



COMMERCIAL AND MULTI-FAMILY PLANNING ARCHITECTURAL REVIEW CHECKLIST

The following information may be utilized as a guide for planning approval, but shall not be considered a complete list of required information. Since each development/project is different, the City of Scottsdale reserves the right to request additional information to ensure a project is in compliance with all City requirements, codes, ordinances, and approvals.

SITE PLAN CONFORMANCE WITH DEVELOPMENT REVIEW BOARD

- Pursuant to the Zoning Ordinance and the Development Review Board (DRB) approval, all permits must be obtained within one year of the DRB approval. If permit will not be obtained within one year, the applicant is responsible for obtaining a DRB Time Extension from the Project Coordinator. A request for a DRB Time Extension after the DRB approval has expired may not be granted. A subsequent Staff Approval (SA) related to the DRB is not an extension of the DRB approval. Time Extensions are required for plans currently under review at the time of the DRB expiration.
- Project approved by SA, not related to a DRB approval, shall obtain all permits within one year of the DRB approval. If permit will not be obtained within one year, the applicant is responsible for obtaining a SA Time Extension from the Project Coordinator. Time Extensions are required for plans currently under review at the time of the DRB expiration.
- The site plan shall be in conformance with the site plan approved by the Development Review Board and Staff Approval.

SITE PLAN PROJECT INFORMATION

- The site plan shall provide the following information indicated with an “☒”:
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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Project name <input checked="" type="checkbox"/> Parcel address <input checked="" type="checkbox"/> Label all adjacent land use zoning. <input checked="" type="checkbox"/> A clear area on plan for city approvals. <input checked="" type="checkbox"/> Case, CDS (plan check), and Native Plant plan numbers shall be provided along right boarder or bottom right hand corner. A 1/4" minimum lettering is required on all sheets. <input checked="" type="checkbox"/> Name, address, telephone number, email, fax number, design professionals (architect, civil engineer, etc.), and owner, are all required. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Legal description <input checked="" type="checkbox"/> Vicinity map <input checked="" type="checkbox"/> All font shall be 12 point. <input type="checkbox"/> Other |
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- Additional information may be required depending on zoning district, development, Zoning (ZN), Use Permit (UP), and DRB stipulations.

SITE PLAN PROJECT DATA

- The site plan shall contain the following information indicated with an “☒” under the project data. The information that is not marked may be required by the district.
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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Net Acres <input checked="" type="checkbox"/> Zoning <input checked="" type="checkbox"/> Gross Floor Area <input checked="" type="checkbox"/> Building code and type information <input checked="" type="checkbox"/> Bike parking (required, provided, show calculations) <input checked="" type="checkbox"/> Open space (required, provided, show calculations) <input type="checkbox"/> Number of residential units identified by the number of bedrooms <input type="checkbox"/> NAOS (required, provided, show calculations) <input type="checkbox"/> Density (allowable, provided, show calculations) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lot Coverage <input type="checkbox"/> Private open space per unit type <input type="checkbox"/> Other |
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- Floor area ratio (allowable, provided, show calculations)
- Volume ratio (allowable, provided, show calculations)
- Parking (required, provided, show calculations) (Floor plan work sheets, addressing the parking requirements, may be required for some developments)
- Accessible parking (required, provided, show calculations)
- Covered parking if provided

(In a commercial establishment, when covered parking is provided for employee use only, then an equal percentage of accessible covered parking is not required. The method in which the employee covered parking will be indicant shall be identified on the plans. When covered parking is provided for the general public use in a commercial establishment, an equal percentage accessible of cover parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest public entrance.)

(When covered parking is provided in a multi-family use, an equal percentage of accessible covered parking shall be provided. An accessible route shall be stripped from the accessible covered parking to the nearest sidewalk)

- Additional information may be required depending on zoning district, development, ZN, UP, and DRB stipulations.

SITE PLAN

- The site plan shall address all Zoning Ordinance requirements and DRB/SA stipulations. The site plan shall match the civil plans, landscape plans, open space plan, Natural Area Open Space (NAOS) plan, and electrical site plan.

