

Rezoning 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 page 11 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: 372N0

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

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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>6,200</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application (form provided) 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 – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) • Digital – ① copy (CD/DVD, PDF Format)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form) <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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)). <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Appeal of Required Dedications, Exactions, or Zoning Regulations (form provided) <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date <ul style="list-style-type: none"> 8-1/2" x 11" – ① copy Include complete Schedule A and Schedule B (requirements form provided) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – ② copies Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Results of ALTA Survey (24" x 36") <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. Request for Site Visits and/or Inspections (form provided) <ul style="list-style-type: none"> Digital – ① copy (CD/DVD, PDF Format)
		12. Addressing Requirements (form provided)
		13. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Public Participation: (see Attachment A) 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Request for Neighborhood Group/Homeowners Association (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. Site Posting Requirements: (form provided (white and red signs)) <ul style="list-style-type: none"> Affidavit of Posting for Project Under Consideration 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the set of prints Digital – ① copy (CD/DVD, PDF Format) <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.

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<input type="checkbox"/>	<input type="checkbox"/>	18. Archaeological Resources (information sheets provided) <ul style="list-style-type: none"> <input type="checkbox"/> Archaeology Survey and Report - ③ copies <input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies <input type="checkbox"/> Copies of Previous Archeological Research - ① copy <ul style="list-style-type: none"> • Digital – ① copy (CD/DVD, PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	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) <ul style="list-style-type: none"> • Digital – ① copy (CD/DVD, PDF Format)

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		20. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Development Plan

Req'd	Rec'd	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – ④ copies • Digital – ① copy (CD/DVD, PDF Format) <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following: <ul style="list-style-type: none"> • goals and policies/approaches of the General Plan • goals and polices of the applicable Character Area Plan • architectural character, including environmental response, design principles, site development character, and landscape character </div> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> 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. (PRD, PCD, PBD, PUD, etc.) </div> <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> separate justification(s) for each requested modification to regulations and standards, <input checked="" type="checkbox"/> bonus provisions and justifications, <input checked="" type="checkbox"/> 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 <input type="checkbox"/> Historic Property – existing or potential historic property. (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan) <input checked="" type="checkbox"/> Conformance with the Old Town Scottsdale Urban Design & Architectural Guidelines </div>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Legislative draft of the proposed development standards, or amended development standards (example provided) <ul style="list-style-type: none"> 8 ½" x 11" – ② copies Digital – ① copy (CD/DVD, PDF Format) (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Legislative draft of the list of Land Uses, if proposed (PBD, SC) <ul style="list-style-type: none"> 8 ½" x 11" – ② copies Digital – ① copy (CD/DVD, PDF Format) (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	d. A dimensioned plan indicating the proposed boundaries of the application <ul style="list-style-type: none"> 11" x 17" – ① copy, folded (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Context Aerial with the proposed site improvements superimposed <ul style="list-style-type: none"> 11" x 17" – ① color copy, <u>folded</u> 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format) 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: <div style="margin-left: 20px;"> <input checked="" type="checkbox"/> 750-foot radius from site <input type="checkbox"/> Other: _____ </div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Site Plan <ul style="list-style-type: none"> 24" x 36" – ⑫ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	g. Subdivision Plan <ul style="list-style-type: none"> 24" x 36" – ⑫ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. Refuse Plan <ul style="list-style-type: none"> 24" x 36" – ④ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD, PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i. Open Space Plan (Site Plan Worksheet) (example provided) <ul style="list-style-type: none"> 24" x 36" – ① copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Site Cross Sections <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	k. Natural Area Open Space Plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	l. Topography and slope analysis plan (ESL Areas) <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	m. Phasing Plan <ul style="list-style-type: none"> 24" x 36" – ③ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	n. Landscape Plan <ul style="list-style-type: none"> All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>		o. International Green Construction Code (IgCC) and Energy Compliance Report The above referenced requirements may be found on the city's website at: https://www.scottsdaleaz.gov/green-building-program/green-codes
<input checked="" type="checkbox"/>		p. Greater Phoenix Metro Green Infrastructure Handbook The above referenced design guidelines may be found on the city's website at: http://www.scottsdaleaz.gov/design
<input checked="" type="checkbox"/>	<input type="checkbox"/>	q. Hardscape Plan <ul style="list-style-type: none"> All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accepted.) 24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u> 11" x 17" – ① copy, <u>folded</u> Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	r. Transitions Plan <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> 11" x 17" – ① copy (quality suitable for reproduction) 8 ½" x 11" – ① copy (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	s. Parking Plan <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	t. Parking Master Plan See the city's <u>Zoning Ordinance, Article IX</u> 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. <ul style="list-style-type: none"> 8-1/2" x 11" - ② copies Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	u. Pedestrian and Vehicular Circulation Plan <ul style="list-style-type: none"> 24" x 36" – ③ copies, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	v. Elevations <ul style="list-style-type: none"> 24" x 36" – ② copies <u>folded</u> black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.) 24" x 36" – ② color copies, <u>folded</u> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction) 8 ½" x 11" – ① color copy, (quality suitable for reproduction) 8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	w. Elevations Worksheet(s) Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown (D, PBD) when elevations are required to be submitted. <ul style="list-style-type: none"> 24" x 36" – ② copies, <u>folded</u> Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	x. Perspectives <ul style="list-style-type: none"> 11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction) 8 ½" x 11" – ① color copy (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	y. Floor Plans <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	z. Floor Plan Worksheet(s) (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" - ① copy, <u>folded</u> (quality suitable for reproduction) Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	aa. Roof Plan Worksheet(s) <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> Digital - ① copy (CD/DVD – PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	aa. Electronic Massing Model: <ul style="list-style-type: none"> • 11" x 17" – ① color copy, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format) <p>Scaled model indicating building masses on the site plan and the mass of any building within:</p> <p><input type="checkbox"/> 750-foot radius from site</p> <p><input type="checkbox"/> Other: _____</p> <p>(The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services Department.)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	bb. Solar Analysis <p>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) and Downtown (D, PBD).</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	cc. Exterior Lighting Site Plan <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	dd. Manufacturer Cut Sheets of All Proposed Exterior Lighting <ul style="list-style-type: none"> • 24" x 36" – ① copy, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ee. Cultural Improvement Program Plan <p><input type="checkbox"/> Conceptual design</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format) <p><input type="checkbox"/> Narrative explanation of the methodology to comply with the requirement / contribution.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ff. Sensitive Design Concept Plan and Proposed Design Guidelines <p>(Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</p> <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	gg. Master Thematic Architectural Character Plan <ul style="list-style-type: none"> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① color copy (quality suitable for reproduction) • Digital - ① copy (CD/DVD – PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	hh. Other: _____ <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) <input type="checkbox"/> Digital – ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Deferred Development Plan Booklets (to be provided once case is ready for hearing) <ul style="list-style-type: none"> • 11" x 17" – ③ copies (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) • 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. <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application Narrative <input checked="" type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards <input checked="" type="checkbox"/> Legislative draft of the proposed List of Land Uses <input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application <input checked="" type="checkbox"/> Context Aerial with the proposed Site Plan superimposed <input checked="" type="checkbox"/> Site Plan <input type="checkbox"/> Subdivision Plan <input checked="" type="checkbox"/> Open Space Plan <input checked="" type="checkbox"/> Phasing Plan <input checked="" type="checkbox"/> Landscape Plan <input checked="" type="checkbox"/> Hardscape Plan <input checked="" type="checkbox"/> Transitions Plan <input checked="" type="checkbox"/> Parking Plan <input checked="" type="checkbox"/> Pedestrian and Vehicular Circulation Plan <input checked="" type="checkbox"/> Conceptual Elevations <input checked="" type="checkbox"/> Conceptual Perspectives <input type="checkbox"/> Electronic Massing Model <input checked="" type="checkbox"/> Solar Analysis <input type="checkbox"/> Exterior Lighting Plan <input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting <input checked="" type="checkbox"/> Cultural Amenities Plan <input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control) <input checked="" type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <input type="checkbox"/> Master Thematic Architectural Character Plan <input type="checkbox"/> Other: _____ <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es) (PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Preliminary 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 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, and topography maps. Full size plans/maps shall be folded and contained in pockets. <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets <u>OR</u> Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)
<input type="checkbox"/>	<input type="checkbox"/>	25. Preliminary Grading and Drainage Plan See Chapter 4 of the city's <u>Design Standards & Policies Manual</u> for specific submittal and content requirements for the plan. Must include preliminary design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The preliminary grading and drainage plan may be included as part of the preliminary drainage report. <ul style="list-style-type: none"> 24" x 36" - ① copy of the Preliminary Grading and Drainage plan. <u>OR</u> Digital - ① copy of the Preliminary Grading and Drainage Plan (see handout submittal instructions)
<input type="checkbox"/>	<input type="checkbox"/>	26. Master Drainage Plan See the city's <u>Design Standards & Policies Manual</u> 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. <ul style="list-style-type: none"> 8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets <u>OR</u> Digital - ① copy (see handout submittal instructions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Preliminary 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. Must include preliminary design parameters of special infrastructure, such as PRV and/or booster pump station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans. <ul style="list-style-type: none"> Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Preliminary 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. Must include preliminary design parameters of special infrastructure, such as sewer lift station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> Digital - ① copy (CD/DVD – PDF Format)

