

# Abandonment 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:

- The General Plan
- The Scottsdale Revised Code, including the Zoning Ordinance
- Stipulations of any Development Application approved before this application is submitted
- Scenic Corridor Design Guidelines
- Transportation Master Plan and related local plans
- The Design Standards & Policies Manual

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 the page 4 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.

**When Items 1 through 17 are ready for submittal, call 480-312-7767 to schedule a submittal meeting with a Planning Specialist; provide your pre-application number: \_\_\_\_-PA-\_\_\_\_.**

### 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: \_\_\_\_\_

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

## SUBMITTAL REQUIREMENTS

Req'd	Rec'd	Documents required for a complete application. Unless otherwise indicated, all documents shall be provided in an 8 ½" x 11" format.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. <b>Abandonment Development Application Checklist</b> (this checklist)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. <b>Application Fee</b> \$_____ (subject to change)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. <b>Development Application Form</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Application Narrative</b> <ul style="list-style-type: none"> <li>• Reason for request</li> <li>• Consideration for Abandonment</li> <li>• ④ copies</li> <li>• ① digital copy</li> </ul>

## Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

## Abandonment Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>5. Affidavit of Authorization to Act for Property Owner</b> (form provided; required only for non-city-owned property)</p> <ul style="list-style-type: none"> <li>• Required when the applicant is not the property owner</li> <li>• Required when the applicant is an organization</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>6. Consideration for Abandonment Information</b> (valuation for area of abandonment)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Legal Description and Graphic of Area(s) to be Abandoned</b></p> <ul style="list-style-type: none"> <li>• Include required reservations on both legal description and graphic</li> <li>• Comply with all Maricopa County Recorder requirements, including minimum 10-point font, ½" clear borders and acid free paper</li> <li>• _____ copies</li> <li>• ① digital copy</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Title Insurance Commitment</b> (form provided: Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department)</p> <ul style="list-style-type: none"> <li>• Include Schedule A and B</li> <li>• Commitment shall be dated no later than 30 days before application submittal.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Utility Consent Letters</b> (See the City website for contact information: <a href="http://www.ScottsdaleAZ.gov">www.ScottsdaleAZ.gov</a> and search: utility contact)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>10. Request to Submit Concurrent Development Applications</b> (form provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>11. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copies of the set of prints</li> <li>• <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - ① copies of the set of prints (<b>Delayed submittal</b>). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>12. Aerial Photo with Proposed Site Plan Overlay</b> (all photos must be suitable for reproduction)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – ② color copies, <u>folded</u></li> <li>• 11" x 17" – ① color copy, <u>folded</u></li> <li>• 8 ½" x 11" – ① color copy</li> </ul> <p>Photo shall be the most recent available, and should not be more than 1 year old. Site plan overlay shall show lot lines, tracts, easements, street locations and names, and surrounding zoning:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 750-foot radius from site</li> <li><input type="checkbox"/> ¼-mile radius from site</li> <li><input type="checkbox"/> Other _____ radius from site</li> </ul>

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# Abandonment Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>13. Public Participation</b></p> <p><b>Step 1: Complete Neighborhood Notification</b></p> <p>Mail Neighborhood Notification 1st Class Letter to property owners &amp; HOAs within 750', the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):</p> <ul style="list-style-type: none"> <li>• Project request and description</li> <li>• Pre-application number (xx-PA-xxxx)</li> <li>• Project location (street address)</li> <li>• Size (e.g. Number of Acres of project, Square Footage of Lot)</li> <li>• Zoning</li> <li>• Legal graphic</li> <li>• Applicant and City contact names and phone numbers</li> </ul> <p><b>Step 2: <u>City</u> will post public hearing signs and provide other public notification including:</b></p> <ul style="list-style-type: none"> <li>• Mailing out postcards to property owners within 750 feet</li> <li>• Publishing legal ad in newspaper</li> <li>• Posting case information on the City website</li> <li>• Posting on social media</li> <li>• Sending to email subscribers</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>14. Request for Neighborhood Group/Homeowners Association</b> (form provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>15. Request for Site Visits and/or Inspections</b> (form provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>16. Applicable Dedication Legal and Graphic Exhibits</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drainage and Flood Control Easement and Provision for Maintenance</li> <li><input type="checkbox"/> Natural Area Open Space Easement Including Restored Desert</li> <li><input type="checkbox"/> Public Right-of-way Dedication</li> <li><input type="checkbox"/> Public Non-motorized Access Easement</li> <li><input type="checkbox"/> Public motorized Access</li> <li><input type="checkbox"/> Public Utility Easement</li> <li><input type="checkbox"/> Scenic Corridor Easement</li> <li><input type="checkbox"/> Sewer Line Easement</li> <li><input type="checkbox"/> Vehicular Non-Access Easement</li> <li><input type="checkbox"/> Waterline Easement</li> <li><input type="checkbox"/> Confirmation of Dedication</li> <li><input type="checkbox"/> Other Easement or Dedication:             <ul style="list-style-type: none"> <li>• _____ copies</li> <li>• ① digital copy</li> </ul> </li> </ul>

