

# Conditional Use Permit (UP) Development Application Checklist



### Digital Submittal:

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. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: \_\_\_\_\_-PA-\_\_\_\_\_ Key Code: \_\_\_\_\_  
Submit digitally at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

### Minimum 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 deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

In addition to the items on this checklist and 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; and
- Design Standards & Policies Manual; and
- 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.

Name: \_\_\_\_\_ Phone Number: 480-312-\_\_\_\_\_ Coordinator e-mail: \_\_\_\_\_@scottsdaleaz.gov

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. Visit the city's Planning & Development Services Records Department for assistance: <https://www.scottsdaleaz.gov/planning-development/records>.

## PART I -- GENERAL REQUIREMENTS

| Req'd                               | Rec'd | Description of Documents Required for Complete Application.<br><b>No application shall be accepted without all items marked below.</b>   |
|-------------------------------------|-------|--|
| <input checked="" type="checkbox"/> |       | <b>1. Conditional Use Permit Application Checklist</b> (this list)   |
| <input checked="" type="checkbox"/> |       | <b>2. Application Fee \$</b> _____ (subject to change every July)  |
| <input checked="" type="checkbox"/> |       | <b>3. Completed Development Application Form</b> (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.</li> </ul> |
|                                     |       | <b>4. Request to Submit Concurrent Development Applications</b> (form provided)  |
|                                     |       | <b>5. Waiver of Claims for Diminution in Value of Property, or refusal (Delay submittal until after the Planning Commission Hearing)</b> (sample agreement information provided)   |
| <input checked="" type="checkbox"/> |       | <b>6. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)   |

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**Conditional Use Permit Development Application Checklist**

|                                     |  |  |
|-------------------------------------|--|--|
| <input checked="" type="checkbox"/> |  | <b>7. Affidavit of Authorization to Act for Property Owner</b> (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)  |
| <input checked="" type="checkbox"/> |  | <b>8. Appeals of Required Dedications or Exactions</b> (form provided)   |
| <input checked="" type="checkbox"/> |  | <b>9. Commitment for Title Insurance</b> – No older than 30 days from the submittal date (information provided) <ul style="list-style-type: none"> <li>• Include complete Schedule A and Schedule B.</li> </ul>  |
| <input checked="" type="checkbox"/> |  | <b>10. Legal Description:</b> (if not provided in Commitment for Title Insurance)  |
|                                     |  | <b>11. Request for Site Visits and/or Inspections Form</b> (form provided)   |
|                                     |  | <b>12. Addressing Requirements</b> (form provided)   |
| <input checked="" type="checkbox"/> |  | <b>13. Public Participation Process Requirements</b> (see Attachment A)  |
|                                     |  | <b>14. Request for Neighborhood Group Contact information</b> (form provided)  |
|                                     |  | <b>15. Site Posting Requirements:</b> (white signs) <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> </ul>   |
| <input checked="" type="checkbox"/> |  | <b>16. Photo Exhibit of Existing Condition</b> (form provided) <ul style="list-style-type: none"> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> </ul>   |
|                                     |  | <b>17. Archaeological Resources</b> (information packet provided) <p>Cultural Resources Survey &amp; Report - Archaeology 'Records Check' Report Only<br/> Copies of Previous Archaeological Research<br/> Copies of Previous Archaeological Research</p>  |
|                                     |  | <b>18. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <p>Short Form<br/> Long Form (including full-size site plan at a 1" = 20' scale and elevation plan submitted to Aviation Staff for review)<br/> Height Analysis (search "Notice Criteria Tool" on the FAA web page:<br/> <a href="https://oeaaa.faa.gov/oeaaa/external/portal.jsp">https://oeaaa.faa.gov/oeaaa/external/portal.jsp</a>)<br/> Aviation Fuel Dispensing Application Form</p> |

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

|                                     |              |   |
|-------------------------------------|--------------|---|
| <b>Req'd</b>                        | <b>Rec'd</b> | <b>Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.</b> |
|                                     |              | <b>19. Plan &amp; Report Requirements for Development Applications Checklist</b> (form provided)  |
| <input checked="" type="checkbox"/> |              | <b>20. Results of ALTA Survey</b> (The ALTA Survey shall not be more than 30 days old)  |