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<input type="checkbox"/>	<input type="checkbox"/>	29. Master Plan and Design Report for Water Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. Must include detailed design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	30. Master Plan and Design Report for Wastewater Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. Must include detailed design parameters of special infrastructure, such as sewer lift station if required to serve the development. The report shall be bound and must include all required exhibits and plans. <ul style="list-style-type: none"> Digital - ① copy (CD/DVD – PDF Format)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Transportation Impact & Mitigation Analysis (TIMA) 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. <input type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input checked="" type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> 8-1/2" x 11" - ③ copies of the TIMA including full size plans/maps in pockets Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	32. Native Plant Submittal Requirements: (form provided) <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> Digital - ① copy (CD/DVD – PDF Format) <i>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</i>
<input type="checkbox"/>	<input type="checkbox"/>	33. Environmental Features Map <ul style="list-style-type: none"> 24" x 36" – ① copy, <u>folded</u> 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) Digital - ① copy (CD/DVD – PDF Format)
<input type="checkbox"/>	<input type="checkbox"/>	34. Other: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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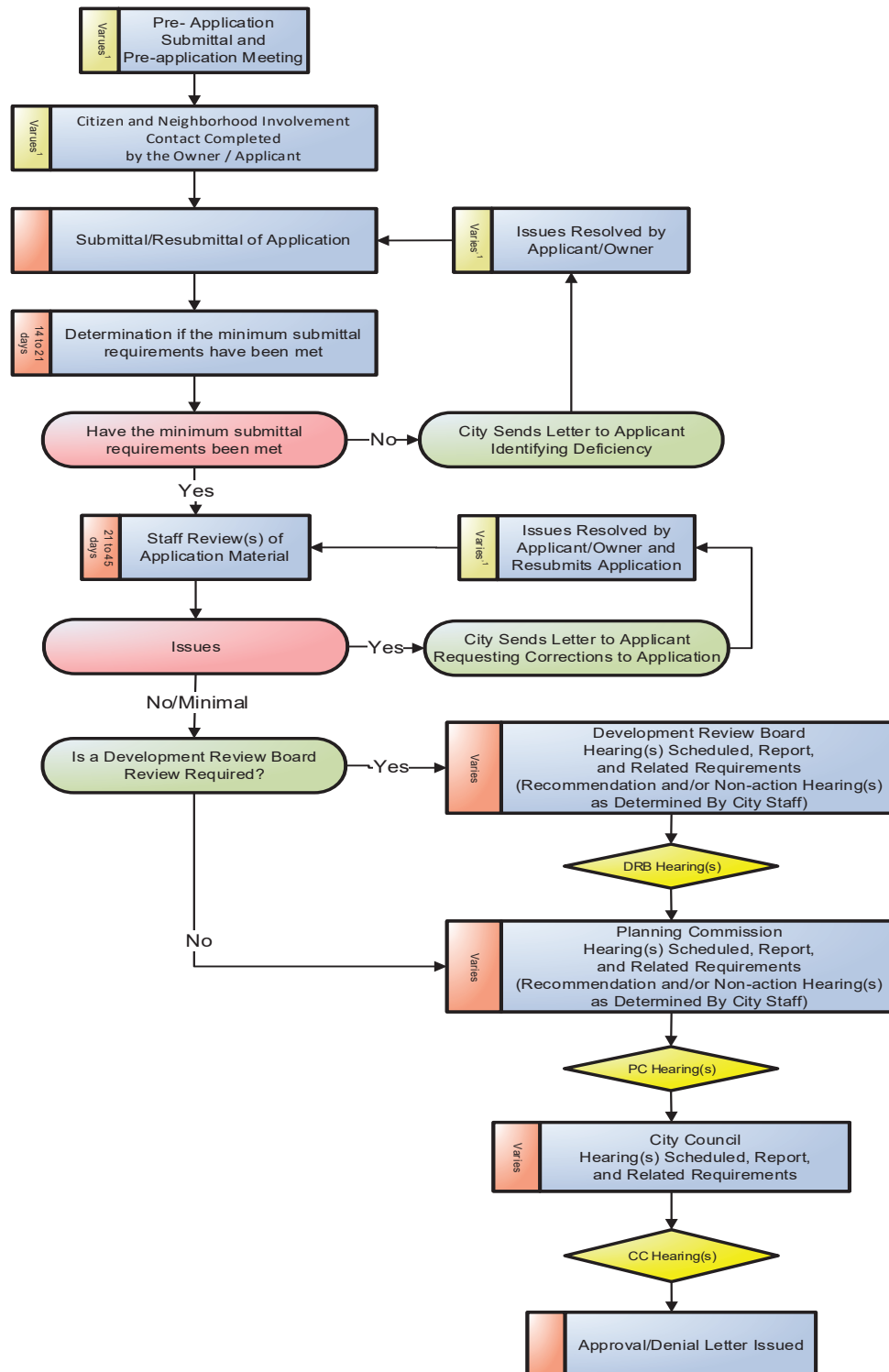
PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. 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; <u>229</u> -PA- <u>2020</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Submit all items indicated on this checklist pursuant to the submittal requirements including one copy of all items in a digital format.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. 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.
<input checked="" type="checkbox"/>		<p>39. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Greg Bloemberg</u> Phone Number: 480-312-<u>4306</u></p> <p>Coordinator email: <u>gblo</u>@scottsdaleaz.gov Date: <u>4/2/2020</u></p> <p>Coordinator Signature: <u></u> for Greg Bloemberg</p> <p>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.</p> <p>This application needs a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</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: http://www.scottsdaleaz.gov/planning-development/forms</p> <p>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</p>

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Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP),
Infill Incentive (II), & Zoning District Map Amendment (ZN)



Note:

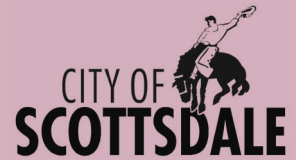
1. Time period determined by owner/applicant.

