



# Abandonment Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

*This Document Constitutes A Public Disclosure Under ARS Section 39-121, Inspection of Public Records*

## PART I -- GENERAL REQUIREMENTS

*All Graphics And Plans Shall Be To Scale And Dimensioned.*

**Req'd** **Rec'd** **Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. <b>Abandonment Checklist</b> (this list)  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. <b>Completed Project Application Form</b> (form provided)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. <b>Proposition 207 information handout</b> (sample agreement provided).   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. <b>Completed Project Narrative Form</b> (form provided) <ul style="list-style-type: none"> <li>• Include all of the neighborhood notification that was done (i.e. phone calls, mailings, visits, etc.) documenting dates and summaries of discussions.</li> <li>• Proposed site plan</li> </ul> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. <b>Current Title Report</b> (requirements form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> </ul> Include complete Schedule A and Schedule B.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. <b>Application Fee: \$ <u>2,135</u> fee for single family residential; \$ fee for commercial and subdivisions (fee subject to change)</b>   |

### 9. Letters of Response from Utility Companies

☒

☐

APS	Michael Bouche	602-371-7033	602-371-6586 (fax)	michael.bouche@aps.com
SRP	Al Dickie	602-236-8170	602-236-8193 (fax)	al.dickie@srpnet.com
Qwest	Chris Lertique	602-630-0492	480-831-4946 (fax)	mlertiq@qwest.com
City Water Dept.	Doug Mann	480-312-5636	480-312-5615 fax)	dmann@scottsdaleaz.gov
Cox	Travis Curry	623-328-3519	623-322-7500 (fax)	travis.curry@cox.com
SW Gas	Greg Cooper	602-484-5276	602-484-5353 (fax)	greg.cooper@swgas.com

## Planning, Neighborhood & Transportation Division

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

## Abandonment Application Checklist

**10. Provide A Combined Context Aerial And Context Site Plan:**

- 24" x 36" **-FOLDED** color copy
- 11" x 17" - 1 color copy

☒ ☐

**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:

  X   **750 feet**  
           **other**

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls)
- Label surrounding zoning and land uses, in white letters
- Streets including sidewalks, and any surrounding driveways or intersections
- Bike paths and trails
- Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

**11. Copy of the Original Recorded Document to Be Abandoned.** (Most copies can be purchased at the City of Scottsdale records dept 480-312-2356 or the Maricopa County Recorder's Office 602-506-3535)☒ ☐

- Separate docket number # 5526 - 548
- A copy of the recorded subdivision plat or map of dedication
- If a GLO (General Land Office) federal patent roadway easement, copies can be purchased from the Bureau of Land Management 602-417-9200. They are located at 222 N. Central Avenue, Phoenix.

**12. Existing Conditions Photo Exhibit And Index Of Photos For Inclusion Packets**☒ ☐

- Color copies are required (Printed digital photos are OK).
- Photos must be numbered; you may place up to four (4) photos per page
- Page size must be 8-1/2" x 11"
- Provide 1 set of photos with index graphic at time of submittal
- An index graphic showing the required photo locations and numbers must be attached as the 1st page of the photo exhibit on each of the 12 sets
- Show all existing buildings on site
- We will not accept photos mounted on cardboard, foamboard, particleboard, posterboard, or other materials.
- 1 or 2 photos of the existing condition of the site and representative photos of the architecture

**Planning, Neighborhood & Transportation Division**

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088

## Abandonment Application Checklist

☒ ☐**13. Legal Description And Graphic Of Areas To Be Abandoned:**

- 8-1/2" x 11" -1 Written Legal and 1 Graphic
- Must be minimum 10 point type
- Must maintain 1/2 inch clear borders
- Must contain any required reservations on both written legal and graphic

☒ ☐**14. Location Map:** Provide a map, drawn to scale, showing the location of the site in relation to arterial & intersecting streets and indicating the zoning of the site and adjacent properties.

- 8-1/2" x 11" -1 copy

☒ ☐**15. Completed Required Dedication Forms And Applicable Consent Forms**

- Right-of-way Dedication
- Public Trail Easement
- Scenic Corridor Easement
- Vehicular Non-Access Easement
- Natural Area Open Space Easement
- Drainage Easement
- Other Water and Sewer Easements

> CITY TO  
PROVIDE

☐ ☐**16. If A GLO Roadway Easement, Execute Form(s) Attached**☒ ☐**18. Neighborhood Involvement Packet**☒ ☐**19. Submit all items pursuant to the Submittal Instructions provided.**☒ ☐**20. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call Current Planning at 312-7000.**


Coordinator

03/05/2010

Date

This application needs a ☒ New Project Number or ☐ has an Old Project Number 2 - PA - 2010**Planning, Neighborhood & Transportation Division**

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088