



TENANT IMPROVEMENT PLANNING REVIEW CHECKLIST

The following information may be utilized as a guide for planning approval, and shall not be considered a complete list of required information. Since each development/project is different, the City of Scottsdale reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances, and approvals. **4 complete set are required for submittal.**

TENANT IMPROVEMENT CONFORMANCE WITH THE ZONING ORDINANCE

- A tenant improvement (T.I.) shall address all Zoning Ordinance and related approvals.

TENANT IMPROVEMENT PROJECT INFORMATION

- The tenant improvement plan cover sheet shall include the information indicated with an “☒”:
 - ☒ Project name
 - ☒ Parcel address
 - ☒ Vicinity map
 - ☒ All applicable case (CDS plan check) numbers shall be provided along the right border or bottom right hand corner. A 1/4-inch minimum lettering is required on all sheets
 - ☒ Name, address, telephone number, email, fax number, design professionals (architect, civil engineer, etc.), and owner
 - ☒ All font shall be 12 point
 - ☐ Other

TENANT IMPROVEMENT PROJECT DATA

- The tenant improvement plan cover sheet shall include the following information indicated with an “☒”. Requirements may vary depending on zoning district and project/development:
 - ☒ Zoning
 - ☒ Tenant use
 - ☒ Parking required for T.I. based on the Zoning Ordinance.
 - ☒ Total number of standard parking stalls, required and provided, for the entire complex. Compact stalls are not to be included in the provided number since the Zoning Ordinance does not recognize them (show calculations). (See the attached parking analysis and projection form for required information)
 - ☒ Total number of accessible stalls required and provided (standard and van). (Show calculations)
 - ☒ Total number of bike racks required and parking provided (show calculations).
 - ☒ All tenant improvements require a complete parking analysis (e.g. all retail centers/complexes, mixed-use office complexes, mixed use industrial centers/complexes), based on the Zoning Ordinance, to verify parking requirements. (See the attached parking analysis and projection form for required information.)
 - ☐ Restaurants and bars are required to submit a separate floor plan work sheet indicating the square feet of the public floor area, bar area, and the kitchen area. See the Zoning Ordinance definitions to see how these areas are defined. The floor plans shall also identify each area’s use (kitchen, rest room, bar, server station, etc.).
 - ☐ Other

TENANT IMPROVEMENT REQUIRED NOTES

- The following notes shall be provided on the cover sheet:
 - ☐ All signs require separate permits and approvals.
 - ☐ No exterior vending or display shall be allowed.
 - ☐ All exterior mechanical, utility, and communication equipment shall be screened, to the height of the tallest unit, by a parapet or screen wall that matches the architectural color and architectural finish of the building. Ground-mounted mechanical, utility, and communication equipment shall be screened by a

screen wall that matches the architectural color and architectural finish of the building, which is a minimum of 1'-0" higher than the highest point of tallest unit. (A detail is also required)

or

- ❑ There shall be no roof-mounted or ground-mounted mechanical, utility, and communication equipment installed or permitted with this approval.
- ❑ All equipment, utilities, or other appurtenances attached to the building shall be an integral part of the building design in terms of form, color, and texture.

NEW ROOF-MOUNTED MECHANICAL, UTILITY, AND COMMUNICATION EQUIPMENT

- When installing new or replacing existing roof-mounted mechanical, utility, and communication equipment with a tenant improvement, details shall be provided indicating that the unit is screened by the existing parapet or a screen wall. (The dimensions of the unit and parapet shall be provided.) If a new screen wall is provided, note that the architectural color and architectural material finish shall match the building, and overall dimension shall be provided for the wall and unit. Elevation may also be utilized with the new unit dashed-in to show that it is screened; if screen walls are utilized and shown on the elevations, details are still required. A new roof-mounted unit screen wall may require a Staff Approval (SA) or Development Review Board (DRB) approval.

NEW GROUND-MOUNTED MECHANICAL, UTILITY, AND COMMUNICATION EQUIPMENT

- When installing new or replacing ground-mounted mechanical, utility, and communication equipment during a tenant improvement, details shall be provided indicating that the unit is screened by a screen wall. The details shall be provided indicating overall dimensions, including a dimension from the top of the unit to the top of the screen wall (this shall be a minimum of 1'-0"). The detail shall also identify the architectural colors and architectural material finish. (Architectural color and architectural material finish shall match the building.) There shall also be a plan indicating the location of the unit and screen on the site. A ground-mounted unit may require SA or DRB approval.

EXTERIOR LIGHTING MODIFICATIONS

- Exterior lighting modification additions shall match the exist fixtures and shall be in compliance with the Development Review Board or SA approval.

EXTERIOR IMPROVEMENTS

- If the tenant improvement requires changes to the exterior of the building, SA or DRB approval may be required from the Current Planning Division of the Planning and Development Services Department. This shall be completed prior to the submittal of the plan.

ELEVATIONS (if required)

- The elevations shall be in substantial conformance with the SA or DRB approved elevations.
- Building colors and material shall match the SA or DRB approval and the address Zoning Ordinance requirements; these locations shall be clearly indicated on the elevations.
- Provide all necessary dimensions.