Planning and Development Services

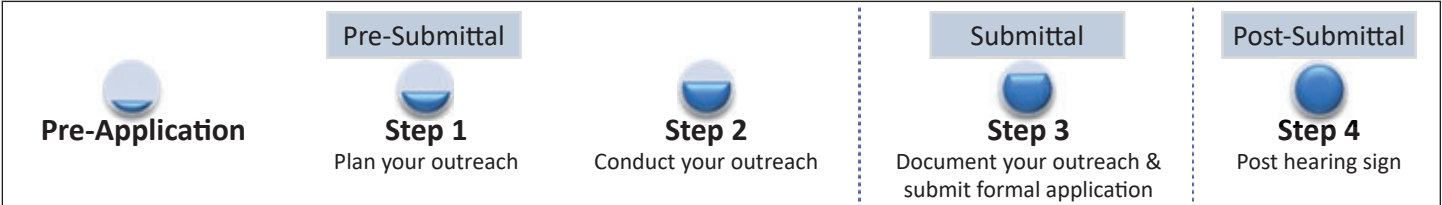
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Public Participation

-Non-major General Plan Amendment (GP)
-Rezoning (ZN)
-Infill Incentive (II)



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.

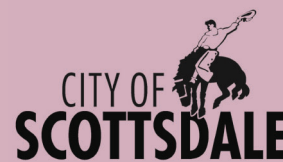
Step 2: Complete Neighborhood Involvement Outreach

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:
 - o Project request and description
 - o Pre-application number (xx-PA-xxxx)
 - o Project location (street address)
 - o Size (e.g. Number of acres of project, square footage of lot)
 - o Existing General Plan land use designation graphic for zoning cases
 - o Existing and Proposed General Plan land use designations for non-major GP cases
 - o Zoning (for ZN case: existing and proposed graphics)
 - o Applicant and city contact names, phone numbers, and email addresses
 - o Scheduled open house(s) - including time, date, and location
 - o 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

Public Participation

-Non-major General Plan Amendment (GP)
-Rezoning (ZN)
-Infill Incentive (II)



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: 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



Open House Sign-In Sheet

Date: _____

Location: _____

This Sign-In Sheet is a Public Record

Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail
Name		Business Name	
Address & Zip		Phone	E-mail

Development Application



Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other:
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: _____

Property's Address: _____

Property's Current Zoning District Designation: _____

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

Owner:	Agent/Applicant:
Company:	Company:
Address:	Address:
Phone: Fax:	Phone: Fax:
E-mail:	E-mail:
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone: Fax:	Phone: Fax:
E-mail:	E-mail:

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology.

☐ **Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☐ **Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature _____		Agent/Applicant Signature _____	
Official Use Only	Submittal Date:	Development Application No.:	

Planning and Development Services

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Development Application

Review Methodologies



Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. 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.

2. 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.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

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Development Application

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

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Request To Submit Concurrent Development Applications

Acknowledgment and Agreement



The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more of the development applications are related to another development application. City Staff may agree to process concurrently where one or more the development applications related to the approval of another development application upon receipt of a complete form signed by the property owner.

Development Application Types		
Please check the appropriate box of the types of applications that you are requesting to submit concurrently		
Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	Other
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Owner: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

As the property owner, by providing my signature below, I acknowledge and agree: 1) that the concurrent development applications are processed at the property owner's risk; 2) to hold the City harmless of all cost, expense, claims, or other liability arising in connection with the concurrent development applications; 3) to the City of Scottsdale's Substantive Policy Statement pertaining to Concurrent Applications; 4) to placing a development application on hold in order to continue processing a concurrent development application that is related to an another development application; and 5) that upon completion of the City review(s) of the development applications, one or more of the development application(s) may not be approved.

Property owner (Print Name): _____ Title: _____

_____ Date: _____

Signature

Official Use Only:	Submittal Date: _____
Request: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied	
Staff Name (Print): _____	
Staff Signature: _____	Date: _____

Planning and Development Services

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Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: _____
- b. County Tax Assessor's Parcel Number: _____
- c. General Location: _____
- d. Parcel Size: _____
- e. Legal Description: _____

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)

Date

Signature

_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

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Appeals of Dedication, Exactions, or Zoning Regulations



Rights of Property Owner

In addition to the other rights granted to you by the U.S. and Arizona Constitution, federal and state law and city ordinances or regulations, you are hereby notified of your right to appeal the following City actions relating to your property:

- 1) Any dedication of exaction which is required of you by an administrative agency or official of the city as a condition of granting approval of your request to use, improve or develop your real property. This appeal right does not apply to a dedication or exaction required as part of a city legislative act (for example a zoning ordinance) when an administrative agency or official has no discretion to determine the dedication or exaction.
- 2) The adoption or amendment of a zoning regulation that creates a taking of property in violations of Arizona and federal court decision.

Appeal Procedure

The appeal must be in writing and specify the City action appealed and the date final action was taken, and must be filed with or mailed to the hearing officer designated by the city within 30 days after the final action is taken

- No fee will be charged for filing
- The city Attorney's Office will review the appeal for compliance with the above requirements, and will notify you if your appeal does not comply
- Eligible appeals will be forwarded to the hearing officer, and a hearing will be scheduled within 30 days of receipt by the hearing officer of your request. Ten days notice will be given to you of the date, time and place of the hearing unless you indicate that less notice is acceptable to you.
- The City will submit a takings impact report to the hearing officer.
- In an appeal from a dedication or exaction, the City will bear the burden of proving that the dedication or exaction to be imposed on your property bears an essential nexus between the requirement and a legitimate governmental interest and that the proposed dedication or exaction is roughly proportional to the impact of the use, improvement or development you proposed.
- In an appeal from the adoption or amendment of a zoning regulation, the City will bear the burden of proving that any dedication of exaction requirement in the zoning regulation is roughly proportional to the impact of the proposed use, improvement, or development, and that the zoning regulation does not create a taking of property in violation of Arizona and federal court cases.
- The hearing officer must render his decision within five working days after the appeal is heard.
- The hearing officer can modify or delete a dedication or exaction or, in the case of an appeal from a zoning regulation, transmit a recommendation to the City Council.
- If you are dissatisfied with the decision of the hearing officer, you may file a complaint for a trial nevo with the Superior Court within 30 days of the hearing officer's decision.

For questions, you may contact:

City's Attorney's Office
3939 Drinkwater Blvd.
Scottsdale, AZ 85251
480-312-2405

Address your appeal to:

Hearing Officer, C/O City Clerk
3939 Drinkwater Blvd
Scottsdale, AZ 85251

Please be aware that City Staff cannot give you legal advice. You may wish, but are not required, to hire an attorney to represent you in an appeal.

Planning and Development Services

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**Owner Certification
Acknowledging Receipt
Of
Notice Of Right To Appeal
Exactions And Dedications**

I hereby certify that I am the owner of property located at:

(address where development approval, building permits, or city required improvements and dedications are being required)

and hereby certify that I have received a notice that explains my right to appeal all exactions and/or dedications required by the City of Scottsdale as part of my property development on the parcel listed in the above address.

