

Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: 10687 N 116th St., Scottsdale, AZ 85259
- b. County Tax Assessor's Parcel Number: 217-28-992 , MCR 63230
- c. General Location: NE Corner of N 116th & E Shea Blvd.Parcel 1, Lot 9, Mountainside Plaza
- d. Parcel Size: 0.689 AC
- e. Legal Description: Lot 9, Mountainside Plaza, According to Book 631 of Maps, Page 30, Records of Maricopa County, AZ
(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)

Brent Votraubek

Date

May 31st, 2022
_____, 20____
_____, 20____
_____, 20____

Signature



Planning and Development Services

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


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:

10687 N 116th St., Scottsdale, AZ 85259

(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

5/11/2022

Date

Request for Site Visits and/or Inspections

Construction Document Application



This request concerns all property identified in the construction document (plan review) application.

Project Name: Jimmy Johns Scottsdale

Project Address: 10687 N 116th St., Scottsdale, AZ 85259

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 construction document.

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 construction document 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: Brent Votroubek
Print Name

[Handwritten Signature]
Signature

City Use Only:

Submittal Date: _____ Plan review number: _____

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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: *Brent Votroubek* Date: 5/11/2022

Printed Name: Brent Votroubek

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.

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.

Protection of Archaeological Resources



Applicant Fact Sheet

Scottsdale Revised Code, Chapter 46, Article VI

To help identify, preserve, and protect archaeological sites, an **archaeological survey and report** by a qualified archaeologist is required to be submitted for all public or private development project applications within the City of Scottsdale. A qualified archaeologist is an individual or firm meeting the Arizona State Museum's standards and professional qualifications for an archaeologist. The qualifications for archaeologists and a list of qualified archaeological consultants are available from the Arizona State Museum (<https://statemuseum.arizona.edu/crm>).

Please contact the Historic Preservation Office at 480-312-2831 or your Project Coordinator for more information on archaeology requirements. The attached list of questions includes the answers to commonly asked questions about the ordinance. For complete information regarding the Preservation of Archaeological Resources Ordinance, please refer to the Scottsdale Revised Code.

Applicable Development Projects Requiring an Archaeology Survey and Report:

A development project is anything leading to potential ground disturbance, including:

- Rezoning, use permits, master plans, and general plan amendments
- Development Review Board cases, preliminary and final plats
- Lot splits and infrastructure improvements
- Building and grading permits, and native plant removal
- Wash Modification

Development Projects Exempt from Requiring an Archaeology Survey and Report (See attached ordinance text if needed):

- **Pending Applications:** Applications for building permits, single family lot splits, development review board, and final plats that are submitted or approved prior to effective date of Ordinance 3243(August 12, 1999).
- **Single Family Homes:** A private single family residence on a single family lot.
- **Less than 1 Acre Disturbed:** Non-residential development with 1 acre or less ground disturbance. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Previously Developed Sites:** Projects on previously disturbed land where 50% or more of the land was already built. *A report by a qualified archaeologist on a records check is still required to identify potential archaeological resources.*
- **Approved Master Plan:** Master planned development with a previously completed Archeological Survey and Report within the past five (5) years (depending on what is being disturbed). *A mitigation plan may necessary.*
- **Development/Redevelopment Agreements:** Projects subject to a development or redevelopment agreement that already contain specific provisions on archaeological resources.
- **Mapped Exempt Area:** Projects within a land area that has been mapped by the Historic Preservation Commission to be exempt based upon prior surveys and research. As of August 1999 there are no areas mapped as exempt from surveys and reports.

Note: Requirements on discoveries during construction are applicable to all developments (no exemptions).

Review of Archaeology Survey and Report

The archaeology survey and report is submitted along with the development project application. The City Historic Preservation Officer and/or City Archaeologist review the archaeological survey and report for completeness, significant sites identified within the project, and the impacts of the project on identified sites prior to the application acceptance date.

Archaeological Impact Assessment

- **No Impacts:** If it is determined that survey and report are complete, and the project has no significant resources, or it is documented that the project will not impact significant archaeological resources, then the Preservation Division will sign and issue a Certificate of No Effect. With a Certificate of No Effect, the application may be accepted and the project may proceed.
- **Mitigation Plan:** If it is determined that the project has archaeological impacts, the applicant must submit a mitigation plan. The Historic Preservation Officer and/or City Archaeologist may approve the mitigation plan. More complicated mitigation plans require approval by the Historic Preservation Commission before the application can be accepted. Upon approval of the mitigation plan, the application may be accepted and the project may proceed. Land disturbance can not proceed until the Certificate of Approval is signed. When the approved mitigation plan is satisfactorily completed, a Certificate of Approval can be signed.
- **Economic Hardship:** The Historic Preservation Commission may issue a Certificate of Economic Hardship following a hearing that grants an exemption from the requirement to implement a mitigation plan for reasons of economic hardship. Upon issuance of a Certificate of Economic Hardship, the application may be accepted and the project may proceed.

