



Development Review Board Submittal Instructions

All Documents **MUST** be submitted:

- In a 8 ½" x 11" Three Ring Binder
- File using the below tabs/dividers
- **Full Size (24 x 36) plans are NOT to be hole-punched or in binder**
- 8 ½" x 11" elevations, site plans, etc. (see application checklist) need to be filed under Graphics
- 11" x 17" elevations, site plans, etc. (see application checklist) need to be folded and filed in back of binder

Not all information listed on this sheet is required at time of submittal, see application checklist for required items needed at time of submittal.

Call 480-312-7000 to pick-up submittal tabs or use your own tabs using the below tabs as reference.

Tabs to include:

Graphics Samples Corres/Legal Application Miscellaneous Grading

GRAPHICS (8.5x11, 11x17s hole-punch & file under graphics, 24 x 36 are NOT hole-punched)

Existing Conditions Photo Exhibit And Index Of Photos

Location Map

8-1/2" x 11" -1 copy

Provide a Combined Context Aerial And Context Site Plan

- 24" x 36"- FOLDED
- 11" x 17"- 1 Color Copy

Site Plan

- 24" x 36" –16 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Site Plan Worksheet

24" x 36" -1 FOLDED

Site Cross Sections

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8-1/2" x 11"-1 Copy

Phasing Plans

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8-1/2" x 11"-1 Copy

Typical Lot Layout

- 8 ½" x 11" – 1 Copy

Elevations

- 24" x 36" –2 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Streetscape Elevation(s)

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 COPY
- 8-1/2" x 11" – 1 Copy



Development Review Board Submittal Instructions

Perspective Drawing

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Floor Plans

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Floor Plan Worksheet

- 24" x 36" –1 FOLDED

Wall Details & Entry Feature

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Corporate Image Features

Sign Details

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 1 Copy

Photometric Analysis

- 24" x 36" –1 FOLDED

Lighting Site Plan

- 24" x 36" –1 FOLDED

Cross Section Detail

- 24" x 36" –1 FOLDED
- 11" x 17"- 1 Copy
- 8 ½" x 11" – 2 Copy

Manufacturer Cut Sheets Of All Proposed Lighting Results Of Alta Survey

- 24" x 36" –FOLDED

Conceptual Landscape Plan & Materials List

Native Plant Submittal

Revegetation Site Plan & Techniques

Topography/Aerial Overlay With Site Plan Superimposed

Preliminary Art Plan & Schematic Design (if applicable)

Slope Analysis Superimposed on Topography Map

Cuts & Fills Site Plan



Development Review Board Submittal Instructions

Composite Factors Map
Unstable Slopes/Boulders Rolling Map
Bedrock & Soils Map
Natural Area Open Space (NAOS) Analysis Plan
Vista Corridor Plan
Scenic Corridor Plan

SAMPLES

Exterior Building Color & Material Samples
Color Draw downs

CORRES/LEGAL

Letter Of Authorization of Affidavit
Current Title Report
Legal Description
Policy Or Appeals Of Required Dedications And/Or Exactions (form provided)
Neighborhood Involvement
Purchase Agreement "In Lieu Parking Credits"

APPLICATION

Development Review Application Checklist
Completed Application Form
Copy Of Liquor License Application
Project Narrative
Project Data Sheet (form provided)

MISCELLANEOUS (if bounded, leave out of binder)

Abbreviated Water & Sewer Need Report
Archaeological Resources (information sheets provided)
Historic Property: (existing or potential historic property)
Completed Airport Vicinity Development Checklist
Traffic Impact Study- 3 Copies
Parking Study- 2 Copies
Trip Generation Comparison- 2 Copies
Parking Master Plan- 2 Copies
Water Study – 3 Copies
Waste Water Study- 3 Copies
Letter Of Approval For Fountains Or Water Features

GRADING

Drainage Report- 3 Copies
Stormwater Waiver Application
Massing Model
Detailed Model