Minimal Submittal Requirements:
At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 7 of this application.

All WCFs shall require Development Review Board or City Council approval, with the exception of minor facilities, which the Zoning Administrator shall have authority to approve. (Section 1.908. Zoning Administrator review of minor applications).

Is WCF located in the City right-of-way? If yes, the provider must apply for permission to work in City right-of-way and permission to leave Antenna Right-of-way License Agreement with the Construction Document submittal.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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.

**PART I -- GENERAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Rec’d</th>
<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
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<tbody>
<tr>
<td>✔</td>
<td></td>
<td>1. Development Review/Conditional Use Permit Application Checklist (this list)</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>2. Application Fee $__________________________ (subject to change every July)</td>
</tr>
</tbody>
</table>
3. **Completed Development Application Form** (form provided)
   - The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).
   - If a review methodology is not selected, the application will be review under the Standard Application Review methodology.
   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.

4. **Request to Submit Concurrent Development Applications** (form provided)

5. **Proposition 207 wavier or refusal** (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)

6. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)

7. **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. (form provided)

8. **Appeal of Required Dedications or Exactions** (form provided)

9. **Commitment for Title Insurance** – No older than 30 days from the submittal date
   (requirements form provided)
   - 8-1/2” x 11” – **1 copy**
   - Include complete Schedule A and Schedule B.

10. **Legal Description:** (if not provided in Commitment for Title Insurance)
    - 8-1/2” x 11” – **2 copies**

11. **Request for Site Visits and/or Inspections Form** (form provided)

12. **Addressing Requirements** (forms provided)

13. **Design Guidelines**
    - **Sensitive Design Program**
    - **Design Standards and Policies Manual**
    - **Commercial Retail**
    - **Gas Station & Convenience Stores**
    - **Desert Parks Golf Course**
    - **Downtown Urban Design and Architectural Guidelines**
      The above reference design guidelines, standards, policies, and additional information may be found on the City’s website at: [http://www.scottsdaleaz.gov/design](http://www.scottsdaleaz.gov/design)

14. **Neighborhood Notification Process Requirements:** (form provided)
    - Provide one copy of the Neighborhood Notification Report
    - Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report
    - If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Neighborhood Notification Report addendum.
### 15. Request for Neighborhood Group/Homeowners Association (form provided)

- ☑

### 16. Property Owners’ Association Input

- ☑

### 17. Site Posting Requirements: (form provided (white and red signs))

- Affidavit of Posting for Project Under Consideration
- Affidavit of Posting for Planning Commission Public Hearing *(Delayed submittal).* Affidavit must be turned in 20 days prior to Planning Commission hearing
- Affidavit of Posting for City Council Public Hearing *(Delayed submittal).* Affidavit must be turned in 20 days prior to City Council hearing

- ☑

### 18. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2”x11” Paper *(Example Provided)*

- 8-1/2” x 11” – 1 copy of the set of prints
- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
- 8-1/2” x 11” – 11 copies of the set of prints *(Delayed submittal).* At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.

- ☑

### 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. 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**)

- Airport Data Page
- Aviation Fuel Dispensing Installation Approval form
- Heliport (requires a Conditional Use Permit)

- ☑

### PART II -- REQUIRED PLANS & RELATED DATA

Read Description of Documents Required for Complete Application. **No application shall be accepted without all items marked below.**

### 21. Plan & Report Requirements For Development Applications Checklist *(form provided)*

- ☑

### 22. Application Narrative

- 8 ¼” x 11” – 4 copies

- The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. *(Form provided)*

- The application narrative shall specify how the proposal separately addresses each of the applicable Conditional Use Permit criteria. *(Form provided)*