Signature of Property Owner

Date

Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department



The City of Scottsdale planning department requires applicants for various zoning applications, building permits and other approvals to provide evidence of land ownership. Unless city staff directs otherwise, the required evidence shall be a title insurance commitment meeting the following requirements:

1. The applicant shall instruct the title insurance company to prepare a normal title insurance commitment.
2. The title commitment must cover the whole project site, just as if the city were a commercial real estate developer who was going to buy the whole site from whoever owns it today.
3. The title insurance commitment must be in the same form and have the same wording that the title insurer usually uses when a sophisticated real estate purchaser is buying land from a sophisticated seller. For example, it must not have any extra notes, disclaimers or other language that is not in a normal title insurance commitment for a straightforward land purchase.
4. The City of Scottsdale must be listed as the proposed insured.
5. The proposed insurance amount must be a reasonable estimate of the actual dollar value of the whole site. (The price for the most recent arms-length sale of the whole site is usually an acceptable amount.)
6. The Schedule B requirements must call for:
 - a. A deed from the current owner to the city.
 - b. Releases of all liens, as if the city were going to pay cash for the land and not assume any liens or take subject to any liens.
 - c. Termination of all leases. (Leases with 24 or fewer months remaining in their term may be listed in the Schedule B exceptions instead.)
 - d. Any other specific payments or specific document recordings that the title insurer would normally call for (such as payment of delinquent property taxes).
7. The Schedule B exceptions must show any other specific title matters that may exist.
8. Title companies sometimes state in their title commitments that they will update the title search before issuing a title insurance policy. That's o.k. if the language is clear that the update will only include new title documents that are recorded after the title commitment date. For example, it is o.k. to have wording that says: "Additional items may be added based on new documents recorded before closing." But there must not be vague wording such as this: "Check with title examiner for additional items before closing."
9. The title search date on the title commitment must be less than 30 days old.
10. Both "standard coverage" and "extended coverage" title commitments are acceptable. (The title information on an extended coverage commitment must be identical to the title information that would be on a standard coverage commitment. The only difference is that the Schedule B requirements for an "extended coverage" commitment will call for a survey and will allow the title company to add Schedule B exceptions or requirements for any problems the survey reveals.)
11. There is no need to open an escrow to make a routine dedication. The city will record the dedication directly without sending it through the title company. Often, the city will not actually buy the title insurance described in the commitment or require the applicant to buy it. But, if the city decides to do it (or require the applicant to do it), then the city or the applicant will follow up with the title insurer to pay the insurance premium and satisfy the Schedule B requirements so that the title insurer will issue the policy.
12. The applicant shall inform city staff in writing of any and all title changes that occur after the title commitment is issued.
13. The city reserves the right for city staff to require additional evidence of title, including but not limited to an extended title insurance policy in favor of the city.

Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: _____-PA-_____

Project Name: _____

Project Address: _____

STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: _____
Print Name

Signature

City Use Only:

Submittal Date: _____ Case number: _____

Planning and Development Services

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov



Current Planning Services
Long Range Planning Services

NOTICE OF INSPECTION RIGHTS
A.R.S. § 9-833

You have the right to:

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
 - Receive copies of any documents taken during the inspection.
 - Receive a split of any samples taken during the inspection.
 - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

You are hereby notified and informed of the following:

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05. and/or Scottsdale Revised Code, Appendix B, Article I. Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I. Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, _____
at the following number _____.

Signature: _____ Date: _____

Printed Name: _____

☐ Check box if signature refused

Copy of Bill of Rights left at: _____

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
1. Present photo identification on entry of the premises.
 2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
 3. Disclose any applicable inspection fees.
 4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
 5. Provide notice of the right to have:
 - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
 - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
 - (c) Copies of any analysis performed on samples taken during the inspection.
 6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
 7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
1. The rights described in subsection A of this section.
 2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
 3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
1. At the time of the inspection.
 2. Notwithstanding any other state law, within thirty working days after the inspection.
 3. As otherwise required by federal law.

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
 - 1. Committed intentionally.
 - 2. Not correctable within a reasonable period of time as determined by the municipality.
 - 3. Evidence of a pattern of noncompliance.
 - 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
 - 1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
 - 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
 - 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
 - 1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
 - 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
 - 1. Shall not be used to exclude evidence in a criminal proceeding.
 - 2. Does not apply to a municipal inspection that is requested by the regulated person.

Addressing Requirements



Make all addressing requests using the city's online application form online:
www.ScottsdaleAZ.gov and search: address request form

Prior to your application submittal to Current Planning for your entitlement approval (Development Review Board, Planning Commission, City Council) the City will need to assign an address to your property. This will be used for all future submittals and permit issuance. Prior to final plan submittal the records department will work with applicants on assigning suite, units, or apartment numbers and any additional addresses.

The City is responsible for assigning addresses/suite, and apartment numbers. If any developer/builder or owner performs this, it is subject to change by the City. Any and all costs associated with these changes will be the responsibility of the developer/builder or owner.

The City of Scottsdale utilizes the Maricopa Association of Government Standards (MAG) for all addressing. This policy was developed to aid emergency and first responders. We have a Mutual Aid agreement with the City of Phoenix Fire Department, it is essential that we maintain this policy.

To provide the commercial suite assignments please provide the records department with a floor plan showing the different suites within your building. The second floor being in the 200 range, and the third floor 300 range, etc. Suite numbering for commercial suites will be provided in a sequence of fives to allow for future suite division. For example: if you had 5 suites on the first floor we would assign them as 100, 105, 110, 115 & 120.

Individual living spaces (Condominiums and Apartments) are designated as units and numbered in the thousand ranges (4 digits). First floor units get 1000 numbers; second floor units get 2000 numbers, etc.

Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

9-ZN-2020

05/19/20

**THIS FLYER IS FOR INFORMATIONAL PURPOSES ONLY AND NOT INTENDED
AS LEGAL ADVICE.**

**Re: *Proposition 207 - Private Property Rights Protection Act*
(A.R.S. § 12-1131 to § 12-1138)**

Under Proposition 207, the Private Property Rights Protection Act (A.R.S. § 12-1131, et. seq.), a property owner is permitted to make a claim for just compensation if the value of the owner's property is reduced by the city's enactment of a land-use law to the property. A land-use law is defined as a law or regulation that regulates the use or division of land, such as municipal zoning laws, or regulates accepted farming or forestry practices.

For example, a property owner may file a claim against a city if the owner's existing rights to use, sell, divide, or possess the property is diminished in value by enactment or applicability of land-use laws to their property, even though the owner made the request or application to the city.

Under Proposition 207, the city may request a waiver of a property owner's potential Proposition 207 claim for any of the numerous land-use actions within the city's jurisdiction, such as rezoning property, platting, abandonments, annexations, change of use, requesting a use permit, or approval of development plans or site plans. The waiver is specific to the action requested.

By signing the waiver, a property owner acknowledges that a Prop.207 claim may exist but that the property owner voluntarily relinquishes the right to any claims that the city's land-use laws, applicable to the owner's property, reduce the property's value.

Not all land-use laws that are applied to an owner's property will raise a Prop.207 compensation requirement. The following seven (7) types of land-use laws are exempt from the application of Prop.207:

1. Laws or regulations that limit or prohibit the use or division of real property enacted for the protection of the public's health and safety, including rules and regulations relating to fire and building codes, health and sanitation, transportation, traffic control, solid or hazardous waste, and pollution control.
2. Laws or regulations that limit or prohibit the use or division of real property and laws historically recognized as "public nuisance" laws.
3. Laws or regulations that are required by the Federal government.

