

In-Lieu Parking (IP)

Development Application Checklist



Digital Submittal:

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. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: 47 -PA- 2022 Key Code: 4Y338

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

Minimum 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 deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

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; and
- The Design Standards & Policies Manual; and
- 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.

Name: Katie Posler Phone Number: 480-312- 2703 Coordinator e-mail: kposler @scottsdaleaz.gov

The in-lieu parking program may only be utilized for properties that are zoned Downtown Overlay (DO) and/or with Downtown (D) Distinct.

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 checked="" type="checkbox"/>	1. In-Lieu Parking Application Checklist (this list)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2. Application Fee \$ <u>195</u> (subject to change every July)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. Completed Development Application (form provided) <ul style="list-style-type: none"> The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" 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).
		7. In-Lieu Parking Fee Structure (subject to change every July, information provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> Include complete Schedule A and Schedule B
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9. Request for Site Visits and/or Inspections (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Written request for a Zoning Administrator Approval: <ul style="list-style-type: none"> <input type="checkbox"/> The owner shall submit a letter addressed to the Zoning Administrator requesting approval to purchase and/or lease the requested number of in-lieu parking space(s). The Zoning Administrator, or designee, may administratively approve participation in the in-lieu parking program for up to, and including five (5) in-lieu parking credits, provided that the allowance is based on the City Council considerations of Section 9.108.D.3.a of the Zoning Ordinance. The Zoning Administrator approval shall not exceed a total of five (5) in-lieu parking credits per lot. <p>Written request for a City Council Hearing:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The owner shall submit a letter addressed to the Zoning Administrator requesting a City Council hearing to participate in the in-lieu parking program. <p>The request shall address the required findings of In-Lieu Parking program in accordance with Article IX of the Zoning Ordinance.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Parking Analysis
<input type="checkbox"/>	<input type="checkbox"/>	12. Parking Master Plan See the city's Zoning Ordinance, Article IX for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. Floor Plan Work Sheet(s) Required for restaurants, bars or development containing there-of, and multi-family developments.

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PART II – 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.
		14. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. 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 checked="" type="checkbox"/>	17. 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.
		<p>18. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Katie Posler</u> Phone Number: <u>480-312-2703</u></p> <p>Coordinator e-mail: <u>kposler</u> @scottsdaleaz.gov Date: <u>2/9/22</u></p> <p>Coordinator Signature: _____</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</p> <p style="margin-left: 150px;"><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:</p> <p>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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