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**Conditional Use Permit Development Application Checklist**

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <p><b>21. Application Narrative</b></p> <p>a. The application narrative shall include:</p> <ul style="list-style-type: none"> <li>• A one-paragraph explanation of the request. This shall be no greater than a half page.</li> <li>• Each of the Conditional Use Permit criteria specify in Section 1.401 of the Zoning ordinance. After each criterion, provide narrative response.</li> <li>• Each of the Additional Conditional Use Permit criteria specify in Section 1.403 of the Zoning ordinance. After each additional criterion, provide narrative response.</li> </ul> <p>Bar<br/>Live Entertainment<br/>Other</p> <p>b. Historic Property. If the property is an existing or potential Historic Property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</p> |
|                                     | <p><b>22. Security, Maintenance &amp; Operations Plan (For Bars and Live Entertainment)</b></p> <ul style="list-style-type: none"> <li>• Required for any of the following uses: <ul style="list-style-type: none"> <li>o Live entertainment (other than DJ)</li> <li>o Medical marijuana Use / Caregiver Cultivation</li> </ul> </li> <li>• The Security, Maintenance &amp; Operations Plan shall be accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>  |
|                                     | <p><b>23. Public Safety Plan (sent digitally)</b></p> <ul style="list-style-type: none"> <li>• Required for any of the following uses: <ul style="list-style-type: none"> <li>o Establishments that require age verification for admittance, such as a Bar</li> <li>o Teen dance centers</li> <li>o Adult uses</li> <li>o Establishments that have a Disc Jockey (DJ)</li> </ul> </li> <li>• The Public Safety Plan accepted and signed by the Scottsdale Police Department prior to the submittal of the Conditional Use Permit application. See the provided form for instructions.</li> </ul>  |
| <input checked="" type="checkbox"/> | <p><b>24. Context Aerial with the proposed site improvements superimposed</b></p> <p>Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning districts for a radius from the site of:</p> <p>750-foot radius from site<br/>¼-mile radius from site (lots greater than 1 acre)<br/>Other: _____</p>   |
|                                     | <b>25. Site Plan</b>  |
|                                     | <b>26. Refuse Plan</b> - designed to city standards regardless of service provider (Design Standards & Policies Manual Section 2-1.309)   |
|                                     | <b>27. Open Space Plan (Site Plan Worksheet)</b> (Example Provided)   |
|                                     | <b>28. Natural Area Open Space Plan</b> (ESL Areas)   |
|                                     | <b>29. Topography and slope analysis plan</b> (ESL Areas)   |
|                                     | <b>30. Landscape Plan</b> (a gray-tone copy of the color Landscape Plan will not be accepted)   |
|                                     | <b>31. International Green Construction Code (IgCC) requirements</b> (see attached checklist)<br>The above referenced requirements may also be found on the city's website at:<br><a href="https://www.scottsdaleaz.gov/green-building-program/green-codes">https://www.scottsdaleaz.gov/green-building-program/green-codes</a>   |
|                                     | <b>32. Hardscape Plan</b> (a gray-tone copy of the color Hardscape Plan will not be accepted)   |
|                                     | <b>33. Parking Plan</b>   |

