Minor Subdivision (MD)
Development Application Checklist

CITY OF SCOTTSDALE

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. **No application shall be accepted without all items marked below.**
☒		1. **Minor Subdivision Application Checklist** (this list)
☒		2. **Application Fee** $_____ (subject to change every July) 2a. **Per Acre Fee** $_____ (subject to change every July) 2b. **Other Fee** $_____ 2c. **Water Analysis Review Fee (for the Water Demand Exhibit -** see Requirements) **$ _____** **Total Fees** $ _____ (subject to change every July)
☒		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 reviewed under the Standard Application Review methodology.

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		4. **Request to Submit Concurrent Development Applications** (form provided)
X		5. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
X		6. **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)
X		7. **Appeals of Required Dedications or Exactions** (form provided)
X		8. **Commitment for Title Insurance** – No older than 30 days from the submittal date (information provided) • Include complete Schedule A and Schedule B.
X		9. **Legal Description:** (if not provided in Commitment for Title Insurance)
X		10. **Results of ALTA Survey** (The ALTA Survey shall not be more than 30 days old)
X		11. **Preliminary Plat Notification Affidavit** (form provided)
X		12. **Request for Site Visits and/or Inspections Form** (form provided)
X		13. **Addressing Requirements** (form provided)

		14. **Design Guidelines**
		    X **Design Standards and Policies Manual**
		    X **MAG Supplements**
		    Environmentally Sensitive Land Ordinance
		The above reference design guidelines, standards, policies, and additional information may be found on the city's website at: http://www.scottsdaleaz.gov/design

		15. **Public Participation Process Requirements** **Step 1: Complete Neighborhood Notification** • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) • Provide one copy of the Neighborhood Notification Report **Step 2: <u>City</u> will post public hearing sign and provide other public notification including:** • Mailing out postcards to property owners within 750 feet • Posting case information on the city website • Posting on social media • Sending to e-mail subscribers
X		16. **Request for Neighborhood Group Contact information** (form provided)
		17. **Photo Exhibit of Existing Conditions:** (form provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.

		18. **Archaeological Resources** (information packet provided)
		    Cultural Resources Survey & Report
		    Archaeology 'Records Check' Report Only
		    Copies of Previous Archaeological Research

		19. **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.)
		    Short Form
		    Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp)

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Req'd	Rec'd	
		20. ESLO Wash Modifications Development Application (application provided) The ESLO Wash Modifications Development Application is to be submitted concurrently with this Minor Subdivision Application.

PART II -- REQUIRED PLANS & RELATED DATA		
Req'd	**Rec'd**	**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.**
		21. Plan & Report Requirements for Preliminary Plat Application Checklist (form provided) and the **Preliminary Plat Checklist Submittal Requirements** (form provided). *Reference documents for Minor Subdivisions*
X		**22. Application Narrative** 1. The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided) 2. The application narrative shall provide an explanation and justification for any proposed amended development standard(s) 3. Historic Property. If the property is an existing or potential historic property, describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.
		23. Proposed Development Standards / Amended Development Standards (Example provided) (Must adhere to the Maricopa County Recorder requirements)
X		**24. Context Aerial with the proposed site improvements superimposed** 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: 750-foot radius from site ¼-mile radius from site (lots greater than 1 acre) Other: _____
X		**25. Preliminary Plat**
		26. Construction Envelope Plan (ESLO Areas)
		27. Natural Area Open Space Plan (ESLO Areas)
		28. Site Plan A site plan for non-residential subdivision shall include information to demonstrate that each lot complies with its Property Development Standard of its associated zoning district.
		29. Open Space Plan An Open Space Plan for non-residential subdivision shall include information to demonstrate that each lot complies with its open space Property Development Standard of its associated zoning district.
		30. Topography and slope analysis plan (ESL Areas)
		31. Landscape Plan • (a gray-tone copy of the color Landscape Plan will not be accepted)
		32. Wall Elevations and Details and/or Entry Feature Elevations and Details
		33. Exterior Lighting Site Plan (including exterior building mounted fixtures)
		34. Exterior Lighting Photometric Analysis
		35. Manufacturer Cut Sheets of All Proposed Lighting

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		36. Drainage Report See Chapter 4 of the city's <u>Design Standards & 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. • Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
		37. Basis of Design Report for Water See the city's <u>Design Standards & 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.
		38. Basis of Design Report for Wastewater See the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report must include all required exhibits and plans.
		39. Expansion of Participation for Water and Wastewater (form provided)
		40. Native Plant Submittal (information provided)**:** (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.
		41. Revegetation Site Plan, including Methodology and Techniques
		42. Landform Types Maps
		43. Cuts and Fills Site Plan
		44. Cuts and Fills Site Cross Sections
		45. Unstable Slopes / Boulders Rolling Map
		46. Bedrock & Soils Map
		47. Conservation Area, Scenic Corridor, Vista Corridor Plan
		48. Other: _____ _____

PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		49. Paint Color Drawdowns (digital images): • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		50. Exterior Building Color & Material Sample Board(s): • A digital photo of the sample drawdowns is required for 1st submittal. Actual sample board must be submitted prior to DRB Hearing. • 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.

