



Development Review Board

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 items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Board Application Checklist (<i>this form</i>)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee – \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Project Application form (<i>form provided</i>)
<input type="checkbox"/>	<input type="checkbox"/>	4. Copy of Liquor License Application (for all Bars / Restaurants)
<input type="checkbox"/>	<input type="checkbox"/>	5. Affidavit of Authority to Act for Property Owner or letter of authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Project Narrative (<i>form provided</i>) Describe site and building design
<input type="checkbox"/>	<input type="checkbox"/>	7. Current Title Report (<i>requirements form provided</i>) – Issue date shall be no older than 30 days <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy • Include complete Schedule A and Schedule B.
<input type="checkbox"/>	<input type="checkbox"/>	8. Legal Description (if not included in Title Report) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 Written Legal Description and 1 Graphic
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Provide A Combined Context Aerial And Context Site Plan: <ul style="list-style-type: none"> • 24" x 36" – 1 FOLDED color copy • 11" x 17" – 1 color copy <p>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 for a radius from the site of:</p> <p style="text-align: center;">_____ 750 feet</p> <p style="text-align: center;">_____ other</p> <p style="text-align: center;"><i>(continued on the next page)</i></p>

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DRB Application Checklist

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, in white letters
- Streets, including sidewalks and any surrounding driveways or intersections
- Bike paths and trails
- 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).

- 10. Existing Conditions Photo Exhibit and Index for Inclusion in DRB Packets (12 sets)**
- Color copies are required (printed digital photos are OK)
 - Photos must be numbered; you may place up to four (4) photos per page
 - Page size must be 8-1/2" x 11"
 - Provide **12** sets of photos with index graphic at time of submittal
 - An index graphic showing the required photo locations and numbers must be attached as the 1st page of the photo exhibit on each of the 12 sets
 - Show all existing buildings on site
 - We will not accept photos mounted on cardboard, foamboard, particleboard, posterboard, or other materials
 - **1 or 2** photos of the existing condition of the site and representative photos of the architecture

- 11. Location Map:** Provide a map, drawn to scale, showing the location of the site in relation to arterial & intersecting streets and indicating the zoning of the site and adjacent properties.
- 8-1/2" x 11" – 1 copy

- 12. Policy on Appeals Of Dedications, Exactions, Or Zoning Regulations** (*form provided*): This document must be signed and dated by the property owner

- 13. Design Guidelines** (*provided to applicant*)

- 14. Archaeological Resources** (*information sheets provided*):
- Certificate of No Effect / Approval Application Form (*provided*)
 - Archaeology Survey and Report – 2 copies
 - Archaeology 'Records Check' Report Only – 2 copies
 - Copies of Previous Archeological Research – 1 copy
 - Map(s)/Narrative for any archaeological resources within a Master Planned Development or larger project – 1 copy

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

- 16. Scottsdale Airport Vicinity Development Checklist** – Your property is located within a 20,000 foot radius of the runway of the Scottsdale Municipal Airport (*information packet provided*)
- Airport Data Page
 - Aviation Fuel Dispensing Installation Approval form
 - Heliport (requires a Conditional Use Permit)

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17. Neighborhood Notification Checklist (see provided packet for requirements)

18. Purchase Agreement "In Lieu Parking Credits" (form provided)

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

- 1. Site Plan:** See provided Plan and Report Requirements
- 24" x 36" – **12 FOLDED** copies
 - 11" x 17" – **1** copy
 - Digital – **1** copy (See Digital Submittal Plan Requirements)
 - 8-1/2" x 11" – **1** copy

2. Project Data Sheet (form provided)

- 3. Site Plan Worksheet** including calculations (sample attached)
- 24" x 36" – **1 FOLDED** copy
 - Digital – **1** copy (See Digital Submittal Plan Requirements)

- 4. Site Cross Sections:** Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by the Project Coordinator):
- 24" x 36" – **1 FOLDED** copy
 - 11" x 17" – **1** copy
 - 8-1/2" x 11" – **1** copy

- 5. Phasing Plans** showing the proposed infrastructures and access to each phase of the development.
- 24" x 36" – **1 FOLDED** copy
 - 11" x 17" – **1** copy
 - 8-1/2" x 11" – **1** copy

- 6. Typical Lot Layout** for all lot types - i.e. corner, interior, flag, pie, etc.:
- 8 1/2" x 11" – **1** copy (quality suitable for reproduction)

- 7. Preliminary Art Plan & Schematic Design** showing location, type and scale of artwork (Required of Downtown Planned Block Developments)

PART III – ARCHITECTURAL PLANS & RELATED REQUIREMENTS*All Graphics And Plans Shall Be To Scale And Dimensioned*

- 1. Elevations:** Show all sides of all building(s) and indicate building heights & label all materials and colors on plans.
- 24" x 36" – **2 FOLDED** color copies (photo quality paper is not allowed)
 - 11" x 17" – **1** color copy
 - Digital – **1** copy (See Digital Submittal Plan Requirements)
 - 8-1/2" x 11" – **1** color copy

- 2. Streetscape Elevation(s):** Include landscaping and site walls
- 24" x 36" – **1 FOLDED** copy
 - 11" x 17" – **1** copy
 - 8-1/2" x 11" – **1** copy

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- 3. Perspective Drawing:**
 - 24" x 36" – 1 **FOLDED** color copy
 - 11" x 17" – 1 color copy
 - 8-1/2" x 11" – 1 color copy

NOTE: Applicants may bring additional mounted copies to presentations if desired.

