Infill Incentive
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 and may result in additional fees. A Development Application that is received by the City is not complete until it is verified 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 questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

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.

Digital Submittal:
For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

Key Code:

Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu

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. Application Checklist (this list)</td>
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<td>2. Infill Incentive Application Fee $______________________ (subject to change every July)</td>
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<td>☑</td>
<td>(Minor Amendment as defined by the Infill Incentive Plan is the same fee as the Non-residential Rezoning Fee; Major Amendment as defined by the Infill Incentive Plan and an associated Rezoning Case is one fee for both applications, the fee is the same as the rezoning PBD fee; applications for the request of fee waivers and/or expedited case and plan review, is the same fee for Hardship Exemptions fee (Note. Depending on the applications for Fee Waivers and/or expedited case and plan review, additional fee may be charged. (All fees subject to change every July).</td>
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<td>☑</td>
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<td>3. Completed Development Application Form (form provided)</td>
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</table>

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.
Infill Incentive Application Checklist

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<tr>
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<td>4. Request to Submit Concurrent Development Applications</td>
<td>(form provided)</td>
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<td></td>
<td>5. Letter of Authorization</td>
<td>(from property owner(s) if property owner did not sign the application form)</td>
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<tr>
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<td>6. Affidavit of Authorization to Act for Property Owner</td>
<td>(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)</td>
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<td>7. Appeal of Required Dedications or Exactions</td>
<td>(form provided)</td>
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<td></td>
<td>8. Commitment for Title Insurance</td>
<td>– No older than 30 days from the submittal date</td>
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<td>- 8-1/2” x 11” – ① copy</td>
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<td>- Include complete Schedule A and Schedule B. (requirements form provided)</td>
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<td>9. Legal Description</td>
<td>(if not provided in Commitment for Title Insurance)</td>
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<td>8-1/2” x 11” – ② copies</td>
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<td></td>
<td>10. Results of ALTA Survey</td>
<td>(24” x 36”) FOLDED</td>
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<td></td>
<td></td>
<td>24” x 36” – ① copy, folded (The ALTA Survey shall not be more than 30 days old)</td>
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<td>11. Request for Site Visits and/or Inspections Form</td>
<td>(form provided)</td>
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<td></td>
<td>12. Addressing Requirements and Addressing Request Application</td>
<td>(forms provided)</td>
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<td></td>
<td>13. Draft Development Agreement</td>
<td>8-1/2” x 11” – ② copies</td>
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<td>Must adhere to the Maricopa County Recorder requirements</td>
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<td>14. Proposition 207 wavier or refusal</td>
<td>(Delay submittal until after the Planning Commission Hearing)</td>
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<td>(sample agreement information provided)</td>
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<td>15. Public Participation</td>
<td>(see Attachment A)</td>
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<td>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 Citizen Review Report addendum.</td>
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<tr>
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<td>16. Request for Neighborhood Group Contact information</td>
<td>(form provided)</td>
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<td></td>
<td>17. Site Posting Requirements</td>
<td>(form provided)</td>
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<td>- Affidavit of Posting for Project Under Consideration</td>
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<td></td>
<td></td>
<td>- Affidavit of Posting for Planning Commission Public Hearing</td>
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<td></td>
<td></td>
<td>- Affidavit of Posting for City Council Public Hearing</td>
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<td>Affidavits must be turned in 20 days prior to Planning Commission hearing.</td>
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<td>Affidavits must be turned in 20 days prior to City Council hearing.</td>
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<td>18. School District Notification</td>
<td>– (form provided)</td>
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<td>Required for all applications that include residential uses.</td>
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<td>19. Photo Exhibit of Existing Conditions</td>
<td>Printed digital photos on 8-1/2”x11” Paper</td>
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<td>- 8-1/2” x 11” - ① copy of the set of prints</td>
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<td>- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</td>
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</table>
### 20. Archaeological Resources
- 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

### 21. Historic Property
- Historic Property Certificate of No Effect Application (form provided)
- Historic Property Certificate of Appropriateness Application (form provided)

### 22. 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)

### PART II — REQUIRED NARRATIVE, PLANS & RELATED DATA

<table>
<thead>
<tr>
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<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
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<td></td>
<td>23. Plan &amp; Report Requirements For Development Applications Checklist (form provided)</td>
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<td>24. Development Plan</td>
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### 24. a. Application Narrative
- 8 ½” x 11” – 4 copies