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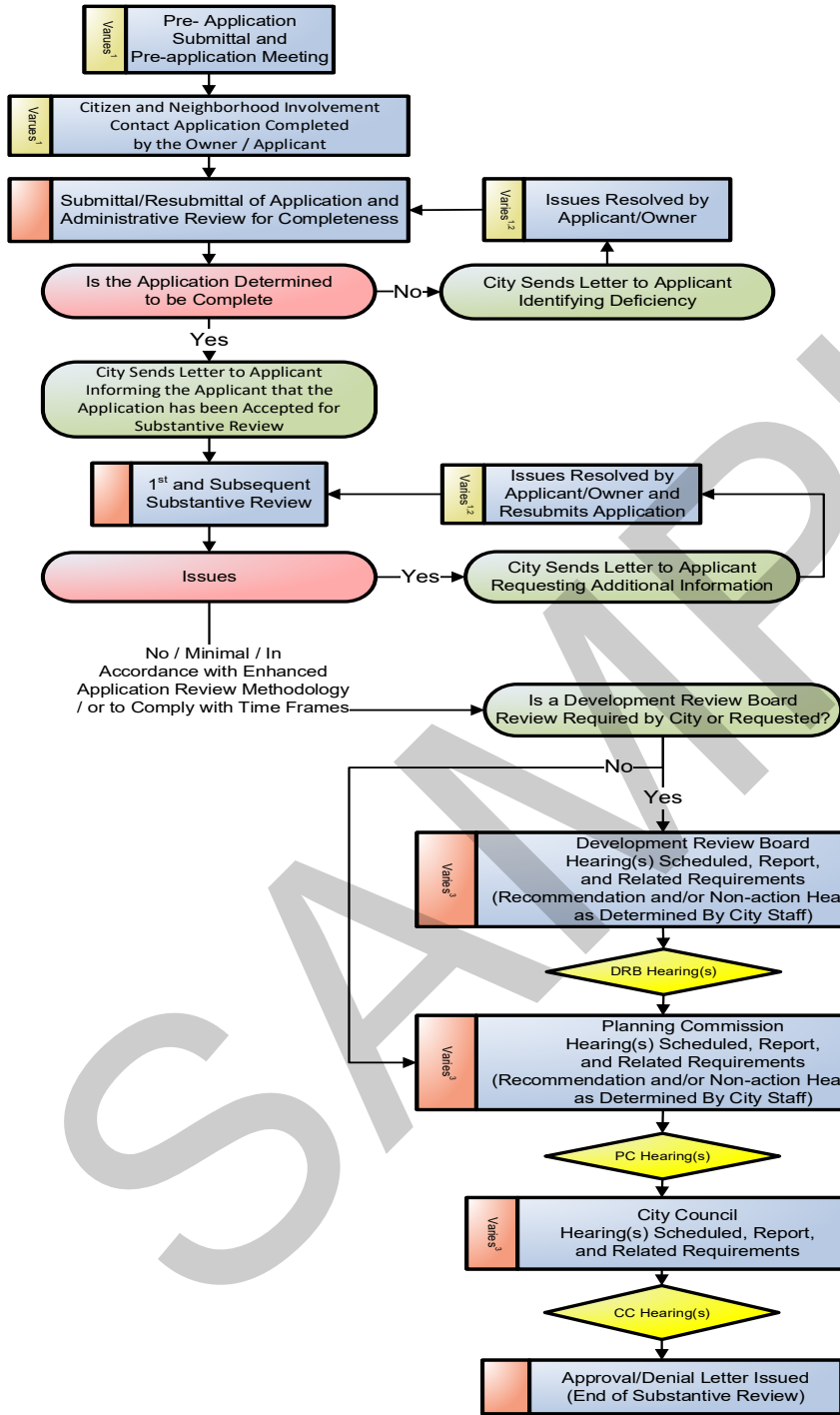
**Conditional Use Permit Development Application Checklist**

|  |  |
|--|--|
|  | <p><b>34. Parking Master Plan</b><br/>See the city’s <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.</p>   |
|  | <p><b>35. Pedestrian and Vehicular Circulation</b></p>   |
|  | <p><b>36. Elevations</b></p>   |
|  | <p><b>37. Floor Plans</b></p>  |
|  | <p><b>38. Floor Plan Worksheet(s)</b><br/>(Required for restaurants, bars or development containing there-of, and multi-family developments)</p>   |
|  | <p><b>39. Exterior Lighting Site Plan</b> (policy provided)</p>  |
|  | <p><b>40. Exterior Lighting Photometric Analysis</b> (policy provided)</p>   |
|  | <p><b>41. Manufacturer Cut Sheets of All Proposed Lighting</b></p>   |
|  | <p><b>42. Drainage Report</b><br/>See Chapter 4 of the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps.</p>   |
|  | <p><b>43. Master Drainage Plan</b><br/>See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans.</p>  |
|  | <p><b>44. Final Basis of Design Report for Water</b><br/>See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p>   |
|  | <p><b>45. Final Basis of Design Report for Wastewater</b><br/>See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report must include all required exhibits and plans.</p>  |
|  | <p><b>46. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> (information provided)<br/>Please review the city’s Design Standards &amp; Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report must include all required exhibits, and plans.<br/><br/>Category 1 Study<br/>Category 2 Study<br/>Category 3 Study</p> |
|  | <p><b>47. Native Plant Submittal:</b></p> <ul style="list-style-type: none"> <li>• (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</li> <li>• See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>   |
|  | <p><b>48. Other Plans and Report Requirements</b><br/>Please submit all plans, reports, and graphics stipulated in an associated Development application (such as a rezoning, Conditional Use Permit, abandonment, preliminary plat, etc.)</p>   |
|  | <p><b>49. Other:</b> _____<br/>_____<br/>_____<br/>_____</p>   |

| PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION |       |  |
|---|-------|--|
| Req'd   | Rec'd | Description of Documents Required for Complete Application.<br><b>No application shall be accepted without all items marked below.</b>   |
|   |       | <b>50. Notify your coordinator by e-mail after you have completed your submittal.</b>  |
| <input checked="" type="checkbox"/>                 |       | <b>51. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>  |
|   |       | <b>52. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>   |
| <input checked="" type="checkbox"/>                 |       | <b>53. Delayed Submittal.</b> 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.  |
|   |       | <b>54. Other</b> _____<br>_____<br>_____<br>_____  |
|   |       | <p><b>55. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b></p> <p><b>Coordinator Name (print):</b> _____ <b>Phone Number: 480-312-</b> _____</p> <p><b>Coordinator e-mail:</b> _____ <b>@scottsdaleaz.gov</b> <b>Date:</b> _____</p> <p><b>Coordinator Signature:</b> _____</p> <p><b>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.</b></p>  |
|   |       | <p><b>Required Notice</b></p> <p>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:</p> <p><a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></p> <p>Planning and Development Services<br/>One Stop Shop<br/>Planning and Development Services Director<br/>7447 E. Indian School Rd, Suite 105<br/>Scottsdale, AZ 85251<br/>Phone: (480) 312-7000</p> |

# Development Application Process

## Enhanced Application Review Conditional Use Permit (UP)



### 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 25 percent

### Time Line

|   |   |   |                                  |
|---|---|---|----------------------------------|
| Administrative Review<br>15 Staff Working Days Per Review | Substantive Review<br>95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup> | Public Hearing Process<br>Time Frames Vary <sup>3</sup> | Approval/Denial<br>Letter Issued |
|---|---|---|----------------------------------|

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# Development Application Process