Plan

- The site plan shall contain the information indicated with an “”. Requirements may vary depending on the zoning district, development, and DRB/SA stipulations.

<input checked="" type="checkbox"/> Parcel Dimensions	<input checked="" type="checkbox"/> Scale minimum 1” = 40’-0”
<input checked="" type="checkbox"/> Written and bar scale on each plan sheet	<input checked="" type="checkbox"/> North arrow
<input checked="" type="checkbox"/> Dimensions parcel from nearest monument line	<input checked="" type="checkbox"/> Dimension between buildings
<input checked="" type="checkbox"/> Dimension from building(s) to each property line	<input checked="" type="checkbox"/> Dimension and label all easements
<input checked="" type="checkbox"/> Indicate sidewalk locations, pavement types, and size.	<input type="checkbox"/> Label the NAOS easement
<input checked="" type="checkbox"/> Perimeter wall(s) and screen wall(s) shown graphical	<input type="checkbox"/> Label the Scenic Corridor easement
<input checked="" type="checkbox"/> Lowest finished floor for each building is labeled	<input checked="" type="checkbox"/> Dimension parking aisle and stalls
<input checked="" type="checkbox"/> Dimension and label the right-of-way	
<input checked="" type="checkbox"/> Perimeter wall(s) and screen wall(s) locations shown graphical	
<input checked="" type="checkbox"/> Provide a dimension from the right-of-way centerline to the face of curb	
<input checked="" type="checkbox"/> Show all right-of-way improvements (street, sidewalk, driveway, etc.)	
<input checked="" type="checkbox"/> Indicate location of above ground utility equipment and screening	
<input checked="" type="checkbox"/> Provide a minimum of three top-of-curb elevations on each adjacent street	
<input checked="" type="checkbox"/> Provide the total number of parking stalls in a consecutive line.	
<input type="checkbox"/> Fountains/water features shall be in conformance with section 49-242. They shall also be on a separate water line with its own back flow preventor; no other use shall be connected to the fountain line. (This information may be provided on the landscape plans)	
<input checked="" type="checkbox"/> The site plan shall address ADA accessibility access issues.	
<input checked="" type="checkbox"/> Require site plan notes: see attached	
<input checked="" type="checkbox"/> Sight visibility triangles (SVT), drawn pursuant to the Design Standards and Policy Manual, shall be shown to the curb line.	
<input type="checkbox"/> In the downtown area, landscape islands shall be required at between every ten (10) consecutive parking spaces.	
<input type="checkbox"/> In all other districts, such landscape island shall be required at a minimum of, every fifteen (15) parking spaces.	
<input checked="" type="checkbox"/> A median shall have an interior curb dimension of 7’-0” (This is required if the median is to be counted as parking lot landscaping/open space). A median shall have a minimum interior curb dimension of 4’-0” if a tree is to be planted.	

- Permanent containment barriers (concrete curbs) shall be installed and properly secured within, or adjacent to, all proposed parking areas and along all driveways and vehicular access ways to prevent the destruction of landscape materials by vehicles unless otherwise approved by the Development Review Board.
- Landscape buffer zones pursuant to Article X section 10.601 of the zoning ordinance
- Other
- Additional information may be required depending on zoning district, development, ZN, UP and DRB/SA stipulations.

SITE DETAILS

- The following details indicated with an “” shall be provided. Requirements may vary depending on the zoning district, development, and DRB/SA stipulations.
 - Bike Rack (per COS standard detail)
 - Lot light pole details
 - Screen wall and site wall details shall be provided. Architectural color and material shall be applied to all sides to match the building, or as approved by the DRB/SA.
 - Trash enclosure (per COS standard detail) and gate clearance shall be dimensioned (min 12’-0”). Architectural color and material shall be applied to all sides of the enclosure to match the building, or as approved by the DRB/SA
 - Fountains (may require approval from the City of Scottsdale’s Department of Water Resources (SWRD) and details shall comply with their approval) may be part of the landscape approval instead of the architectural approval. All fountains require separate permits and shall be noted on the plans. If the required information is not available at the time of approval, the plans shall be noted, “Fountains require separate permit and approval.”
 - Carport details (if approved as part of overall approval) (Accessible carport minimum clearance is 98” measured from the highest stall grade beneath canopy to the lowest cross member of the canopy.)
 - Other
- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

FLOOR PLANS

- Some developments may be required to provide additional planning-related information depending on the zoning district, development, ZN, UP, and DRB/SA stipulations.
- Floor plan work sheets, addressing the parking requirements, may be required for some developments.