> The application narrative shall specify how the proposal separately addresses each of the following:
  - goals and policies/approaches of the General Plan
  - goals and polices of the Old Town Scottsdale Plan
  - goal and objectives of the Downtown Infill Incentive Plan
  - architectural character, including environmental response, design principles, site development character, and landscape character

> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PBD)

> In addition, the following applicable information shall be incorporated into the application narrative:
  - separate justification(s) for each requested modification to regulations and standards,
  - bonus provisions and justifications,
  - methodology to address the City’s Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or
### Infill Incentive Application Checklist

- Historic Property – existing or potential historic property.  
  (Describe how the proposal preserves the historic character or compliance with property’s existing Historic Preservation Plan)
- Conformance with the Old Town Scottsdale Urban Design & Architectural Guidelines

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<td><strong>b.</strong> Legislative draft of the proposed development standards, or amended development standards (example provided)</td>
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</table>
8 ½” x 11” – 2 copies  
(Must adhere to the Maricopa County Recorder requirements) |
| **c.** Legislative draft of the list of Land Uses, if proposed (PBD, SC) |  
8 ½” x 11” – 2 copies  
(Must adhere to the Maricopa County Recorder requirements) |
| **d.** A dimensioned plan indicating the proposed boundaries of the application |  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)  
- Digital - 1 copy (See Digital Development Application Submittal Requirements) |
| **e.** Context Aerial with the proposed site improvements superimposed |  
- 24” x 36” – 2 color copies, folded  
- 11” x 17” – 1 color copy, folded  
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)  
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:  
- 750-foot radius from site  
- 1/4 mile radius from site  
- Other: __________________________ |
| **f.** Site Plan |  
- 24” x 36” – 16 copies, folded  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)  
- Digital - 1 copy (See Digital Development Application Submittal Requirements) |
| **g.** Subdivision Plan |  
- 24” x 36” – 16 copies, folded  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)  
- Digital - 1 copy (See Digital Development Application Submittal Requirements) |

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### Infill Incentive Application Checklist

**h. Open Space Plan (Site Plan Worksheet)** (example provided)
- 24” x 36” – 1 copy, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital – 1 copy (See Digital Development Application Submittal Requirements)

**i. Site Cross Sections**
- 24” x 36” – 1 copy, folded
- 11” x 17” – 1 copy, folded

**j. Natural Area Open Space Plan (ESL Areas)**
- 24” x 36” – 2 copies, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)

**k. Topography and slope analysis plan (ESL Areas)**
- 24” x 36” – 1 copy, folded

**l. Phasing Plan**
- 24” x 36” – 1 copies, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital – 1 copy (See Digital Development Application Submittal Requirements)

**m. Landscape Plan**
- All plans shall be black and white line drawings
  (a grayscale copy of the color Landscape Plan will not be accept.)
- 24” x 36” – 2 copies, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital – 1 copy (See Digital Development Application Submittal Requirements)

**n. Hardscape Plan**
- All plans shall be black and white line drawings
  (a grayscale copy of the color Landscape Plan will not be accept.)
- 24” x 36” – 2 copies, folded of black and white line drawings
- 11” x 17” – 1 copy, folded

**o. Transitions Plan**
- 24” x 36” – 2 copies, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital – 1 copy (See Digital Development Application Submittal Requirements)
### Infill Incentive Application Checklist

