



Infill Incentive District Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

PART I -- GENERAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Infill Initiative District Checklist (this checklist)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form (<i>form provided</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Infill Initiative Fee \$ _____ (Minor Amendment as defined by the Infill Incentive Plan is the same fee as the Non-residential Rezoning Fee; Major Amendment as defined by the Infill Incentive Plan and an associated Rezoning Case is one fee for both applications, the fee is the same as the rezoning PBD fee; applications for the request of fee waivers and/or expedited case and plan review, is the same fee for Hardship Exemptions fee (Note. Depending on the applications for Fee Waivers and/or expedited case and plan review, additional fee may be charged. (All fee subject to change every July).
		4. Proposition 207 information handout (sample agreement provided with this application form). <i>This is for informational proposes. The actual Proposition 207 agreement and refusal information will be provided after by the Project Coordinator after the Planning Commission hearing.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter Of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Policy for Appeal of Required Dedications or Exactions (copy provided to applicant)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Current Title Report (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"/>	9. Legal Description: (if not provided in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	10. Draft Development Agreement (if applicable) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies <p style="margin-left: 40px;"><i>Must adhere to the Maricopa County Recorder requirements</i></p>

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11. Citizen Review Process Requirements: (form provided)

- Provide one copy of the Citizen Review Plan
- Provide one copy of the Citizen Review Report
- If modifications to an application is require additional notification as determined by the Zoning Administrator, or designee, provide one copy of the Citizen Review Report addendum.

12. Site Posting Requirements (decal provided) and

- Affidavit of Posting for Project Under Consideration
(Affidavit must be turned in no later than 14 days after application submittal)
- Affidavit of Posting for Public Hearing
(Affidavit must be turned in 20 days prior to P.C. hearing)

13. School District Notification – map provided (see Community Input Certification form)

Required for all application that include residential uses.

14. Existing Conditions Photo Exhibit: Mounted or Printed on 8-1/2"x11" Paper (Printed digital photos are OK)

- Photos mounted on cardboard, foam board, particleboard, poster board or other material **will not** be accepted.
- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
- Provide **1 color** original set and **1 - 8-1/2" x 11"**

15. Archaeological Resources (information sheets provided)

- Certificate of No Effect / Approval Application Form (provided)
- Archaeology Survey and Report - **3** copies
- Archaeology 'Records Check' Report Only - **3** copies
- Copies of Previous Archeological Research - **1** copy

16. 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**)

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PART II -- REQUIRED PLANS & RELATED DATA

All Graphics And Plans Shall Be To Scale And Dimensioned.

1. Development Plan

Req'd	Rec'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Project Narrative (form provided, or on 8 ½" x 11")</p> <p>The project narrative shall address the applicable:</p> <ul style="list-style-type: none"> • goals and policies/approaches of the general plan; • goals and polices of the Downtown Plan; • goal and objectives of the Downtown Infill Incentive Plan; • architectural character, including environmental response, design principles, site development character, and landscape character; and • applicable ordinance findings; • separate justification(s) for each requested modifications to regulations and standards; and • corresponding public benefits. (Please review the Downtown Plan, Policy LU 4.5, and the Downtown Taskforce Final report.) <p>The goals, approaches, policies, objectives, city design principles, applicable ordinance findings, and justifications shall be separately addressed within the discussion of the project narrative.</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies <p><i>All Planned Block Development Overlay please ensure and include the required information of Section 5.3082 et al. of the Zoning Ordinance.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Historic Property (existing or potential historic property)</p> <p>Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Legislative draft of the proposed amended development standards</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 2 copies <p><i>Must adhere to the Maricopa County Recorder requirements</i></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>A dimensioned plan indicating the proposed boundaries of the application</p> <ul style="list-style-type: none"> • 11" x 17" – 1 color copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital - 1 copy (See Digital Submittal Plan Requirements)

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Context Aerial with the proposed Site Plan 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>_____ 500 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ 1 mile radius from site</p> <p>_____ Other: _____</p> <ul style="list-style-type: none"> • Show the proposed site plan in relation to surrounding development including the following: • Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls); • Label surrounding zoning and land uses; • Streets including sidewalks, and any surrounding driveways or intersections; • Show bike paths and trails; and • Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Site Plan:</p> <p>(Include all existing or approved site plan improvements within 100+ feet of the site, and a land use budget tabulation, showing the location of development components, the intensity of development, residential density, parking, open space, etc. (see attached Plan and Report Requirements))</p> <ul style="list-style-type: none"> • 24" x 36" – 16 copies, FOLDED • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital - 1 copy (See Digital Submittal Plan Requirements)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Open Space Plan (Site Plan Worksheet)</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copies, FOLDED • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Pedestrian and Vehicular Circulation</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copies, FOLDED • 11" x 17" – 1 copy (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Master Thematic Architectural Character Plan</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Conceptual Elevations</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copies, FOLDED • 11" x 17" – 1 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Perspectives</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)
<input type="checkbox"/>	<input type="checkbox"/>	<p>Solar Analysis</p> <p>The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.</p> <p><i>Required for all Planned Block Development Overlay applications and developments over 48 feet.</i></p> <ul style="list-style-type: none"> • 11" x 17" – 1 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)