# Abandonment Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	17. Other: <hr/> <hr/>
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If you have any questions regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): \_\_\_\_\_ Phone Number: 480-312-\_\_\_\_\_

Coordinator email: \_\_\_\_\_@scottsdaleaz.gov Date: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application needs a:  New Project Number, or  
 A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:

<http://www.scottsdaleaz.gov/planning-development/forms>

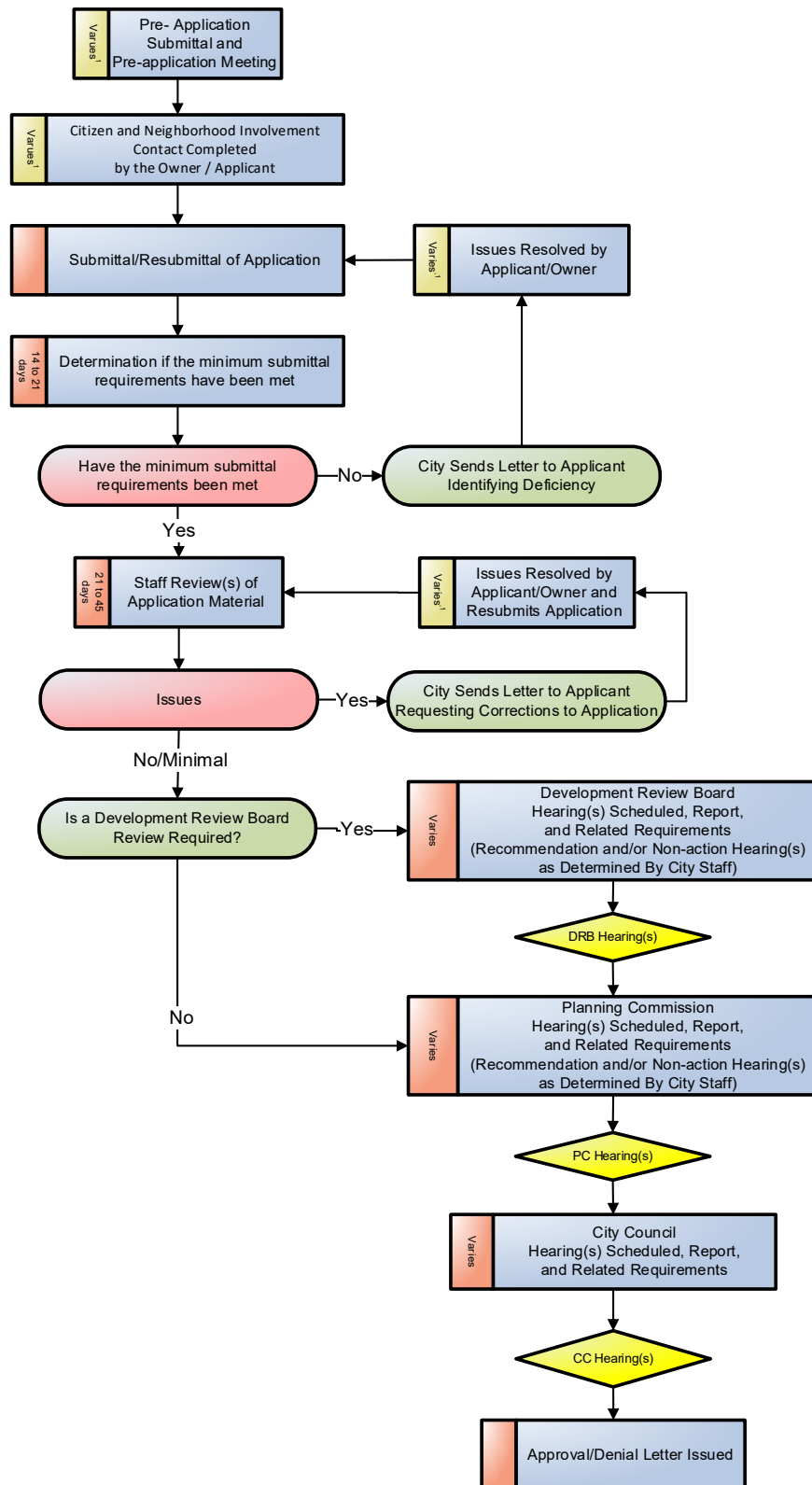
Planning and Development Services  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251  
Phone: (480) 312-7000

## Planning and Development Services

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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.

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# Application Fee Schedule

Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

<b><u>Pre-Application</u></b>	\$95	<b><u>Hardship Exemption</u></b>	\$170
<b><u>Records Packet</u></b>	\$23	<b><u>In-lieu Parking</u></b>	\$170
<b><u>Abandonment of Right of Way</u></b>		<b><u>Marshalling/Storage Yard</u></b>	\$1,000 + \$0.10 per square foot per week
Single Family Lot	\$1,775		
All Other Abandonments, including Subdivisions	\$2,525	If development goes beyond the applied timeframe, another application fee applies	\$2,000 + \$0.10 per square foot per week
<b><u>Annexation / De-annexation</u></b>	\$2,190		
<b><u>Board of Adjustment</u></b>		<b><u>Minor Amendment</u></b>	\$170
Appeal	\$170	<b><u>Records Changes</u></b>	
Residential Variance (Single Family Lot)	\$170	Street Name Change	\$280
All Other Variances	\$1,380	Address Change Residential	\$55
<b><u>Building Advisory Board of Appeals</u></b>		Address Change Commercial	\$110
Commercial	\$350	<b><u>Special Exception</u></b>	\$170
Residential	No charge	<b><u>Zoning District Map Amendment</u></b>	
<b><u>Conditional Use Permit</u></b>		Residential District	\$1,275 + per acre fee
Major	\$2,700	Commercial District	\$2,400 + per acre fee
Minor	\$690	Industrial District	\$2,400 + per acre fee
<b><u>Development Agreement Application</u></b>	\$2,000	Mixed-use District	\$6,200 + per acre fee
<b><u>Development Review (DRB)</u></b>		Supplementary District	
Land Division		Parking P-1	\$2,400 + per acre fee
Major Subdivision (Preliminary Plat)	\$2,700 + \$20 per lot	Parking P-2	\$2,400 + per acre fee
Minor Subdivision	\$1,350 + \$20 per lot	Western Theme Park	\$2,400 + per acre fee
New Construction	\$1,700	Open Space	\$1,275 + per acre fee
Revision	\$515	Conservation Open Space	\$1,275 + per acre fee
Time extension	\$340	ESL Amendments to Map	\$410
<b><u>Development Review (Minor) – Staff Approval</u></b>		ESL Density Transfer	\$2,400 + per acre fee
Master Plan	\$1,000 per set	ESL Density Incentive	\$1,275 + per acre fee
Major	\$345	All other	Underlying district fees only
(includes new Master Sign Program)		Time extension/revision	\$820
Minor	\$95	<b><u>Rezoning per acre</u></b>	
Amendment to Master Sign Program	\$95	0-20	No additional fees
Cuts/Fills	\$515	21-100	\$75
Wash Modification	\$515	101-600	\$60
Time extension	\$95	601+ acres	\$55
<b><u>General Plan Amendments</u></b>		<b><u>Zoning Text Amendment</u></b>	
Major	\$4,375	Major	\$2,700
Non-major	\$2,190	Minor	\$980

Note: This schedule is not all-inclusive and other fees may apply.

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# Customized Expedited Plan Review Program



Official Schedule of City of Scottsdale Rates and Fees at: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov) - keyword "Fees".

**Customized Expedited Plan Review Program:** Per the Planning & Development Services fee schedule, the fee is two times the amount for the type of plan submitted.

For phased plan submittals, the base fee is considered to be phased plan review fee.

An additional 20% of the expedited plan review will be charged if a 3rd review is required.

**Note:** This schedule is not all-inclusive and other fees may apply.

**Planning & Development Services**  
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# 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

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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:** \_\_\_\_\_ **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.