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<tr>
<td>p. Parking Plan</td>
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<td></td>
<td>24” x 36” – 1 copy, folded</td>
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<td>11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
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<td>8 ½” x 11” – 1 color copy (quality suitable for reproduction)</td>
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<td>Digital – 1 copy (See Digital Development Application Submittal Requirements)</td>
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<td>q. Parking Master Plan</td>
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<td>See the City’s Zoning Ordinance, Article IX for specific submittal and content requirements for Parking Master Plan. 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. 8-1/2” x 11” - 2 copies</td>
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<td>r. Pedestrian and Vehicular Circulation</td>
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<td>24” x 36” – 1 copy, folded</td>
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<td>11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
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<td>8 ½” x 11” – 1 color copies (quality suitable for reproduction)</td>
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<td></td>
<td>Digital – 1 copy (See Digital Submittal Plan Requirements)</td>
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<td>s. Elevations</td>
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<td>24” x 36” – 2 copies folded black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</td>
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<td>24” x 36” – 2 color copies, folded</td>
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<td>11” x 17” – 1 color copy, folded (quality suitable for reproduction)</td>
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<td>11” x 17” – 1 copy, folded black and white line drawing (quality suitable for reproduction)</td>
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<td>8 ½” x 11” – 1 color copy, (quality suitable for reproduction)</td>
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<td>8 ½” x 11” – 1 copy black and white line drawing (quality suitable for reproduction)</td>
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<td>Digital – 1 copy (See Digital Development Application Submittal Requirements)</td>
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<td>t. Elevations Worksheet(s)</td>
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<td>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted. 24” x 36” – 2 copies, folded</td>
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<td>Digital – 1 copy (See Digital Development Application Submittal Requirements)</td>
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<td>u. Perspectives</td>
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<td>11” x 17” – 1 color copy, folded (quality suitable for reproduction)</td>
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<td>8 ½” x 11” – 1 color copy (quality suitable for reproduction)</td>
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<td>v. Floor Plans</td>
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<td></td>
<td>24” x 36” – 1 copy, folded</td>
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<td>11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
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#### w. Floor Plan Worksheet(s)
(Required for restaurants, bars or development containing there-of, and multi-family developments):
- 24” x 36” – 1 copy, folded
- 11” x 17” - 1 copy, folded (quality suitable for reproduction)
- Digital – 1 copy (See Digital Development Application Submittal Requirements)

#### x. Roof Plan Worksheet(s)
24” x 36” – 1 copy, folded

#### y. Electronic Massing Model:
- 11” x 17” – 1 color copy, folded
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)

Scaled model indicating building masses on the site plan and the mass of any building within:
- 750-foot radius from site
- Other: ____________________________

(The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)

#### z. Solar Analysis
The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m.

Required for all Development applications to rezone to Planned Unit Development (PUD).

11” x 17” – 1 copy, folded (quality suitable for reproduction)

#### aa. Exterior Lighting Site Plan
- 24” x 36” – 1 copy, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)

#### bb. Manufacturer Cut Sheets of All Proposed Lighting
- 24” x 36” – 1 copy, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)

#### cc. Cultural Improvement Program Plan
- Conceptual design
  - 11” x 17” – 1 copy, folded (quality suitable for reproduction)
  - 8 ½” x 11” – 1 color copies (quality suitable for reproduction)
- Narrative explanation of the methodology to comply with the requirement/contribution.

#### dd. Sensitive Design Concept Plan and Proposed Design Guidelines
(Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)

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<tr>
<td><strong>ee. Master Thematic Architectural Character Plan</strong></td>
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<td>- 11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
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<td>- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)</td>
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<td><strong>ff. Conceptual Signage Plan</strong></td>
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<td>- 11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
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<td>- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)</td>
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<td><strong>gg. Other:</strong></td>
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<td>- 24” x 36” – __________ copy(ies), folded</td>
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<td></td>
<td>- 11” x 17” – __________ copy(ies), folded (quality suitable for reproduction)</td>
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<td></td>
<td>- 8 ½” x 11” – __________ copy(ies) (quality suitable for reproduction)</td>
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<td>- Digital – 1 copy (See Digital Development Application Submittal Requirements)</td>
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### 25. Development Plan Booklets

- 11” x 17” – 3 copies, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital – 1 copy (See Digital Submittal Plan Requirements)
- 8 ½” x 11” – 3 copies on archival (acid free) paper: this is a delayed submittal that is to be made after the Planning Commission recommendation.

The Development Plan Booklets shall include the following:
- Application Narrative
- Legislative draft of the proposed development standards, or amended development standards
- Legislative draft of the proposed List of Land Uses
- A dimensioned plan indicating the proposed boundaries of the application
- Context Aerial with the proposed Site Plan superimposed
- Site Plan
- Subdivision Plan
- Open Space Plan
- Phasing Plan
- Landscape Plan
- Hardscape Plan
- Transitions Plan
- Parking Plan
- Pedestrian and Vehicular Circulation Plan
- Conceptual Elevations
- Conceptual Perspectives
- Electronic Massing Model
- Solar Analysis
- Exterior Lighting Plan
- Manufacturer Cut Sheets of All Proposed Lighting
- Cultural Amenities Plan
- Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control)
- Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape,
Infill Incentive Application Checklist