4. Laws or regulations that limit or prohibit the use or division of property for the purpose of housing sex-offenders, selling illegal drugs, liquor control, or pornography, obscenity, or any other adult-oriented businesses.
5. Laws or regulations that establish locations for utility facilities.
6. Laws or regulations that do not directly regulate an owner's land.
7. Laws or regulations that were enacted before the effective date of Prop. 207 (December 7, 2006).

A complete version of Proposition 207 is available at your local law library, at Title 12, Chapter 8, Article 2.1 of the Arizona Revised Statutes.

If The Waiver Is Not Executed

If an owner elects not to sign a waiver, he/she will execute a Refusal to Sign Waiver Form and return the form to city staff. For legislative actions such as re-zonings or general plan amendments, information regarding whether a waiver has been executed will be included in the staff report for the case and the owner's case and application will move through the city's process.

Questions Regarding the Waiver

If you have specific questions on the interpretation of Proposition 207 and/or execution of a waiver, you may consult with privately retained counsel. City staff, including the City Attorney's office, are prohibited from giving legal advice to private parties.

WHEN RECORDED RETURN TO:

CITY OF SCOTTSDALE
ONE STOP SHOP/RECORDS

()
7447 East Indian School Road, Suite 100
Scottsdale, AZ 85251

City of Scottsdale Case No. _____

WAIVER OF RIGHT TO MAKE A CLAIM UNDER PROPOSITION 207

(A.R.S. § 12-1131 et. seq.)

The undersigned is the fee title Owner of property, (Parcel No.) _____
located at _____ Scottsdale, Maricopa
County, Arizona, that is the subject of a request by owner for a:

- ☐ Use permit ☐ Abandonment ☐ Land division ☐ Development Review
☐ Other _____

By signing this document, the undersigned Owner agrees and consents to all of the conditions and/or stipulations imposed by the Scottsdale Planning Commission, Development Review Board, city staff, or the City Council in conjunction with Owner's request for application of the city's land use laws to the Owner's property.

Owner waives any right to compensation for diminution in value that may be asserted now or in the future under Proposition 207, the Private Property Rights Protection Act (A.R.S. § 12-1131, et.seq.), based upon Owner's request in case no. _____.

Dated this _____ day of _____, 200__.

Owner: _____
(Type Name)

By : _____
(Signature of Owner)

STATE OF ARIZONA)
) ss.
County of Maricopa)

Subscribed and sworn to before me this _____ day of _____, 200__ by

Notary Public

My Commission Expires:

Short Waiver Form

WHEN RECORDED RETURN TO:

CITY OF SCOTTSDALE

ONE STOP SHOP/RECORDS

(_____)

7447 East Indian School Road, Suite 100
Scottsdale, AZ 85251

City of Scottsdale Case No. _____

**AGREEMENT FOR THE WAIVER OF CLAIMS
FOR DIMINUTION IN VALUE OF PROPERTY**

THIS AGREEMENT FOR THE WAIVER OF CLAIMS FOR DIMINUTION IN VALUE OF PROPERTY (the "Agreement") is made in favor of the City of Scottsdale ("City") by _____ a _____ ("Owner").

RECITALS

A. Owner is the fee title owner of property, Parcel No(s) _____ - _____ - _____ located at _____ (the "Property").

B. Owner acknowledges that he/she has made a request to the City for application of its land use laws for the development of the Property and is under no compulsion, economic or otherwise, to enter into this Agreement.

C. Arizona statute ARS § 12-1134.A provides that a city must pay just compensation to a land owner, in some cases, if the city approves a land use law that reduces the fair market value of the owner's property. This law is sometimes referred to as "Proposition 207" or the "Private Property Rights Protection Act". (ARS 12-1131, et.seq.)

D. The Private Property Rights Protection Act (e.g., A.R.S. § 12-1134.I) authorizes private property owners to enter into agreements with political subdivisions to waive any claim for diminution in value of their property in connection with any action requested by the property owner.

E. City and Owner seek to resolve whether the application of the City's land use laws to the Property constitute a "diminution in value" of the Property or other harm entitling Owner, now or in the future, to seek compensation from the City under the Private Property Rights Protection Act.

IT IS AGREED AS FOLLOWS:

Owner hereby makes the following acknowledgements and representations:

1. Owner acknowledges that:

a. The recitals set forth above are true and correct and are incorporated herein by this reference.

b. Owner is aware of the Private Property Rights Protection Act. (ARS 12-1131, et. seq.)

c. Owner has independently determined and believes that the application of the City's land use laws to the Property will not reduce the fair market value of the Property.

d. Owner is aware that, as a condition of receiving approvals under the City's land use laws, the City may impose various requirements upon the Property, such as requirements

for right-of-way dedications, time limitations for development, and other zoning ordinance stipulations and conditions.

2. The undersigned Owner agrees as follows:

a. The Owner agrees that the stipulations and conditions set forth in Exhibit A shall be included as part of the ordinance that will be considered by the Scottsdale City Council. Owner agrees that compliance with the stipulations and conditions set forth in Exhibit A will govern development of the property. Owner further understands and agrees that stipulations and conditions may be added or modified during the public hearing process and that those stipulations and conditions will be incorporated into this Agreement.

b. Owner hereby waives and fully releases any and all financial loss, injury, claims and causes of action that Owner may have, now or in the future, for any "diminution in value" and for any "just compensation" under the Private Property Rights Protection Act based on the Owner's request in Case No. _____. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under the Private Property Rights Protection Act.

c. Owner hereby agrees to indemnify, hold harmless and defend City, its officers, employees and agents, from any and all claims, causes of actions, demands, losses and expenses, including reasonable attorney's fees and litigation costs asserted by or resulting from any of the present owners of any interest in the Property seeking any potential compensation, damages, attorney's fees or costs under the Private Property Rights Protection Act that they may have based on the Owner's request in Case No. _____.

d. This Waiver Agreement shall run with the land and shall be binding upon all present and future owners of any interest in the Property. Owner consents to the recording of this Agreement with the County Recorder in which the Property is located.

e. The Owner agrees that, as of the effective date of this Agreement, he/she has received equal protection of the laws and due process of all claims and requests, and has not suffered any compensable regulatory taking (as those terms and their related claims are defined by Arizona state and federal constitutional jurisprudence).

3. Owner warrants and represents that Owner is the owner of the fee title to the Property.

4. The person who signs this Agreement on behalf of Owner personally warrants and guarantees to City that he has legal power to bind Owner to this Agreement.

Owner: _____ Its: _____

STATE OF ARIZONA)
) ss.
County of Maricopa)

Subscribed, sworn to and acknowledged before me
by _____ on this ____ day of _____, 2007.

My commission expires: _____

Notary Public

Request for Neighborhood Group/ Homeowners Association



For Staff Use Only

Time/Date Received _____

Time/Date Completed _____

REQUESTOR'S INFORMATION

Requestor's Name: _____

Date of request: _____ Requestor's Phone #: (____) ____ - ____

Method to receive Group/Homeowner information (select one)

E-mail _____

Mail Address: _____, _____, AZ, _____

SITE LOCATION/PROJECT INFORMATION

Project Name: _____

Project Address: _____

Project Parcel Number(s): _____

Radius around parcel(s) requested: ☐ 300' ☐ 750'

City Pre-application/Case#: _____ City Project Coordinator: _____

Notification Type? ☐ Citizen Review Plan ☐ Neighborhood Involvement

Any additional information that may be helpful to collect data: _____

Please note:

This list is provided as a one-time use only for preparing a City Planning and Development Service Department application. Currently there is no charge for this service, however, this may change based on demand. Results provided are based only on registered neighborhood groups or associations with the City. All requests will be processed and returned to your attention as soon as possible; in most cases within two business days.