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City of Scottsdale

**ARCHAEOLOGY REQUIREMENTS FOR
DEVELOPMENT PROJECTS
WITHIN MASTER PLANNED DEVELOPMENTS OR
LARGER PROJECT AREAS
THAT HAVE A PREVIOUS ARCHAEOLOGICAL
SURVEY**

PURPOSE:

Since some master planned and other projects in Scottsdale completed archaeology surveys as an ESL requirement prior to August 1991, the archaeology survey reports were not reviewed according to current ordinance standards and there is no signed Certificate of No Effect. Therefore this review process was developed to ensure ordinance compliance for new applications on land within larger developments.

SCOPE OF PROCEDURE

The intent of this process is to review development project applications that are within larger approved project areas for their compliance with the city's archaeology ordinance requirements. The procedure applies to projects on land within larger projects that have previously submitted an archaeology survey to the City of Scottsdale to meet local requirements. The procedures apply to: 1. Rezoning, use permits and development review board (DRB) applications, including plats, within master planned developments, and 2. Development applications for pads or parcels within a larger property (20 acres or larger property).

SUBMITTAL REQUIREMENTS

Applicants for projects on land that is part of a larger project should submit map(s) and text with their application submittal as follows:

1. Proof that an archaeology report was previously submitted and/or approved (Submit a copy of the prior report or a copy of the approved Certificate of No Effect)
2. Map showing the current project location within the total land area covered by the prior archaeology report.
3. Map clearly identifying within the current project area any significant or potentially significant surveyed sites and any recorded archaeological sites with their AZ Site or other reference number.
4. If there are significant, potentially significant or recorded sites within the project area, a narrative describing how the recorded site(s) will be impacted by the proposed development and describing any measures that will be taken to protect the site(s), such as placing the site in an Natural Area Open Space (NAOS) or conservation easement.
5. Map(s)/narrative for any archaeological resources within a Master Planned Development or larger project – 1 copy

CITY REVIEW OF SUBMITTAL

The Historic Preservation Office is responsible for managing the archaeology review process. The purpose of the review will be to determine the following:

1. The location of the current project within the larger project land area and if there are any recorded sites on the development parcel.
2. Determine what measures are proposed to protect any sites on the development parcel and whether the proposed measures are adequate to satisfy the requirements of the Scottsdale Revised Code (SRC), Chapter 46, Article VI.
3. If a significant recorded site will be impacted by the project, are a Mitigation Plan and a Certificate of Approval now required to comply with the SRC? *Note: A Mitigation Plan or any additional work will not be required if the larger project area already has an approved Certificate of No Effect.*

The applicant can satisfy the archaeology requirements if the larger area has a Certificate of No Effect, if there are no recorded sites located on the project and if there are no impacts from the project on archaeological resources. If the protection measures proposed are inadequate and/or the project will have an impact on significant or potentially significant archaeological resources, the applicant will be asked for additional information and may be asked to prepare and implement a Mitigation Plan to meet the archaeology requirements that took effect in August 1991.

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Development Application



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

Zoning	Development Review	Land Divisions
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Subdivision (PP)
<input type="checkbox"/> In-fill Incentive (II)	<input checked="" type="checkbox"/> Development Review (Minor) (SA)	<input checked="" type="checkbox"/> Subdivision (Minor) (MD)
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Wash Modification (WM)	<input type="checkbox"/> Land Assemblage
<input type="checkbox"/> Text Amendment (TA)	<input checked="" type="checkbox"/> Historic Property (HP)	Other
<input type="checkbox"/> Development Agreement (DA)	Wireless Communication Facilities	<input checked="" type="checkbox"/> Annexation/De-annexation (AN)
Exceptions to the Zoning Ordinance	<input type="checkbox"/> Small Wireless Facilities (SW)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Minor Amendment (MN)	<input checked="" type="checkbox"/> Type 2 WCF DR Review Minor (SA)	<input checked="" type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	Signs	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance/Accommodation/Appeal (BA)	<input type="checkbox"/> Master Sign Program (MS)	Other Application Type Not Listed
<input checked="" type="checkbox"/> Special Exception (SX)	<input checked="" type="checkbox"/> Community Sign District (MS)	<input checked="" type="checkbox"/> Other:

Project Name: Jimmy Johns Scottsdale
Project Address: 10687 N 116th St., Scottsdale, AZ 85259
Property's Current Zoning District Designation: C-3

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: Brent Votroubek	Agent/Applicant: Chad Fairbanks
Company: Sunshine Sandwiches LLC	Company: Core States Group
Address: 16213 N 99th Pl Scottsdale, AZ 85260	Address: 7217 Watson Rd. #190309, St. Louis, MO 63119
Phone: 319-210-2622	Phone: 314-270-5203
Fax:	Fax:
E-mail: Brent@VotroubekGroup.com	E-mail: cfairbanks@core-eng.com
Designer: Chad Fairbanks	Engineer: Kai Burk, P.E.
Company: Core States Group	Company: Core States Group
Address: 7217 Watson Rd. #190309, St. Louis, MO 63119	Address: 3039 Premiere Parkway, Suite 700, Duluth, GA 30097
Phone: 314-270-5203	Phone: 678-405-1979
Fax:	Fax:
E-mail: cfairbanks@core-eng.com	E-mail: kburk@core-states.com

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.: _____

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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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