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		51. Other: _____ _____

<table>
<tr><th colspan="3" style="text-align:center">PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION</th></tr>
<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></tr>
<tr><td></td><td></td><td>52. Notify your coordinator by e-mail after you have completed your submittal.</td></tr>
<tr><td>☒</td><td></td><td>53. Submit all items indicated on this checklist pursuant to the submittal requirements.</td></tr>
<tr><td>☒</td><td></td><td>54. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</td></tr>
<tr><td>☒</td><td></td><td>55. 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.</td></tr>
<tr><td></td><td></td><td>56. Other _____ _____</td></tr>
<tr><td></td><td></td><td>

57. If you have any questions regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print):_____ **Phone Number: 480-312-**_____

Coordinator e-mail: _____@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.

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/planning-development/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

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Development Application Process
Enhanced Application Review
Staff Review Applications: SA, WM, & MD

CITY OF SCOTTSDALE

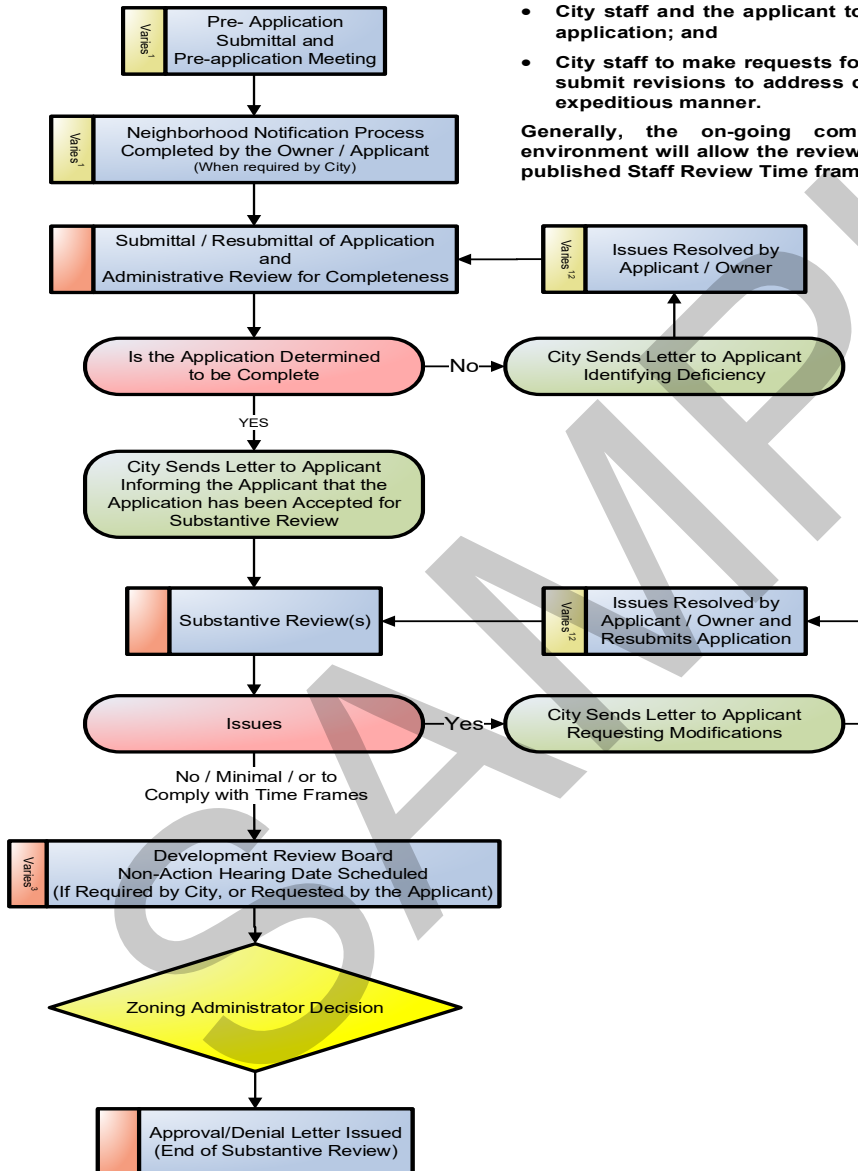**Enhanced Application Review Methodology**

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.

