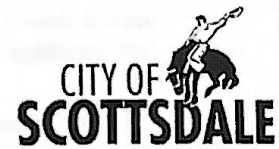


# Abandonment

## 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.: 332 -PA- 2023 Key Code: 597G3

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

Name: Jason Katz Phone Number: 480-312-2542 Coordinator e-mail: jkatz@scottsdaleaz.gov

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. Visit the city's Planning & Development Services Records Department for assistance: <https://www.scottsdaleaz.gov/planning-development/records>.

### SUBMITTAL REQUIREMENTS

Req'd	Rec'd	Documents required for a complete application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Abandonment Development Application Checklist (this checklist)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee \$ <u>2060.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Application Narrative <ul style="list-style-type: none"> <li>• Reason for request</li> <li>• Consideration for Abandonment</li> </ul>

### Planning and Development Services

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# Abandonment Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>5. Affidavit of Authorization to Act for Property Owner</b> (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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>6. Consideration for Abandonment Information</b> (valuation for area of abandonment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>7. Legal Description and Graphics</b> <ul style="list-style-type: none"> <li>• Legal description and graphic of area to be abandoned</li> <li>• Graphic of Parcel(s) affected by the Abandonment</li> <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>• Document format: 8-1/2" x 11" page size</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>8. Title Insurance Commitment</b> (form provided - Requirements for Submitting Evidence of Title to the city of Scottsdale Planning Department) <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"/>	<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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>10. Request to Submit Concurrent Development Applications</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Photo Exhibit of Existing Conditions:</b> <ul style="list-style-type: none"> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>• Document format: 8-1/2" x 11" page size</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>12. Aerial Photo with Proposed Site Plan Overlay</b> (all photos must be suitable for reproduction) 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: <ul style="list-style-type: none"> <li><input checked="" 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>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>13. Public Participation</b> <b>Step 1: Complete Neighborhood Notification</b> Mail Neighborhood Notification 1st Class Letter to property owners & 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): <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> <b>Step 2: City will post public hearing signs and provide other public notification including:</b> <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 e-mail subscribers</li> </ul>

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# Abandonment Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	14. Request for Neighborhood Group/Homeowners Association (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Request for Site Visits and/or Inspections (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. ALTA Survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. Site Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>18. Applicable Dedication Legal and Graphic Exhibits</b> <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 checked="" 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</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>19. Other:</b> _____ _____ _____

**18. If you have any questions regarding this application checklist, please contact your Project Coordinator.**

Coordinator Name (print): Jason Katz Phone Number: 480-312-2542

Coordinator e-mail: jkatz @scottsdaleaz.gov Date: 6/8/2023

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.**

## 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:

<https://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

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