House Meeting prior to formal application submittal
- Send open house invite via 1st Class Letter to property owners & HOAs within 750', to the city's interested parties list, and to the city project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Applicant and city contact names, phone numbers, and e-mail addresses
  - Scheduled open house(s) - including time, date, and location
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the project coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holidays, weekends, and working hours
- Maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to ensure public participation

- OR -

Complete Neighborhood Notification Outreach
- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the city's standard interested parties list, and to the city project coordinator at least 10 calendar days prior to formal application submittal (include the following information):
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of Acres of project, Square Footage of Lot)
  - Zoning
  - Conceptual site plan/elevations
  - Applicant and city contact names and phone numbers

[X] **Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

Public Participation
- MP

Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

City will post public hearing sign notices and provide other public notification

- Mailing out postcards to property owners within 750 feet
- Posting case information on the city website
- Posting on social media
- Sending to e-mail subscribers