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<tr>
<th>No.</th>
<th>Requirement</th>
<th>Details</th>
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<tr>
<td>26.</td>
<td>Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</td>
<td>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</td>
</tr>
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<td>27.</td>
<td>Drainage Report (information provided)</td>
<td>See the City's Design Standards &amp; 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</td>
</tr>
<tr>
<td>28.</td>
<td>Master Drainage Plan</td>
<td>See the City's Design Standards &amp; Policies Manual for specific submittal and content requirements for Master 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</td>
</tr>
</tbody>
</table>
| 29. | Basis of Design Report for Water and Wastewater | See the City's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. Submit by one of the options below:  
- Email – (See Digital Development Application Submittal Requirements)  
- CD/DVD  
- 8-1/2” x 11” - 3 copies – the report shall be bound, all full-size plans/maps provided in pockets |
| 30. | Basis of Design Report for Wastewater | See the City's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. Submit by one of the options below:  
- Email – (See Digital Development Application Submittal Requirements)  
- CD/DVD  
- 8-1/2” x 11” - 3 copies – the report shall be bound, all full-size plans/maps provided in pockets |
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|   | 31. Master Plan and Design Report for Water | See the City's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. 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, and plans. Submit by one of the options below:
  - Email – (See Digital Development Application Submittal Requirements)
  - CD/DVD
  - 8-1/2” x 11” - 3 copies – the report shall be bound, all full-size plans/maps provided in pockets |
|   | 32. Master Plan and Design Report for Wastewater | Please review the City's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. 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, and plans. Submit by one of the options below:
  - Email – (See Digital Development Application Submittal Requirements)
  - CD/DVD
  - 8-1/2” x 11” - 3 copies – the report shall be bound, all full size plans/maps provided in pockets. |
|   | 33. Water Sampling Station | Show location of sample stations on the preliminary plat.
  - Fax 8-½ “ x 11” copy of the preliminary plat with sampling stations to the Water Quality Division.
  - Attn: Craig Miller- Fax: 480-312-5615, Phone: 480-312-5016 |
|   | 34. Transportation Impact & Mitigation Analysis (TIMA) (information provided) | Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific 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, and plans.
  - Category 1 Study
  - Category 2 Study
  - Category 3 Study
  - 8-1/2” x 11” - 3 copies of the Transportation Impact & Mitigation Analysis Water including full size plans/maps in pockets
  - Digital - 1 copy (See Digital Development Application Submittal Requirements) |
|   | 35. Native Plant Submittal: | 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. |
### Infill Incentive Application Checklist

#### Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251

www.ScottsdaleAZ.gov

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#### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

<table>
<thead>
<tr>
<th>Req'd</th>
<th>Req'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>
</table>

- **36. Environmental Features Map**
  - 24” x 36” – 1 copy, folded
  - 11” x 17” – 1 copy, folded (quality suitable for reproduction)

- **37. Other:**

  __________________________________________
  __________________________________________
  __________________________________________
  __________________________________________
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- **38. 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; _______-PA-_______.

- **39. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.**

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

- **41. Delayed Submittal.** Additional copies of all or certain required submittal indicated items above will be required 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.

- **42. If you have any questions 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 needs 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 and Development Services, 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’ 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
Public Participation

Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale’s public hearing process.

**Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach**

The Plan shall include:
1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

**Step 2: Complete Neighborhood Involvement Outreach**

Hold a minimum of 1 Open House Meeting prior to formal application submittal.
- Send open house invite via 1st Class Letter to property owners & HOAs within 750’ of the property that is the subject of the rezoning or non-major General Plan amendment, to the City’s interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of acres of project, square footage of lot)
  - Existing General Plan land use designation graphic for zoning cases
  - Existing and Proposed General Plan land use designations for non-major GP cases
  - Zoning (for ZN case: existing and proposed graphics)
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) including time, date, and location
  - Any associated active cases

- **Post Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- **E-mail open house information** to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- **Provide sign-in sheets and comment sheets** at the open house meeting
- **Avoid holding the Open House meeting on holidays, weekends, and during working hours**
- **Maintain contact** with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- **Hold additional open house meetings** as necessary to encourage public participation and productive neighborhood involvement
Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal
The Report shall include:

A. Details of the methods used to involve the public including:
   1. A map showing the number of and where notified neighbors are located
   2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
   3. The dates contacted, how they were contacted, and the number of times contacted
   4. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
   5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
   6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
   7. The completed affidavit of sign posting with a time/date stamped photo (form provided)

B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
   1. The substance of the comments
   2. The method by which the applicant has addressed or intends to address the comments identified during the process

Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo

City will conduct additional public notification
- Mailing out postcards to the City’s standard interested parties list and property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

Related Resources:
- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Interested Parties List