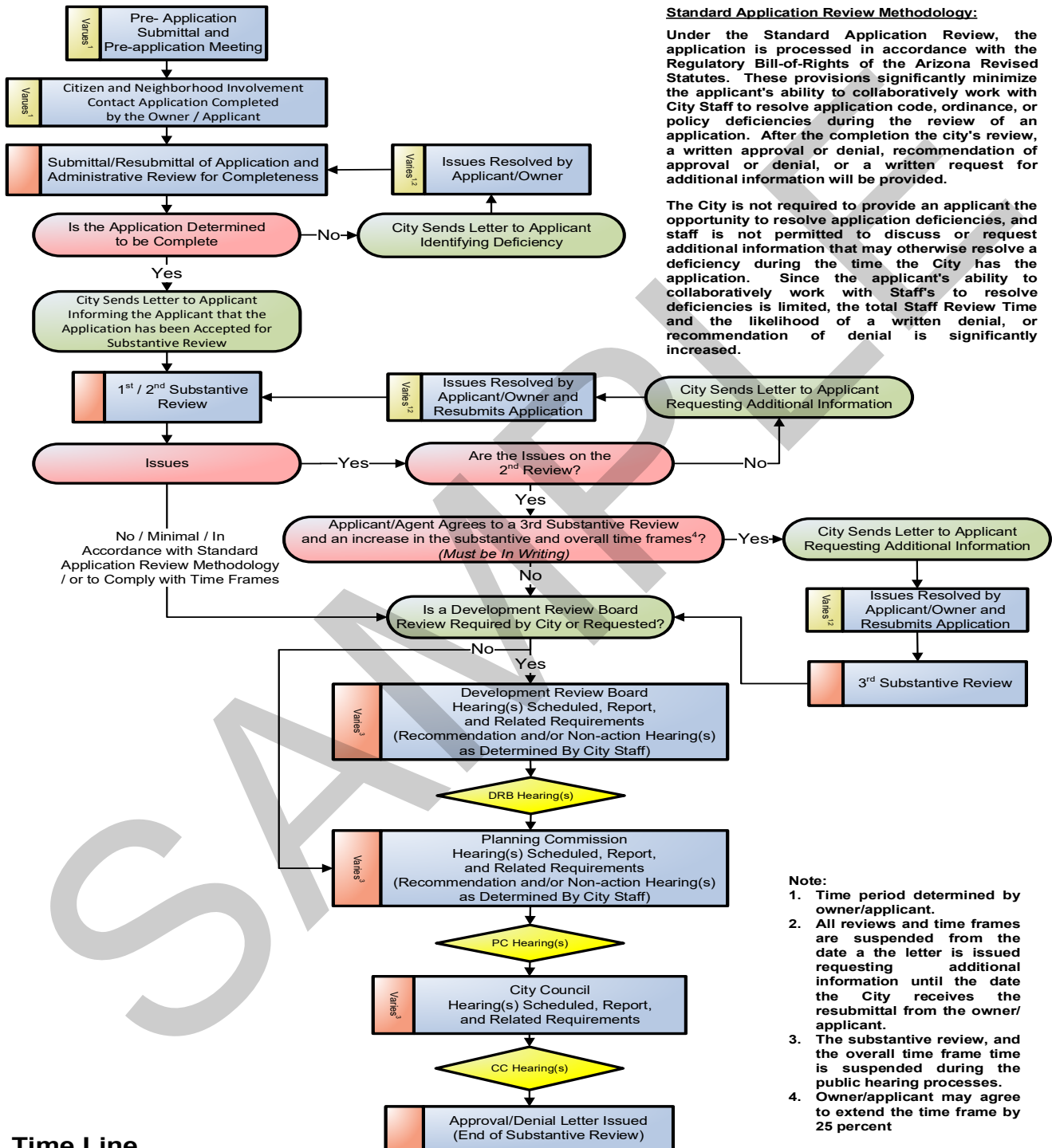
## Standard Application Review Conditional Use Permit (UP)



### 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 Staff's 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 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

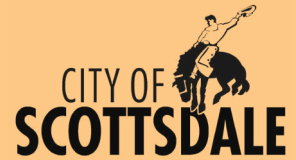
|   |  |   |                                  |
|---|--|---|----------------------------------|
| Administrative Review<br>15 Staff Working Days Per Review | Substantive Review<br>95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup> | Public Hearing Process<br>Time Frames Vary <sup>3</sup> | Approval/Denial<br>Letter Issued |
|---|--|---|----------------------------------|

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# Public Participation

- UP
- MUMSP



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 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', to the city's interested parties 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)
  - Zoning
  - Applicant and city contact names, phone numbers, and e-mail 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)
- Select a climate controlled and ADA accessible location at or near the subject property
- E-mail open house information to the project coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Avoid holding the Open House meeting on holidays, weekends, during working hours, on election day, and on dates/times that conflict with Planning Commission and City Council meetings
- Provide sign-in sheets and comment sheets at the open house meeting
- 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 ensure public participation

- OR -

### Complete Neighborhood Notification Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', the city's standard interested parties list, and to the city project coordinator at least 10 calendar days prior to formal application submittal (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)
  - Zoning
  - Conceptual site plan/elevations
  - Applicant and city contact names, phone numbers and e-mail addresses

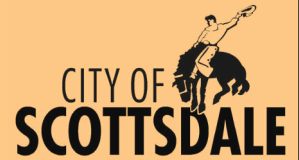
## Step 2: Document your Project Notification efforts as follows:

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received



# Public Participation

- UP
- MUMSP



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

**Step 3: Post the public hearing sign at least 15 calendar days before the hearing. Include a time/date-stamped photo (use the provided form) to meet the Public Hearing (Red Sign) posting requirements. City staff will provide the language for the sign.**

- 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)

## **City will post public hearing notices and provide other public notification**

- Mailing out postcards to the city's interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the city website
- Posting on social media
- Sending to e-mail subscribers

## **Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements