

# 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)

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<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" - ⑪ 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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<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>

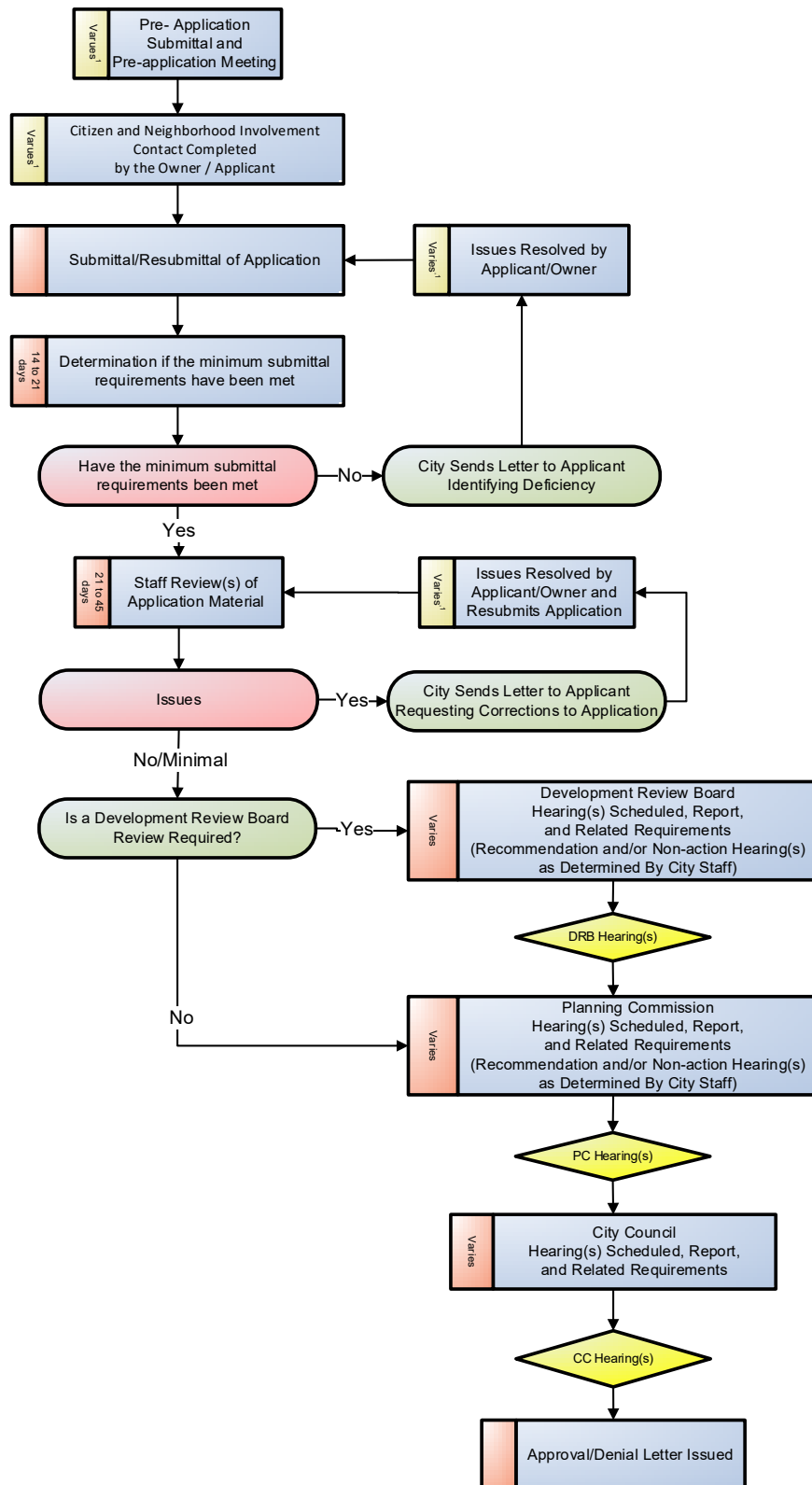
Planning and Development Services  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251  
Phone: (480) 312-7000

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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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