To Submit your request, or for additional information, please contact:

Current Planning Services
7447 E. Indian School Rd Suite 105
Scottsdale, AZ 85251

Phone: (480) 312-7000
e-mail: planninginfo@scottsdaleaz.gov

For Early Notification of Project Under Consideration (White Sign)

Site Posting Requirements

SITE POSTING SPECIFICATIONS

	Lettering Size
Early Notification of Project Under Consideration	3½" Bold Letters
Neighborhood Open House Meeting	2" Bold Letters
Date:	2" Bold Letters
Time:	1" Bold Letters
Location:	1" Bold Letters
Site Address:	1½" Bold Letters
Project Overview:	1" Bold Letters
<ul style="list-style-type: none"> Request: Description of Project and Proposed Use: Site Acreage: Site Zoning: 	1" Bold Letters
Applicant/Contact:	1½" Bold Letters
Phone Number:	
Email Address:	
Pre-Application #:	1" Bold Letters
Posting Date:	¾" Bold Letters
- Penalty for removing or defacing sign prior to posting hearing notification sign - Applicant Responsible for Sign Removal	

SITE POSTING INSTRUCTIONS

- Post site at least 10 days prior to the 1st open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.
- Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
 - Notarized affidavit of posting
 - Date/Time stamped photo of sign
- Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
- The request shall clearly state the correct application type(s) that will be submitted (e.g. Zoning District Map Amendment, Conditional Use Permit, etc.) and purpose.
- The City's pre-application number shall be included on the sign.

Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

- Scottsdale Signs (Sign-A-Rama)
480-994-4000
- Dynamite Signs
480-585-3031


- 4' x 4' in size
- Laminated plywood, MDO board, or other weather resistant material
- Front, back, and all edges painted with two coats of white acrylic exterior enamel, or be an integral white color
- Black lettering sized per above (decals)
- Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts

Revision Date: 5/1/2019

SITE POSTING SPECIFICATIONS

**City of Scottsdale
PUBLIC NOTICE**

**scan,
snap,
save**



Lettering Size

1" Bold Letters
5"x5" QR Code

4" Bold Letters

2.5" Bold Letters

3/4" Bold Letters

ZONING/PUBLIC HEARING

CITY HALL: 3939 North Drinkwater Boulevard

PLANNING COMMISSION: 5:00 P.M., (DATE)

CITY COUNCIL: 5:00 P.M., (DATE)

REQUEST:

CASE NUMBER:

Project Location:

Applicant Contact:
(name)
(phone number)
(email)

City Contact:
(name)
(phone number)
(email)

Case File Available at City of Scottsdale, 480-312-7767

Project information may be researched at: <https://reservices.scottsdaleaz.gov/bldgresources/Cases>

Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.

Posting Date: (DATE)

SITE POSTING INSTRUCTIONS

1. Post the sign on site approximately 20 days prior, but not less than 15 days prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 days prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
 - a) Notarized affidavit of posting
 - b) Date/Time stamped photo of sign
4. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

1. Dynamite Signs
480-585-3031
2. Scottsdale Signs (Sign-A-Rama)
480-994-4000

Revision Date: 6/27/2019

Collaborative City and School Planning



Policies and Procedures

Basis: These policies and procedures have been adopted in compliance with the City of Scottsdale Zoning Ordinance (Ordinance 455), Article I., Administrative And Procedures, Section 1.1500, Collaborative City And School Planning, effective October 10, 2002.

Goal: To ensure that rezoning applicants communicate with school districts and obtain their comments on potential impacts of new development on school facilities.

Impact: Applicable rezoning cases shall follow the procedures and use the forms established by the City of Scottsdale for the purposes of this section, as attached hereto.

Criteria for Applicability:

The provisions of this section shall apply only to applications for residential rezoning which increase the projected number of students for any school district's school attendance area as a result of the proposed rezoning.

The applicability of this section includes requests for rezoning which:

- Change zoning classifications from non-residential to residential classifications, and/or
- Changes in residential zoning classifications or amended stipulations that result in greater residential densities, thereby increasing the number of potential students.

Applicant Responsibilities:

- 1) Thirty days prior to submittal the applicant shall provide to the superintendent(s) of the applicable school district(s) the following information (via registered mail), with a copy to the City of Scottsdale Planning and Development Services:
 - Cover Letter including a request for a meeting to discuss the proposed rezoning (see attached example)
 - Detailed project narrative including the current allowed and proposed number of residential units
 - Location map (see attached example)
 - 11x17 Site Plan
 - Contact Information, including name, mailing address, fax and e-mail.
 - School District Response form, with applicant and project information completed
- 2) *At submittal, the applicant shall provide with the rezoning application:*
 - A copy of the above materials and,
 - A copy of the school district(s) response regarding the adequacy of available facilities, or a request for a thirty (30) day extension of the discussion and response time

Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

Collaborative City and School Planning



Policies and Procedures

School District Responsibilities:

- 1) Upon receipt of the above information, the school district(s) shall review the materials and determine one of the following:
 - That the school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning within the school district's attendance area; or
 - That the school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
 - That the school district has determined an existing or proposed charter school as contracted by the district can provide adequate school facilities within the school district's attendance area in a timely manner; or
 - That the applicant and the school district have entered into an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner; or
 - That the school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.
- 2) The school district shall determine the above with methodology approved and published by the appropriate school district. If a school district fails to establish a student per-household ratio methodology for projecting the number of new students resulting from an applicant's rezoning application, then the school district shall base its certification upon an authoritative source accepted within the education community and based upon the most recent published Census information.
- 3) If the school district(s) requests a thirty (30) day extension, such request must be made prior to the expiration of the original discussion and response time. Such requests must be made in writing and submitted to Current Planning Department of the City of Scottsdale Planning and Development Services.
- 4) In the event that the appropriate school district determines that there are not adequate school facilities for the proposed rezoning, the school district shall notify the applicant and the City of Scottsdale in writing that the school district determined that it does not have adequate school facilities to accommodate the rezoning.
- 5) Said Determination shall be communicated to the City via the form provided for that purpose.
- 6) In the event the City does not receive certification from the School District within five (5) days of the date of the application shall proceed on the basis of not finding on the adequacy of school facilities for the proposed rezoning. School District input thereafter may be sought by the City on the issue for consideration by the Planning Commission and City Council in making a decision on the rezoning application. (Per Section 1.1502.D)

Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

Collaborative City and School Planning



Policies and Procedures

City of Scottsdale Responsibilities

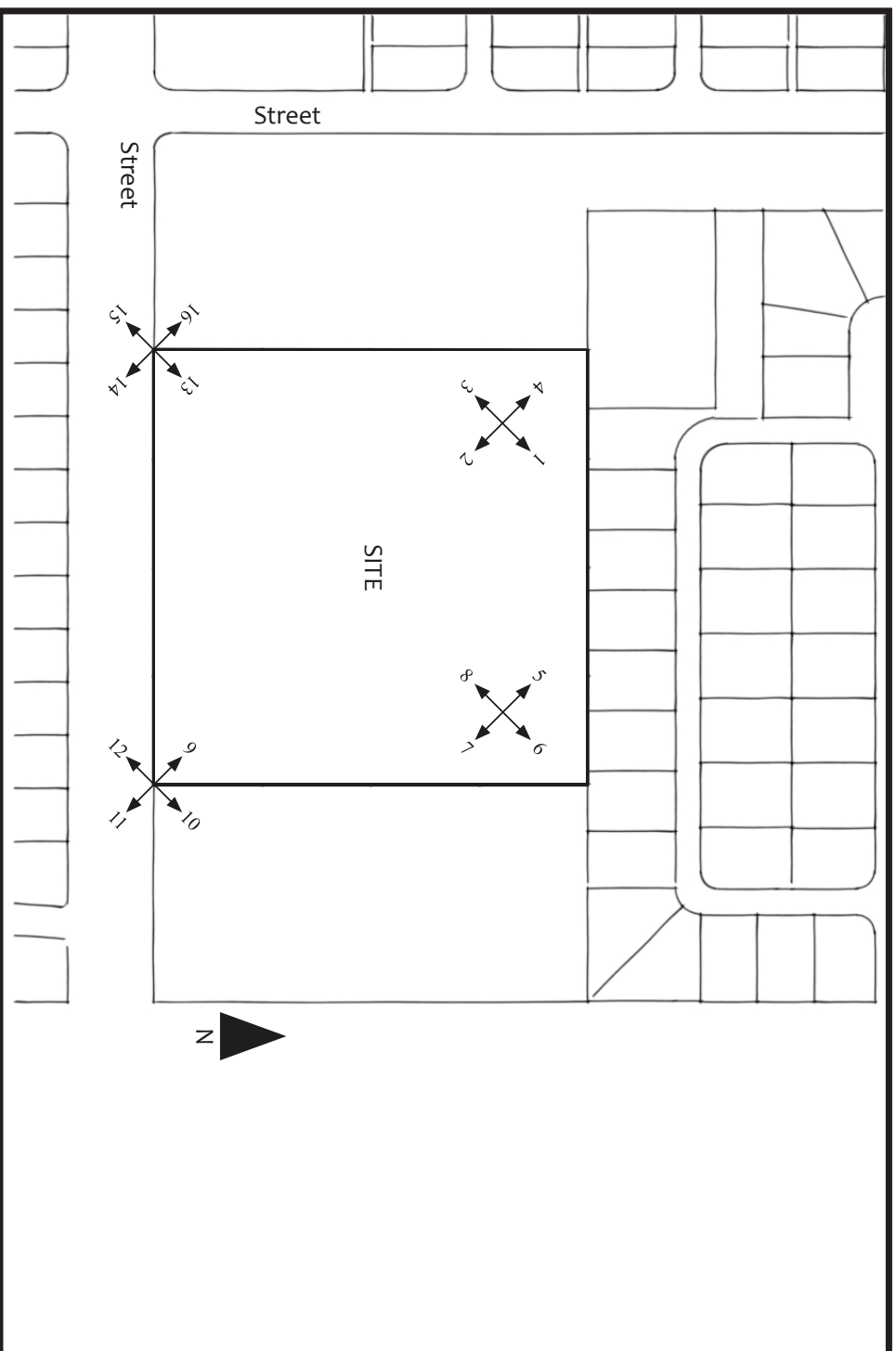
- 1) The City shall review the school district(s) response and include the district's determination in the staff report prepared for the Planning Commission and City Council.
- 2) If the school district does not respond, the staff report will reflect no response on the part of the School District. The City may choose to contact the School District regarding the rezoning. (Per Section 1.1502.D)
- 3) The determination form, if returned by the school district, shall be included as an attachment to the said staff report.
- 4) The City shall continue to provide to the school district(s) notification of request for public hearing per the Early Notification policy.


Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov

Photos of Existing Conditions

9-ZN-2020
05/19/20



Please Note:
 = Photograph
 Number and
 Direction of
 View

Please Note:

Color photographs are to be taken indicating site conditions and adjacent property.
 Color photographs are also to be taken of newly developed properties within 1/4 mile - Please provide street address on photographs.

Example of Amended Development Standards Submittal Requirements



AMENDED DEVELOPMENT STANDARDS FOR

SUBDIVISION NAME, CASE _____ -PP- _____

Modifications are made in Changes are shown in **BOLD CAPS** and ~~strike throughs~~.

Sec. 5.030. R1-70 SINGLE-FAMILY RESIDENTIAL DISTRICT.

Sec. 5.031. Purpose.

This district is intended to promote and preserve residential development. Large lots are required to maintain low density of population. The principle land use is single-family dwellings and uses incidental or accessory thereto together with required recreational, religious, and educational facilities.

Sec. 5.032. Use regulations.

- A. Permitted uses. Buildings, structures or premises shall be used and buildings and structures shall hereafter be erected, altered, or enlarged only for the following uses:

Any use permitted in the (R1-190) single-family residential district. (See section 5.012A)

- B. Uses subject to conditional use permit. Any use permitted by conditional use permit in the (R1-190) single-family residential district (see section 5.012B).

Sec. 5.033. Approval required.

Prior to development of any municipal use, or any use requiring a conditional use permit, Development Review Board approval shall be obtained as outlined in article I, section 1.900 hereof.

Sec. 5.034. Property development standards

The following property development standards shall apply to all land and buildings in the R1-70 district:

A. Lot area.

- Each lot shall have a minimum lot area of not less than ~~seventy thousand (70,000)~~ **SIXTY THOUSAND (60,000)** square feet.
- If a parcel of land or a lot of record in separate ownership has less width or area than herein required and has been lawfully established and recorded prior to the date of the passage of this ordinance, such lot may be used for any purpose permitted in this section.

B. Lot dimensions

Width. All lots **EXCEPT FLAG LOTS** shall have a minimum width of ~~two hundred and fifty (250)~~ **ONE HUNDRED AND EIGHTY-SEVEN AND ONE-HALF (187.5) FEET. FLAG LOTS SHALL HAVE A MINIMUM WIDTH OF TWENTY (20) FEET.**

- C. Density. There shall be not more than one (1) single-family dwelling unit on any one (1) lot.

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Example of Amended Development Standards Submittal Requirements



- D. Building height. No building shall exceed ~~thirty (30)~~ **TWENTY-FOUR (24)** feet in height, except as otherwise provided in article VII.
- E. Yards.
1. Front Yard.
 - a. There shall be a front yard having a depth of not less than ~~sixty (60)~~ **FOURTY-FIVE (45)** feet.
 - b. Where lots have a double frontage on two (2) streets, the required front yard of ~~sixty (60)~~ **FOURTY-FIVE (45)** feet shall be provided on both streets.
 - c. On a corner lot, the required front yard of ~~sixty (60)~~ **FOURTY-FIVE (45)** feet shall be provided on each street. No accessory buildings shall be constructed in a front yard. Exception: On a corner lot which does not abut a key lot or an alley adjacent to a key lot, accessory buildings may be constructed in the yard facing the side street.
 2. Side Yard. There shall be a side yard of not less than ~~thirty (30)~~ **TWENTY-TWO AND ONE-HALF (22.5)** feet on each side of a building.
 3. Rear Yard. There shall be a rear yard having a depth of not less than ~~sixty (60)~~ **FORTY-FIVE (45)** feet.
 4. Other requirements and exceptions as specified in article VII.
- F. Distance between buildings.
1. There shall be not less than ten (10) feet between an accessory building and main building.
 2. The minimum distance between main buildings on adjacent lots shall be not less than ~~sixty (60)~~ **FOURTY-FIVE (45)** feet.
- G. Buildings, walls, fences and landscaping.
1. Eight-foot walls, fences, and hedges are allowed on the property line or within the required side and rear yard. Walls, fences, and hedges up to twelve (12) feet are allowed subject to a twenty-foot setback from the side and rear property line. Walls, fences and hedges shall not exceed three (3) feet in height on the front property line or within the required front yard, except as provided in article VII. The height of the wall or fence is measured from the inside of the enclosure. Exception: Where a corner lot does abut a key lot or an alley adjacent to a key lot, the height of walls, fences and hedges in the yard facing the side street need only conform to the side yard requirements.
 2. A minimum of five (5) percent of all parking lot area shall be landscaped as determined by use permit. All landscaped areas shall be maintained by city standards
- H. Access. All lots shall have vehicular access on a dedicated street, unless a secondary means of permanent vehicular access has not been approve on a subdivision plat.
- I. Corral. Corral not to exceed six (6) feet in height shall be permitted on the property line or within the required front, side or rear yard.