# 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__	_____

## Planning and Development Services

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## 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 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:*

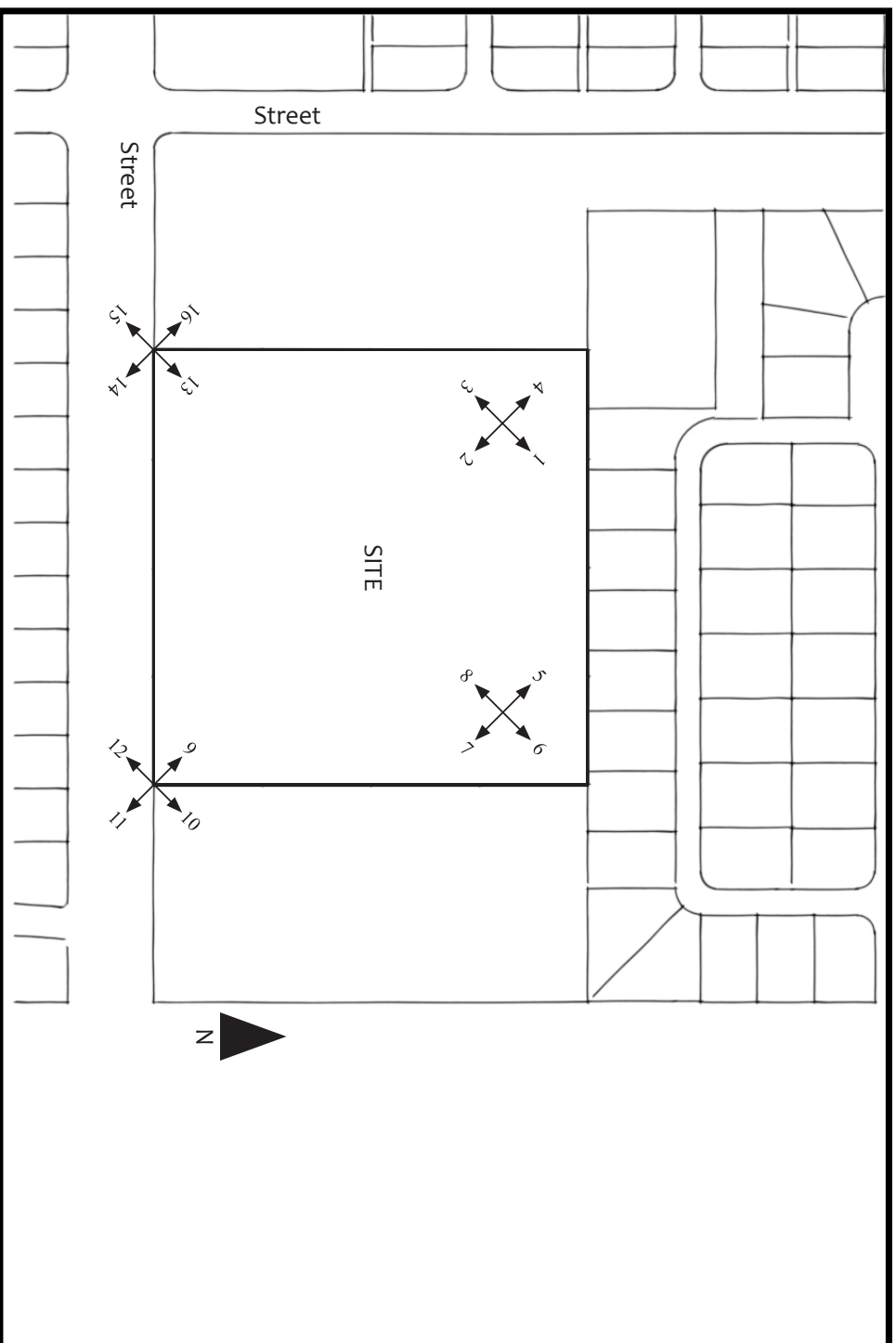
This list is provided as a one-time use only for preparing a City Planning and Development Service Department application. Currently there is no charge for this service, however, this may change based on demand. Results provided are based only on registered neighborhood groups or associations with the 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](mailto:planninginfo@scottsdaleaz.gov)

# Photos of Existing Conditions



 = Photograph  
 Number and  
 Direction of  
 View

Please Note:

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 ¼ mile - Please provide street address on photographs.