Community Sign District
Development Application Checklist

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:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- 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 5 of this application.

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>
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<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. Community Sign District Application Checklist (this list)</td>
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<td>2. Application Fee $________________________ (subject to change every July)</td>
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<td>3. Completed Development Application Form (form provided)</td>
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<td>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</td>
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<td>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</td>
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<td>4. Request to Submit Concurrent Development Applications (form provided)</td>
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Community Sign District Application Checklist

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<th>5. <strong>Letter of Authorization</strong> (from property owner(s) if property owner did not sign the application form)</th>
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<td>6. <strong>Affidavit of Authorization to Act for Property Owner</strong> (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)</td>
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</tbody>
</table>
|   |   | 7. **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. |
|   |   | 8. **Legal Description:** (if not provided in Commitment for Title Insurance)  
  - 8-1/2” x 11” – 2 copies |
|   |   | 9. **Request for Site Visits and/or Inspections Form** (form provided) |
|   |   | 10. **Addressing Requirements** (form provided) |
|   |   | 11. **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. |
|   |   | 12. **Request for Neighborhood Group Contact information** (form provided) |
|   |   | 13. **Photo Exhibit of Existing Conditions:** Printed digital photos on 8-1/2”x11” Paper (form 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. |

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

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|   |   | 14. **Application Narrative**  
  - 8 ½” x 11” – 4 copies  
  1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) |
|   |   | 15. **Sign Criteria Regulations and Language** (15 copies)  
  - 11” x 17” – 4 color copy  
  - 8 ½” x 11” – 1 copy (quality suitable for reproduction)  
  Identify all sign types being utilized, maximum sign dimensions for all sign types, locations, etc.
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<td><strong>PART III – SAMPLES &amp; MODELS</strong></td>
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<td>22. Paint Color Drawdowns</td>
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<td>• 1 set of 5” x 7” (minimum size) of each paint color and material identification names and numbers.</td>
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23. Exterior Building Color & Material Sample Board(s):
8-1/2” x 14” 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

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24. 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- _______.

25. Submit all items indicated on this checklist pursuant to the submittal requirements.

26. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.

27. **Delayed Submittal:** 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.

28. **Other:**

   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________
29. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): _____________________________  Phone Number: _____________________________
 Coordinator email: __________________________________ 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.

If this application need a:  [ ] New Project Number, or  [ ] A New Phase to an old Project Number: _____________________________

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 and Development Services 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 and Development Services Director. 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 and Development Services Division’s One Stop Shop, or from the city’s website: http://www.scottsdaleaz.gov/bldgresources/forms.

Planning and Development Services Division
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000
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 on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

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 50 percent.
Development Applications Process
Standard Application Review
Development Review (DR and PP)

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 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.

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 50 percent.

Time Line

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<tbody>
<tr>
<td>15 Staff Working Days Per Review</td>
<td>95 Total Staff Working Days, Two Reviews in This Time Frame*</td>
<td>Time Frames Vary*</td>
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