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	<input type="checkbox"/>	<input type="checkbox"/>	<p>Three-dimensional Building Massing Model</p> <p>Scaled model indicating building masses on the site plan and the mass of any building within 750 feet (or other distance as required by the Project Coordinator).</p> <p>_____ Physical Model (To be provided one week prior to a public hearing.)</p> <p>_____ Electronic Model (The electronic model shall be a computer generated Sketch-up[®] model or other electronic modeling media acceptable to the Current Planning Services department.)</p> <ul style="list-style-type: none"> • 11" x 17" – 1 copies (quality suitable for reproduction) • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements) <p><i>A three-dimensional building massing model is required for all Planned Block Development Overlay applications.</i></p>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cultural Improvements Component</p> <p>_____ Conceptual design</p> <p>_____ Narrative explanation of the methodology to comply with the requirement/contribution.</p> <ul style="list-style-type: none"> • 8 ½" x 11" – 1 copies <p><i>The Cultural improvements component for all Planned Block Development Overlay applications.</i></p>
	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any additional information as may be required by the Zoning Administrator, or designee, such as:</p>
			<ul style="list-style-type: none"> <input type="checkbox"/> A View Shed Analysis Plan <input type="checkbox"/> A Site Sections through the development and property <input type="checkbox"/> A Hardscape Plan <input type="checkbox"/> A Landscape Plan <input type="checkbox"/> A Lighting Plan <input type="checkbox"/> A Signage Plan <input type="checkbox"/> Other Plan(s) _____ _____ _____ _____ <p>For each of the require plans above, the following shall be provided:</p> <ul style="list-style-type: none"> • 24" x 36" – 1 copies, FOLDED • 8 ½" x 11" – 1 color copies (quality suitable for reproduction) • Digital – 1 copy (See Digital Submittal Plan Requirements)

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17. Development Plan Booklets

The *separate* Development Plan Booklets shall include all information indicated above under the Development Plan requirements clipped together separately. The Development Plan Booklets shall not be bounded.

- 11" x 17" – 2 copy (quality suitable for reproduction)
- 8 ½" x 11" – 1 color copy (quality suitable for reproduction)
- 8 ½" x 11" – 3 color copy on archival (acid free paper) (To be submitted after the Planning Commission hearing.)
- Digital – 1 copy (See Digital Submittal Plan Requirements)

18. Elevations Worksheet(s) (Required for all Downtown applications):

- 24" x 36" – 1 copy FOLDED
- Digital – 1 copy (See Digital Submittal Plan Requirements)

19. Roof Plan Worksheet (Required for all Downtown applications):

- 24" x 36" – 1 copy **FOLDED**
- Digital – 1 copy (See Digital Submittal Plan Requirements)

20. Floor Plans

- 24" x 36" – 1 copy **FOLDED**
- 11" x 17" - 1 copy (quality suitable for reproduction)

21. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments):

- 24" x 36" – 1 copy **FOLDED**
- Digital – 1 copy (See Digital Submittal Plan Requirements)

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22. Water Study - Basis of Design Report

- 8-1/2" x 11" - 3 copies

23. Waste Water Study - Basis of Design Report

- 8-1/2" x 11" - 3 copies

24. Drainage Report

See the City's Design Standards & Policies Manual 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/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.

- Demonstrate compliance with Army Corp. of Engineers with 404 compliance
- Demonstrate compliance with National Pollutant Discharge Elimination Systems (NPES)
- 8-1/2" x 11" - 2 copies of the Drainage Report including full size plans/maps in pockets
- Digital- 1 copy (See Digital Submittal Plan Requirements)

Planning & Development Services will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.

Part III. Additional Requirements

1. Results of Alta Survey (42" x 36") FOLDED

- 1 copy, shall not be more than 30 days old

2. Topography Map: (include 2'-0" minimum contours except where slopes exceed 15%)

- 24" x 36" 1 – copy **FOLDED**
- 11" x 17" 1 – copy

3. Site Cross Sections

Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager)

- 24" x 36" 1 – copy **FOLDED**
- 8-1/2" x 11"- 1 copy (quality suitable for reproduction)

4. _____ Transportation Impact & Mitigation Analysis (TIMA): Contact the TIMA Coordinator, _____ at _____, for TIMA Requirements.

Name

Phone

At time of submittal, provide letter from the TIMA coordinator.

_____ Trip Generation Analysis- 3 copies

_____ Traffic Impact Study- 3 copies

_____ Traffic Evaluation- 3 copies (for Bars, Live Entertainment)

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5. **Parking Study** (refer to guidelines)
- 3 – copies (required for reduction of Ordinance requirements)
-

6. **Parking Master Plan**
- 3 – copies (required for reduction of Ordinance requirements)

7. **Native Plant Submittal:** identifying significant concentrations on vegetation
- 24" x 36" 1 – copy **FOLDED** (aerial with site plan overlay to show spatial relationships of existing protected plants to proposed development)
 - **See Sec. 7.504** of the Zoning Ordinance for specific submittal requirements.

8. **Phasing Plans** showing the proposed infrastructures and access to each phase of the development.
- 24" x 36" 1 – copy **FOLDED**

9. **Other** _____

10. **Submit all items pursuant to the Submittal Instructions provided.**

11. **An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call 312-7000.**

Coordinator Signature *(required prior to submittal)*

Date

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