OPEN SPACE PLAN

- The following information indicated with an “” shall be provided on the open space plan. Requirements may vary and additional information may be required, depending on the zoning district, development, and DRB/SA stipulations.
 - An open space plan shall be provided addressing all Zoning Ordinance requirements, and DRB/SA stipulations.
 - Total open space area is required (show calculations), and the total area provided shall be identified on the plan.
 - Each calculated area on the open space plan shall be identified, and each area's individual square footage shall be identified.
 - The retention area shall not exceed 50 % of the front open space.
 - Parking lots that have more than 20 cars, an area equal to a minimum of 15% of the parking lot, shall be landscaped/open space. Parking lot landscaping is in addition to the district requirements. A median planter, that is to be counted as open space, shall have an interior curb dimension of 7’-0” and a

minimum square footage of 120 sqft. The 2'-0" overhang of a parking stall shall not be counted toward the open space requirement.

- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

ELEVATIONS

- The following information indicated with an "☒" shall be provided on the elevations for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, and DRB/SA stipulations
 - ☒ The elevations shall address Zoning Ordinance requirements and DRB/SA stipulations. The elevations shall be in substantial conformance with the DRB/SA approved elevations.
 - ☒ The building height shall be measured pursuant to the Zoning Ordinance. Dimensions, at a minimum, shall be provided from the Lowest Finished Floor (as identified by the Civil Engineer) to the top of building. Additional dimensions may be required.
 - ☒ Building colors and materials shall match the DRB approval and address Zoning Ordinance requirements. Their locations shall be clearly indicated on the elevations.
 - ☒ All roof-mounted equipment shall be dashed in on all elevations. Roof-mounted equipment shall be completely screened by parapet or a screen wall. Screen walls shall utilize architectural colors and material finishes that match the building. (Line of sight is not a recognized method of screening.)
 - ☐ If no roof-mounted equipment is being approved with this submittal, provide the following note on the elevations: "No roof-mounted equipment is approved with this permit."
 - ☒ Any wall-mounted lights shall be dimensioned to the top of the fixture. Exterior wall-mounted lights are considered site lighting and are subject to the DRB/SA stipulations and the Zoning Ordinance.
- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

ELECTRICAL SITE PLAN

- The following information indicated with an "☒" shall be provided on the electrical site plan for all developments. Requirements may vary and additional information may be required depending on the zoning district, development, and DRB stipulations.
 - ☒ The electrical site plan shall address the Zoning Ordinance and DRB stipulations regarding onsite lighting.
 - ☒ The electrical site plan shall match the architectural site plan.
 - ☒ All exterior lighting shall be identified on this plan.
 - ☒ The locations of the light poles shall not be located in the parking stall overhang.
 - ☒ All exterior lights shall include an identifier (symbol or letter, ex. ⊖ or SA) that shall be cross-referenced to the light schedule and photometrics.
- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

EXTERIOR ON SITE LIGHTING DETAILS

- ☒ All exterior lighting manufacture cut sheets (to be provided on 24"x36" paper) shall address the Zoning Ordinance and DRB/SA stipulations. Each cut sheet shall clearly identify the light fixture manufacture number utilized and the plan cross-reference identification. (State law prohibits Mercury Vapor lighting.)
- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

