

# Hardship Exemption (HE)

## Environmentally Sensitive Lands Overlay District

### 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.

Project No.: 383 -PA- 2024 Key Code: T4590  
 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:

- The General Plan; and
- Requirements of 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: Jesus Murillo Phone Number: 480-312-7849 Coordinator e-mail: jmurillo@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>.

### 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 type="checkbox"/>	1. <b>Hardship Exemption Application Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. <b>Application Fee \$225.00</b> (subject to change every July)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. <b>Completed Development Application</b> (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. <b>Request to Submit Concurrent Development Applications</b> (form provided) minor subdivision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form) <b>2X</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. <b>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). <b>2X</b>

### Planning and Development Services

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

**Hardship Exemption Development Application Checklist**

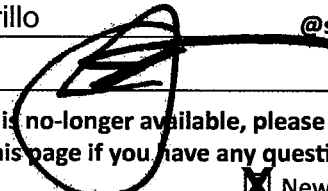
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>7. Request for Site Visits and/or Inspections (form provided)</b>	<b>2X</b>
		<b>8. Addressing Requirements and Addressing Request Application</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>9. Public Participation</b> <b>Step 1: Complete Neighborhood Notification</b> <ul style="list-style-type: none"> <li>Notify surrounding property owners &amp; HOAs of the project request and description</li> </ul> <b>Step 2: City will post public hearing sign 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>Posting 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>	
<input type="checkbox"/>	<input type="checkbox"/>	<del>10. HOA Approval (if applicable)</del>	
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>			
<b>Req'd</b>	<b>Rec'd</b>	<b>Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below.</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>11. Application Narrative - description of request</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>12. Justification (form provided)</b> The applicant may separately address each required justification on a separate attachment to the narrative.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>13. Context Aerial with the proposed site improvements superimposed</b> Aerial shall not be more than 1 year old and shall include an overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of: <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 (lots greater than 1 acre)</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>14. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)</b> <ul style="list-style-type: none"> <li>Include complete Schedule A and Schedule B</li> </ul>	<b>2X</b>
<input type="checkbox"/>	<input type="checkbox"/>	<del>15. Elevation Plan of new additions, building, or other changes with materials and colors noted and keyed to material descriptions. Provide elevations and pictures of existing wall heights.</del>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>16. Site Plan</b> Indicate the extent and location additions, buildings and other structures. Site plan shall indicate dimensions of existing and proposed structures, dimensions of existing and proposed ROW, setbacks and sight distance visibility triangles.	
<input type="checkbox"/>	<input type="checkbox"/>	<del>17. Floor Plan(s) of additions, alterations, or new structures. The floor plans shall be dimensioned and clearly delineate existing and proposed construction.</del>	
<input type="checkbox"/>	<input type="checkbox"/>	<del>18. Detail Plan</del>	
<input type="checkbox"/>	<input type="checkbox"/>	<del>19. Native Plant Submittal Requirements: (form provided)</del> (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.	

**Hardship Exemption Development Application Checklist**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>20. Other:</b> Other requirements may be required during the application process. For example: engineering details identifying that the exciting wall meets building code requirements, re-vegetation plan, and Map of Release/Map of Re-dedication.</p> <hr/> <hr/> <hr/>
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**PART III – 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.
		<b>21. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>22. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>23. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>24. Delayed Submittal.</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b> _____ _____ _____

	<p><b>25. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b></p> <p>Coordinator Name (print): <u>Jesus Murillo</u> Phone Number: <u>480-312-7849</u></p> <p>Coordinator e-mail: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>9-30-2024</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 <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b> 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: <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></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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