- ☑
<p>| | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td></td>
<td></td>
<td>23. Context Aerial with the proposed site improvements superimposed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 24” x 36” – 2 color copies, folded</td>
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<tr>
<td></td>
<td></td>
<td>• 11” x 17” – 1 color copy, folded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 ½” x 11” – 1 color copy (quality suitable for reproduction)</td>
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<td></td>
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<td>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:</td>
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<tr>
<td></td>
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<td>______ 750 foot radius from site</td>
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<td>______ 1/4 mile radius from site</td>
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<tr>
<td></td>
<td></td>
<td>______ Other:</td>
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<td></td>
<td></td>
<td>24. Site Plan</td>
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<td></td>
<td></td>
<td>• 24” x 36” – 4 copies, folded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 11” x 17” – 11 copies, folded (quality suitable for reproduction)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 ½” x 11” – 1 color copies (quality suitable for reproduction)</td>
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<td>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</td>
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<td>25. Map of the service area for this proposed facility</td>
</tr>
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<td>• 8½ x 11” 1 copy (quality suitable for reproduction)</td>
</tr>
<tr>
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<td>26. Map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application.</td>
</tr>
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<td>• 8½ x 11” 1 copy (quality suitable for reproduction)</td>
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<tr>
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<td>27. Map that shows, up to a distance of ¼-mile from the project, any single family residential developments that are either existing, zoned or are shown in the General Plan.</td>
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<tr>
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<td>28. Landscape Plan</td>
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<tr>
<td></td>
<td></td>
<td>• 24” x 36” – 2 copies, folded of black and white line drawings</td>
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<td>(a grayscale copy of the color Landscape Plan will not be accept.)</td>
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<td></td>
<td>• 11” x 17” – 11 copies, folded (quality suitable for reproduction)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 8 ½” x 11” – 2 copies (quality suitable for reproduction)</td>
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<td>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</td>
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<td>29. Photo simulations of current and proposed antenna</td>
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<td></td>
<td>• Provide 1 color original set mounted or printed on 8 ½” x 11” paper</td>
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<tr>
<td></td>
<td></td>
<td>• 11 color copy sets for inclusion in DRB packets (DRB submittal only)</td>
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<td>30. Elevations drawings of new additions, building, screening, poles or other changes: Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use.</td>
</tr>
<tr>
<td></td>
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<td>• 24” x 36” – 4 copies, folded black and white line drawing</td>
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<tr>
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<td></td>
<td>• 11” x 17” – 11 copies, folded black and white line drawing (quality suitable for reproduction)</td>
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<tr>
<td></td>
<td></td>
<td>• Digital – 1 copy (Text and drawing shall be black and white, and in the DWF format)</td>
</tr>
</tbody>
</table>
### 31. Drainage Report (Information Provided)

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, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.

- **8-1/2” x 11” - 2 copies** of the Drainage Report including full size plans/maps in pockets

### 32. A written report verifying that, at its maximum load, including cumulative effects of multiple facilities, the WCF meets or exceeds the Federal Communication Commission’s radio frequency safety standards.

### 33. Native Plant Submittal: (information provided)

- **24” x 36”– 1 copy, folded.**
  
  (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)

  See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.

### 34. Other:

<table>
<thead>
<tr>
<th>Description</th>
<th>Required Copies</th>
</tr>
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<tbody>
<tr>
<td>24” x 36”</td>
<td>1 copy, folded</td>
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<tr>
<td>11” x 17”</td>
<td>1 copy, folded</td>
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<tr>
<td>8 ½” x 11”</td>
<td>1 copy, folded</td>
</tr>
<tr>
<td>Digital</td>
<td>1 copy</td>
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</tbody>
</table>

(Text and drawing shall be black and white, and in the DWF format)

### PART III – SAMPLES & MODELS

**Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.**

- **35. Exterior Building Color & Material Sample Board(s):**
  - **8-1/2” x 11” or 11” x 17” material sample board(s)**
    - The material sample board shall include the following:
      - A color elevation of one side of the building
      - 3” x 3” Glass samples mounted on the board with reflectivity identify
      - 3” x 3” of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)
      - 2” x 2” of proposed paint colors
      - All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.
    - **11” x 17” – 1 copy, folded** of a printed digital photo of the material board
    - **8 ½” x 11” – 1 copy** of a printed digital photo of the material board
### PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Rec’d</th>
<th>Description of Documents Required for Complete Application. <strong>No application shall be accepted without all items marked below.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>37. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <em><strong><strong><strong>-PA-</strong></strong></strong></em>.</td>
</tr>
<tr>
<td>☑</td>
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<td>38. Submit all items indicated on this checklist pursuant to the submittal requirements.</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>39. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>40. <strong>Delayed Submittal.</strong> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>41. <strong>Other:</strong></td>
</tr>
</tbody>
</table>

(Insert any other required documents here.)