- 4. Floor Plans:**
 - 24" x 36" – 1 **FOLDED** copy
 - 11" x 17" – 1 copy
 - Digital – 1 copy (See Digital Submittal Plan Requirements)
 - 8-1/2" x 11" – 1 copy

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

- 6. Wall Details & Entry Feature:**
 - 24" x 36" – 1 **FOLDED** copy
 - 11" x 17" – 1 copy
 - 8-1/2" x 11" – 1 copy

- 7. Corporate Image Features**

- 8. Sign Details:**
 - 24" x 36" – 1 **FOLDED** copy
 - 11" x 17" – 1 copy
 - 8-1/2" x 11" – 1 copy

PART IV – SITE & BUILDING-MOUNTED LIGHTING REQUIREMENTS

- 1. Photometric Analysis** with horizontal foot candle diagram
 - 24" x 36" – 1 **FOLDED** copy

- 2. Lighting Site Plan**, include landscape lighting, exterior building lighting and all other exterior lighting
 - 24" x 36" – 1 **FOLDED** copy

- 3. Manufacturer Cut Sheets of All Proposed Lighting Submitted on Full Size 24" x 36" Sheets**

- 4. Other:** _____

PART V – ENGINEERING REPORTS & RELATED REQUIREMENTS

- 1. Results of Alta Survey:**
 - 24" x 36" – 1 **FOLDED** copy no older than 30 days, may submit with boundary survey

- 2. Topography Map:** (include 2'-0" minimum contours except where slopes exceed 15%)
 - 24" x 36" – 1 **FOLDED** copy
 - 11" x 17" – 1 copy
 - 8-1/2" x 11" – 1 Copy

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- 3. Drainage Report:** See Sec. 4.700 of the City's Design Standards & Policies Manual for specific submittal and content 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, 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 404 requirements
 - 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)
- Current Planning will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.**

- 4. Traffic Impact Mitigation Analysis (TIMA):**
- 3 copies

- 5. Trip Generation Comparison:**
- 2 copies

- 6. Parking Study / Analysis:** *(required for reduction of ordinance requirements)*
- 2 copies

- 7. Cross Section Detail:** (no vertical exaggeration)
- 24" x 36" – 1 **FOLDED** copy
 - 11" x 17" – 1 copy
 - 8-1/2" x 11" – 2 copies (quality suitable for reproduction)

- 8. Water Study** (basis of design report) – 3 copies
- To be submitted for distribution to Water Resources

- 9. Waste Water Study** (basis of design report) – 3 copies
- To be submitted for distribution to Water Resources

- 10. Letter Of Approval For Fountains Or Water Features** from the Water Conservation Office – Contact Elisa Klien at 480-312-5670

PART VI – ENVIRONMENTAL & LANDSCAPING DATA REQUIREMENTS

***** Note: Each Item Indicated Below Requires The Following Number Of Copies:**

- 24" x 36" – 2 **FOLDED** copies: 1 color and 1 black & white
- 11" x 17" – 1 color copy
- 8-1/2" x 11" – 1 color copy

- 1. Conceptual Landscape Plan & Materials List** (See Section 10.200.A of the Zoning Ordinance)
- Landscape plans must include a calculations of the area of landscaping not on the approved ADWR list of low water plants as well as the amount of turf provided.
 - Show any water features per City Code requirements Section 49-241 through section 49-247.

- 2. Native Plant Submittal:** Aerial with site plan overlay to show spatial relationships of all protected native plants to the proposed development. Coordinator may request a full or partial Native Plant submittal as specified in See Sec. 7.504 of the Zoning Ordinance.

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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Revegetation Site Plan & Techniques |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Topography with Site Plan Superimposed |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Slope Analysis (superimposed on a topography map) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Cuts & Fills Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Composite Factors Map |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Unstable Slopes / Boulders Rolling Map |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Bedrock & Soils Map |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Natural Area Open Space (NAOS) Analysis Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Scenic or Vista Corridor Plan (include typical cross section details & concept narrative) |

PART VII – SAMPLES & MODELS

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Exterior Building Color & Material Samples: <ul style="list-style-type: none"> • 1 sample of each material used, 2”x 2” maximum size, mounted on 8-1/2” x 11” or 11” x 17” board. Clearly label each sample for: Color (i.e. Frazee #5555 Bright Blue) Finish (i.e. Bronze Anodized Aluminum for windows and doors) • Glass sample 3” x 3” and identify reflectivity • Material (i.e. split face CMU, Stucco 3” x 3”) • Layout colors in the proportions to be used on the building/structure • Include an elevation of one side of the building • Photo of the material board |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Color Drawdowns: <ul style="list-style-type: none"> • Provide 1 5” x 7” minimum color sheet for each color and label with material type and colors (manufacturer, color name & number) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. 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). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Detailed Model: Scale to be specified by the Project Coordinator |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. OTHER: _____ |

PART VIII – APPLICATION SUBMITTAL

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Compile and group all items pursuant to the DRB Submittal Instructions. (provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Schedule an appointment to submit your application. Please call 480-312-7000 to request your submittal meeting with a Planning Specialist using the pre-app number listed above. |

Coordinator Signature_____
DateThis application needs a: New Project Number or Old Project Number: _____**Planning, Neighborhood & Transportation Division**

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