Application Types:
a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Division – Minor Subdivision (MD)

Flowchart:

- Varies[1] — Pre-Application Submittal and Pre-application Meeting
- Varies[1] — Neighborhood Notification Process Completed by the Owner / Applicant (When required by City)
- Submittal / Resubmittal of Application and Administrative Review for Completeness ← Varies[2] — Issues Resolved by Applicant / Owner
- Is the Application Determined to be Complete —No→ City Sends Letter to Applicant Identifying Deficiency
- YES ↓
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- Substantive Review(s) ← Varies[2] — Issues Resolved by Applicant / Owner and Resubmits Application
- Issues —Yes→ City Sends Letter to Applicant Requesting Modifications
- No / Minimal / or to Comply with Time Frames ↓
- Varies[3] — Development Review Board Non-Action Hearing Date Scheduled (If Required by City, or Requested by the Applicant)
- Zoning Administrator Decision
- 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 a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Administrative Review	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Multiple City Reviews in This Time Frame[2,3,4]	Letter Issued

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Development Application Process
Standard Application Review
### Staff Review Applications: SA, WM, & MD

CITY OF SCOTTSDALE

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'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.

Application Types:

a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Division – Minor Subdivision (MD)
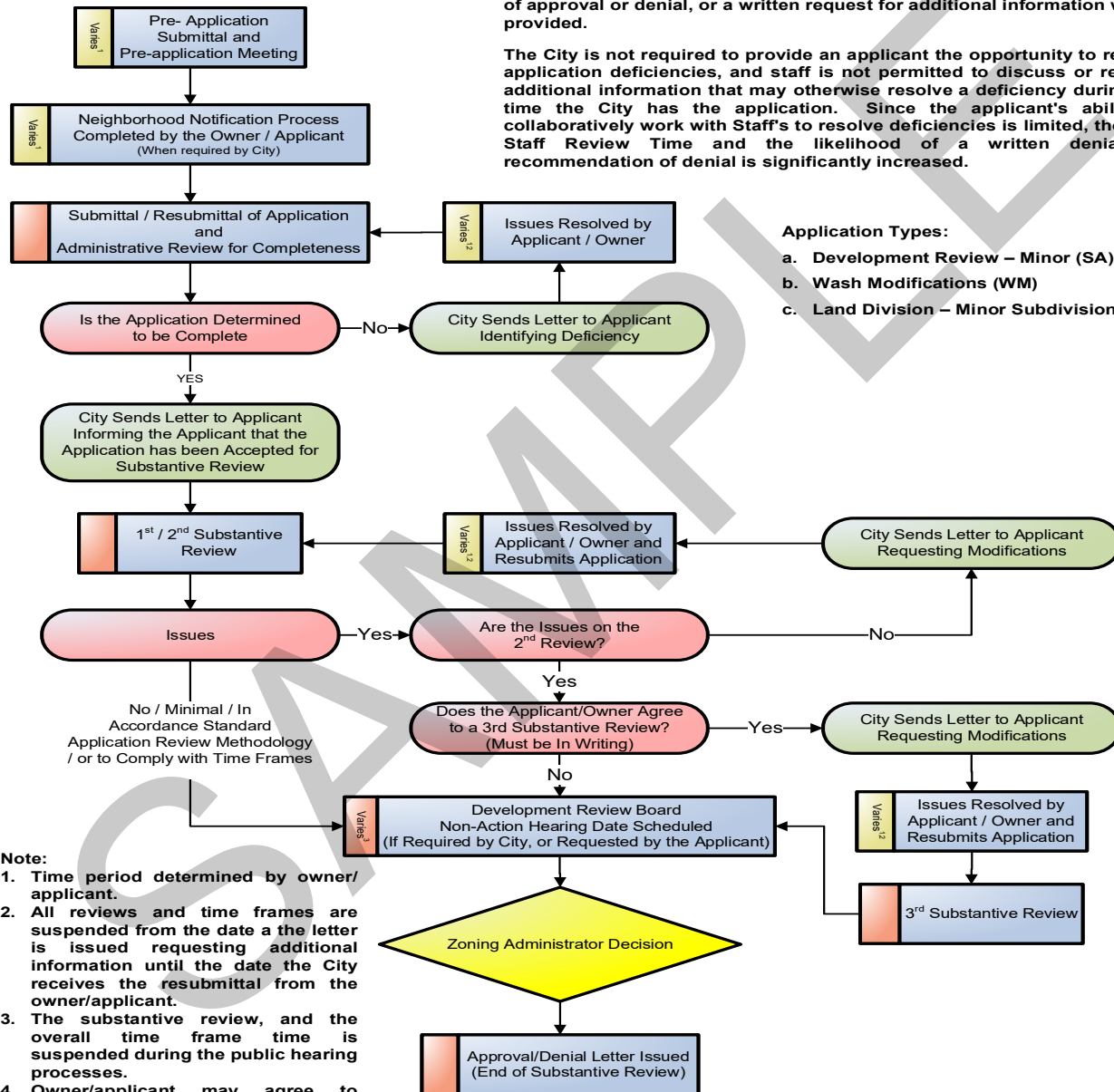
Note:
1. **Time period determined by owner/applicant.**
2. **All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.**
3. **The substantive review, and the overall time 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	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Two Reviews in This Time Frame[2, 3, 4]	Letter Issued

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