(Insert any non-standard requirements here.)
42. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): __________________________   Phone Number: 480-312-

Coordinator email: __________________________   @scottsdaleaz.gov   Date: ____________

Coordinator Signature: __________________________

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a: □ New Project Number, or
□ A New Phase to an old Project Number: __________________________

Required Notice
Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning, Neighborhood and Transportation Division, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City’s applicable administrative policies available at the Planning, Neighborhood and Transportation Division’s One Stop Shop, or from the city’s website:
http://www.scottsdaleaz.gov/building-resources/forms

Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000
**Development Applications Process**

**Enhanced Application Review**

**Development Review (DR and PP)**

---

**Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the ongoing communication and collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

---

**Time Line**

**Administrative Review**

- 15 Staff Working Days Per Review

**Substantive Review**

- 95 Total Staff Working Days, Multiple Reviews in This Time Frame

**Public Hearing Process**

- Time Frames Vary

**Approval/Denial Letter Issued**

Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing process.
4. Owner/applicant may agree to extend the time frame by 50 percent.
Standard Application Review Methodology:
Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Note:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent.

Time Line
- Administrative Review: 15 Staff Working Days Per Review
- Substantive Review: 95 Total Staff Working Days, Two Reviews in This Time Frame? Yes
- Public Hearing Process: Time Frames Vary
- Approval/Denial Letter Issued

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088
Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the ongoing communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

**Enhanced Application Review Methodology**

1. **Pre-Application Submittal and Pre-application Meeting**
   - Citizen and Neighborhood Involvement
   - Contact Application Completed by the Owner/Applicant

2. **Submittal/Resubmittal of Application and Administrative Review for Completeness**
   - Is the Application Determined to be Complete
     - Yes
     - No

   - City Sends Letter to Applicant Identifying Deficiency

3. **Issues Resolved by Applicant/Owner**
   - Issues Resolved by Applicant/Owner
   - City Sends Letter to Applicant Requesting Additional Information

4. **1st and Subsequent Substantive Review**
   - Issues
   - City Sends Letter to Applicant

5. **Issues Resolved by Applicant/Owner and Resubmittal Application**
   - Issues Resolved by Applicant/Owner
   - City Sends Letter to Applicant

6. **City Council**
   - Hearing(s) Scheduled, Report, and Related Requirements

7. **Approval/Denial Letter Issued (End of Substantive Review)**

**Time Line**

- Administrative Review: 15 Staff Working Days Per Review
- Substantive Review: 95 Total Staff Working Days, Multiple Reviews in This Time Frame
- Public Hearing Process: Time Frames Vary
- Approval/Denial Letter Issued

**Note:**
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent.
Development Applications Process
Standard Application Review
Conditional Use Permit (UP)

Standard Application Review Methodology:
Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant’s ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city’s review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant’s ability to collaboratively work with Staffs to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Citizen and Neighborhood Involvement
Contact Application Completed by Owner/Applicant

Pre-Application Submittal and Pre-application Meeting

Citizen and Neighborhood Involvement
Contact Application Completed by Owner/Applicant

Submit/Resubmittal of Application and Administrative Review for Completeness

Issues Resolved by Applicant/Owner

Is the Application Determined to be Complete

City Sends Letter to Applicant Identifying Deficiency

Yes

No

1st/2nd Substantive Review

Are the Issues on the 2nd Review?

Yes

No

Applicant/Agent Agrees to a 3rd Substantive Review and an increase in the substantive and overall time frames? (Must be in Writing)

Yes

No

3rd Substantive Review

Issues Resolved by Applicant/Owner and Resubmits Application

City Sends Letter to Applicant Requesting Additional Information

Is a Development Review Board Review Required by City or Requested?

Yes

No

Development Review Board Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined By City Staff)

DPB Hearing(s)

Planning Commission Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined By City Staff)

PC Hearing(s)

City Council Hearing(s) Scheduled, Report, and Related Requirements

CC Hearing(s)

Approval/Denial Letter Issued (End of Substantive Review)

Note:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review
15 Staff Working Days Per Review

Substantive Review
95 Total Staff Working Days, Two Reviews in This Time Frame

Public Hearing Process
Time Frames Vary

Approval/Denial Letter Issued

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088
WCF CUP/DR Application Checklist Page 11 of 11 Revision Date: 02/20/2015