Sec. 5.035. Off-street parking.

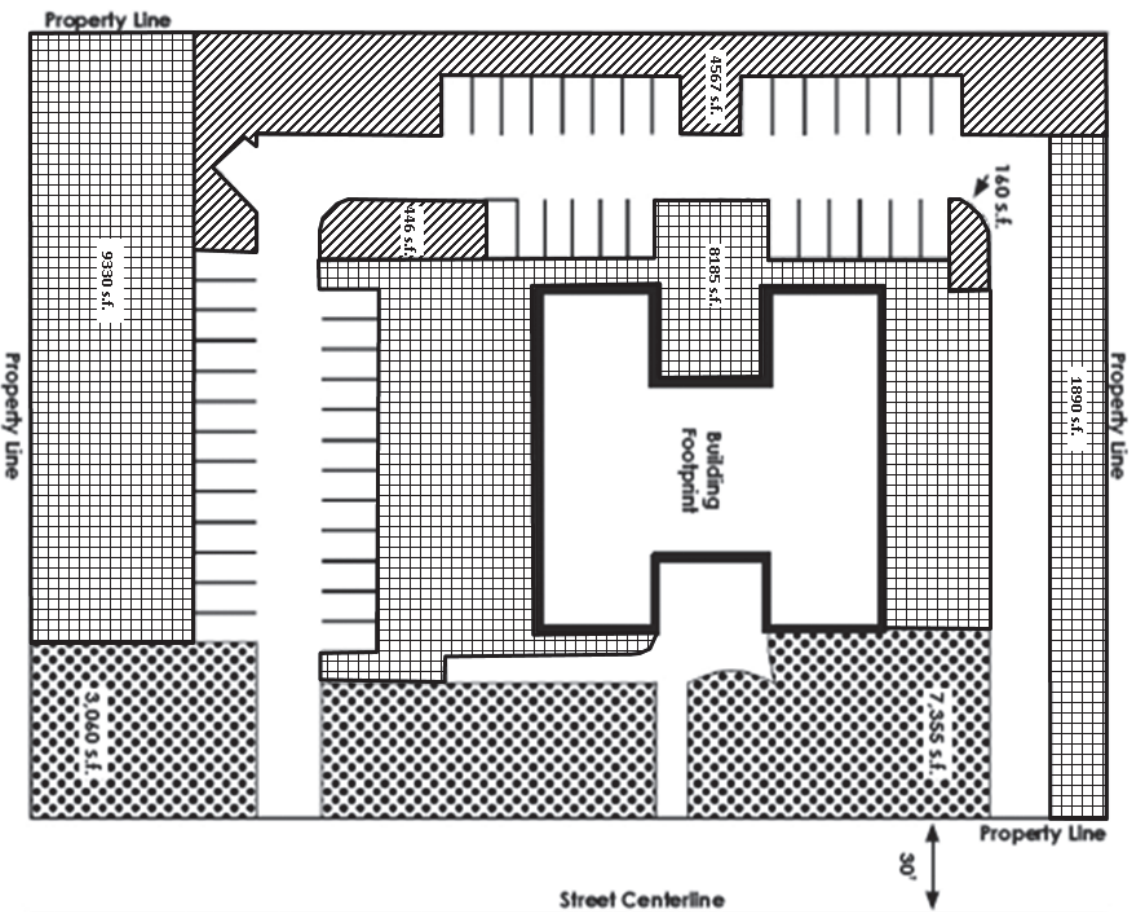
The provisions of article IX shall apply.

Sec. 5.036. Signs.

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Open Space Plan (Site Plan Worksheet)



Project Data Zoning: I-1
Net Lot Area: 79,008 s.f.
Building Height: 22'

(SEE ZONING ORDINANCE FOR ZONING DISTRICT REQUIREMENTS)




Open Space Calculations

Required Open Space:
maximum building height = 22' proposed (36' allowed)
first 12' of height = 10% x net lot area
= .10 x 79,008 = 7,900.8 s.f.
next 10' of height = 10' x .004 x 79,008 = 3,160.32 s.f.

Open Space Required (not including parking lot landscaping)
= 7,900.8 + 3,160.32 = 11,061.12 s.f. (1.4%)
Open Space Provided = 27,668 s.f.

Parking Lot Landscaping Required
parking lot area x 15%
18,037 s.f. x .15 = 2,706 s.f.
Parking Lot Landscape Provided = 5,596 s.f.

NOTE: PARKING LOT LANDSCAPING REQUIREMENTS IN ADDITION TO REQUIRED OPEN SPACE

-  Denotes Front Open Space
10,927 s.f. total
-  Denotes Open Space other than Frontal Open Space
15,982 s.f. total
-  Denotes Parking Lot Landscaping
5,595 s.f. total

NOTE: COLORS MAY BE SUBSTITUTED FOR PATTERNS

Development Application

Transportation Impact and Mitigation Analysis Submittal Information



Purpose:

The purpose of the information document is to assist applicants and City Staff determine what Transportation Impact and Mitigation Analysis information will be required with a Development Application to demonstrate compliance with the Scottsdale Revised City Code and the Design Standards and Policies Manual. This is a guide. Final determination will be provided by City Staff on the application checklist. Additional information may be required upon review of a formal application.

The detailed guidelines for the preparation of the analysis are contained in Chapter 5-1, Transportation Impact Studies, of the City's *Design Standards and Policies Manual*. For additional information about the analysis requirements, contact Traffic Engineering staff at 480-312-7645.

☐ Category 1 Study:

- Site Plan
- Adjacent Street Volumes
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan, and allowed development under current zoning (all that are applicable).

☐ Category 2 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.

☒ Category 3 Study:

- Site Plan
- Adjacent Street Volumes
- Collision History
- Trip Generation Comparison – Proposed development plan vs. existing development, previously approved development plan (if applicable), and allowed development under current zoning.
- Traffic Impact Analysis – Analysis of on-site circulation, site driveways, roadway segments and major intersections located adjacent to the site; signalized intersections located within one mile of the site.
- Additional issues to be addressed by the analysis:
 - Need for right-turn deceleration lanes.
 - Traffic signal warrant analysis.
 - Pedestrian and bicycle access to site.
 - Proposed driveway locations; conflicts with existing intersections.
 - Left turn storage for site driveways or at nearby intersections.
 - Impacts on adjacent residential neighborhood streets.
 - Other:

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