PHOTOMETRICS

- Photometrics plans shall be provided for the entire site addressing Zoning Ordinance, ZN, UP, DRB, Design Guidelines, and the Staff Policy for Site Lighting. Additional plans and information may be required by the Plan Review and Permit Services staff.
- There is a minimum of two photometric studies required for each project. They are (1) the horizontal illuminance on the site, and (2) the vertical light trespass around the perimeter of the site. Each plan requires the following information:
 - A point-by-point foot-candle reading. The horizontal photometric plan grid points, utilizing distinctive grip point symbols (example: *), shall have a maximum spacing of 10'-0" between each point across the entire site, and 10'-0" past the property line. The vertical photometric plan grid point shall be provided only along the property line with a maximum spacing of 10'-0" between each point.
 - A foot-candle reading shall also be provided under at least one of each light fixture type.
 - The plan shall include the lighting templates generated by the lighting design software program to calculate the foot-candle readings. The template shall be for the fixture and lamp specified on the plans. The plan's fixture type identification shall match the cut sheets, electrical site plans, and the lighting schedule. This information shall be provided in a summary table.
 - The plan shall identify the initial maximum, minimum, and average illuminance on the horizontal photometric plan and vertical photometric plan.
 - The plan shall identify the total maintenance (light loss) factor utilized.

The maintained light loss factor for all horizontal photometric analysis shall not be below 0.70.

The horizontal illuminance photometric plan, and the vertical light trespass plan may be combined into one sheet if the readings utilize distinctive symbols; a separate summary table for all fixtures utilized in the initial vertical light trespass analysis shall be provided; the maintained maximum, minimum, average illuminance and light loss factor, which shall not be below 1.00 and shall be labeled accordingly.

The Light Trespass plan (vertical illuminance) shall provide point-by-point foot-candle readings 6'-0" above grade along the entire property line, with the reader at 90-degrees nadir and aimed perpendicular into the site.

Plans shall only include one horizontal reading across the entire site. Only the building footprint shall be masked out from the reading. Plans will not be approved with more than one horizontal reading provided on the plans unless requested by the City of Scottsdale. (Acceptable additional horizontal reading grids may be: gas station canopies, ATM drive-thrus, walk-up ATMs, and parking garage entries/exits. When separate grids are utilized, a separate grid symbol (example: %) must be utilized, and maintained maximum, minimum, average illuminance shall be provided for the grid.)

- The Photometrics plan shall provide a lighting fixture summary table that presents the following information:
 - Plan identification symbol or abbreviation
 - Fixture type (include the manufacture product identification catalog number)
 - Lamp type (include the manufacture product identification catalog number and wattage)
 - Lamp Lumens
 - Lamp degree Kelvin
 - Fixture lens height above lowest adjacent finished grade
 - Total Light loss factor utilized.
- The manufacture fixture cut-sheets for each exterior fixture utilized shall be provided on a separate full size plan sheet. 8 1/2" x 11" separate sheets will not be accepted. All cut-sheet must be legible, illegible information will not be accepted. The manufacture cut sheets must indicate the:
 - Plan identification symbol or abbreviation
 - Fixture graphic

- Fixture type
 - Fixture add-ons if utilize
 - Lamp type utilized
 - All photometric data
 - Candela distribution curve
- Additional information may be required depending on zoning district, development, ZN, UP, and DRB/SA stipulations.

RESUBMITTAL OF PLANS

- Plans shall be resubmitted to the One Stop Shop addressing all comments and the resubmittal checklists. Plans will not be accepted without the required resubmittal information.
- Plans will not be accepted through the mail or similar (FEDEX, UPS, etc).
- Plans may only bubble and delta the most recent modification(s). Subsequent resubmittal may only show the most recent modification(s) bubbled, all previous bubbles must be removed. The delta(s) may remain. e.g. A third submittal of the plan shall have the bubble(s) shown on the second submittal removed, although corresponding delta may remain. The third submittal may only show bubble(s) on the plan identifying the modification(s) to the plan since the second submittal.
- The above note only applies to the architectural review set, and does not apply to the civil and landscape approval set. Bubbles and Deltas are not permitted on the civil and landscape plan, they are reserved for reapproval proposes only.