



Rezoning 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. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form (<i>form provided</i>) <ul style="list-style-type: none"> • Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Proposition 207 information handout (sample agreement provided).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Zoning Application Fee \$_____ (subject to change every July)
<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. Citizen Review Process Requirements: (<i>form provided</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Current Title Report (<i>requirements form provided</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 type="checkbox"/>	8. Legal Description: (if not provided in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Site Location Map: <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Assessor's Map: (obtain from Records) identifying parcel(s); project location is to be <u>clearly marked</u> <ul style="list-style-type: none"> • 8-1/2" x 11" – 2 copies

Planning, Neighborhood & Transportation Division

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

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- 24" x 36"- **FOLDED-2** color copies
- 11" x 17" – **1** color copy

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:

_____ 750 feet
 _____ 1/4 mile radius from site
 _____ 1 mile radius from site
 _____ Other:

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).

Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

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

- Photos mounted on cardboard, foamboard, particleboard, posterboard 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"**

 13. Project Narrative (form provided) **14. Draft Development Agreement** (if applicable)**15. Proposed Amended Development Standards** (see provided sample)

should meet Maricopa County recording requirements

_____ **Proposed amended development standards justification** (provided)

 16. School District Notification – map provided (see Community Input Certification form) **17. 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**)**Planning, Neighborhood & Transportation Division**

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18. Policy for Appeal of Required Dedications or Exactions (copy provided to applicant)

- 19. 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

20. Historic Property (existing or potential historic property)
Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

- 21. 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)

PART II -- REQUIRED PLANS & RELATED DATA*All Graphics And Plans Shall Be To Scale And Dimensioned.*

- 1. Site Plan:** (include all existing or approved site plan data on all adjacent property within 100+ feet of the site- see attached Plan and Report Requirements)
- 24" x 36" -12 copies, **FOLDED**
 - 11" x 17" - **1** copy (quality suitable for reproduction)
 - Digital -1 copy (See Digital Submittal Plan Requirements)

2. Project Data Sheet (form provided)

- 3. Site Plan Worksheet** including calculations (sample provided)
- 24" x 36" – **1** copy **FOLDED**

- 4. Conceptual Elevations:**
- 24" x 36" – **1** color copy **FOLDED**
 - 11" x 17" – **1** color copy
 - Digital – 1 copy (See Digital Submittal Plan Requirements)

- 5. Conceptual Landscaping Plan:**
- 24" x 36" – **1** copy **FOLDED**
 - 11" x 17" – **1** copy

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

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- 7. Floor Plan Worksheet** including calculations
 - 24" x 36" – 1 copy **FOLDED**
 - Digital -1 copy (See Digital Submittal Plan Requirements)

- 8. 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.

- 9. Water Sampling Station**
 - Show location of sample stations on the preliminary plat.
 - Fax 8- 1/2 " x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller- Fax: 480-312-5615, Phone: 480-312-5016

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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<input type="checkbox"/>	<input type="checkbox"/>	5. Parking Analysis <ul style="list-style-type: none"> • 3 – copies (required for reduction of Ordinance requirements)
<input type="checkbox"/>	<input type="checkbox"/>	6. Parking Master Plan <ul style="list-style-type: none"> • 3 – copies (required for reduction of Ordinance requirements)
<input type="checkbox"/>	<input type="checkbox"/>	7. Native Plant Submittal: identifying significant concentrations on vegetation <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<input type="checkbox"/>	8. Phasing Plans showing the proposed infrastructures and access to each phase of the development. <ul style="list-style-type: none"> • 24" x 36" 1 – copy FOLDED
<input type="checkbox"/>	<input type="checkbox"/>	9. PRD Addendum (refer to Zoning Ordinance) – 2 copies (see sec. 6.204)
<input type="checkbox"/>	<input type="checkbox"/>	10. PCD Addendum (refer to Zoning Ordinance) – 2 copies (see sec. 5.2100)
<input type="checkbox"/>	<input type="checkbox"/>	11. PBD Addendum (refer to Zoning Ordinance) – 2 copies (see sec. 5.3061)
<input type="checkbox"/>	<input type="checkbox"/>	12. ESL Addendum (refer to Zoning Ordinance) – 2 copies (see sec. 6.1010)
<input type="checkbox"/>	<input type="checkbox"/>	13. Preliminary Art Plan & Schematic Design showing location, type and scale of artwork (Required of Downtown Planned Block Developments)
<input type="checkbox"/>	<input type="checkbox"/>	14. Other _____
<input checked="" type="checkbox"/>		16. Submit all items pursuant to the Submittal Instructions provided.
<input checked="" type="checkbox"/>		17. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____ -PA- _____.
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"> <p>Coordinator Signature</p> </div> <div style="width: 45%; border-top: 1px solid black; margin-top: 10px;"> <p>Date</p> </div> </div> <p>This application needs a: <input type="checkbox"/> New Project Number or <input type="checkbox"/> Old Project Number: _____</p>		
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