



Pre-Applications

Pre-Application Narrative

Pre-Application Cash Transmittal

Text Amendment

Development Application Checklist



At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

PART I of I -- REQUIREMENTS

Req'd **Rec'd** **Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.**

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. Text Amendment Application Checklist (this list) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Completed Application Form (form provided) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Text Amendment Application Fee \$ <u>2,585</u> (subject to change every July) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Affidavit of Authorization to Act for Property Owner (letter from the party originating the text amendment authorizing an agent to represent that originating party if the originating party is not the primary contact/representative for the application) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Public Participation (see Attachment A) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Draft of Text Amendment (deleted text shown in regular and strike-thru font, proposed language shown in regular 25% shade font.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Other _____

(justification analysis, supporting maps, graphics, or other materials) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Submit all items pursuant to the Submittal Instructions provided. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call 312-7667. |



Coordinator Signature

5/2/2019

Date

This application needs a: New Project Number or Old Project Number: 5-TA-2018

Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov (search: text amendments)

Public Participation - Text Amendment (TA)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

The Plan shall include:

1. Where and when the two open houses will be held
2. How and when the public will be notified

Step 2: Hold a minimum of 2 Open Houses prior to formal application submittal

Publish a 1/8 page advertisement in the local newspaper 10-14 calendar days prior to the open house meeting (contact newspaper for publishing deadlines).

- Send open house invite via 1st Class Letter to the City's interested parties lists (text amendment list and standard list), property owners & HOAs within 750 feet of the known property serving as the catalyst for the text amendment (if any), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
 - Project request and description
 - Pre-application number (xx-PA-xxxx)
 - Applicant and City contact names, phone numbers, and email addresses
 - Scheduled open house(s) - including time, date, and location
 - Any associated active cases
- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holding the Open House meeting on holidays, weekends, and during working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement

Step 3: Complete and include a Citizen Review Plan/Report with application submittal

The Report shall include:

- A. Details of the methods used to involve the public including:
 1. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
 2. The dates contacted, how they were contacted, and the number of times contacted
 3. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
 4. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
 5. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
 6. A map showing the number of and where notified property owners are located if a known property serves as the catalyst for the text amendment

Public Participation - Text Amendment (TA)



- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
1. The substance of the comments
 2. The method by which the applicant has addressed or intends to address the comments identified during the process

City will provide additional public notification

- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers
- Sending postcards to the City's interested parties lists (text amendment and standard lists) and property owners within 750 feet of a known property serving as the catalyst for the text amendment, if any

Related Resources:

- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)