Digital Submittal Keycode: _____ Pre-Application No.: _____-PA- _____ Submittal Date: _____

Small Wireless Facility (SW)

Development Application Checklist

CITY OF SCOTTSDALE

OFFICIAL USE ONLY

City Staff Contact: _____ **Email:** _____

Phone: _____

Small Wireless Facility Site Name / Number:	
Site Address:	
Site Zoning District Designation:	
Application Request:	
Pole Owner:	
Pole ID Number:	
Cubic Feet of Antenna Equipment:	
Cubic Feet of non-antenna equipment:	
CMRS Carrier's Customer for this location:	
CMRS Carrier's Radio Frequency (MHz/GHz) at site:	

Owner:	**Applicant:**
Company:	**Company:**
Address:	**Address:**
Phone:	**Phone:**
E-mail:	**E-mail:**

Submittal Requirements: Digital Plan Set

☒ **Completed Application (this form) and Application Fee:** $ 750.00 or $ 1,000.00 or $_____	☒ **Preliminary Drawings** Digital – provide link to digital SW submittal
☒ **Narrative** – Describe the request. This shall include efforts made to minimize the visual impact of the antennas and equipment.	☒ **Documents for Dedication of R.O.W. or public utility easement to Scottsdale.** (City may require a title report during preliminary review)
☒ **Letter of Site Compliance with FCC OET Bulletin 65** (RF Exposure)	☒ **Color photographs of site** – include area of request.
☒ **Photo simulations of proposed Small Wireless Facility.**	☐ **Antenna Site Right-of-Way License Agreement Signed by Provider with Certificate of Insurance & proof of sufficient letter of credit amount**
☐ **Letter of Authorization from pole owner (if applicable)**	☐ **Other:** _____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):

☐ **Enhanced Application Review:**	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
☐ **Standard Application Review:**	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

Owner Signature	Agent/Applicant Signature

Development Review

Methodologies and Required Notice

Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. ***Enhanced Application Review Methodology***

   Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

   - the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
   - City staff and the applicant to collaboratively work together regarding an application; and
   - City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

   Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

2. ***Standard Application Review Methodology:***

   Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

   The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

Required Notice

Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator or designee. 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/ and search "forms"

Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Development Application Process

Enhanced Application Review

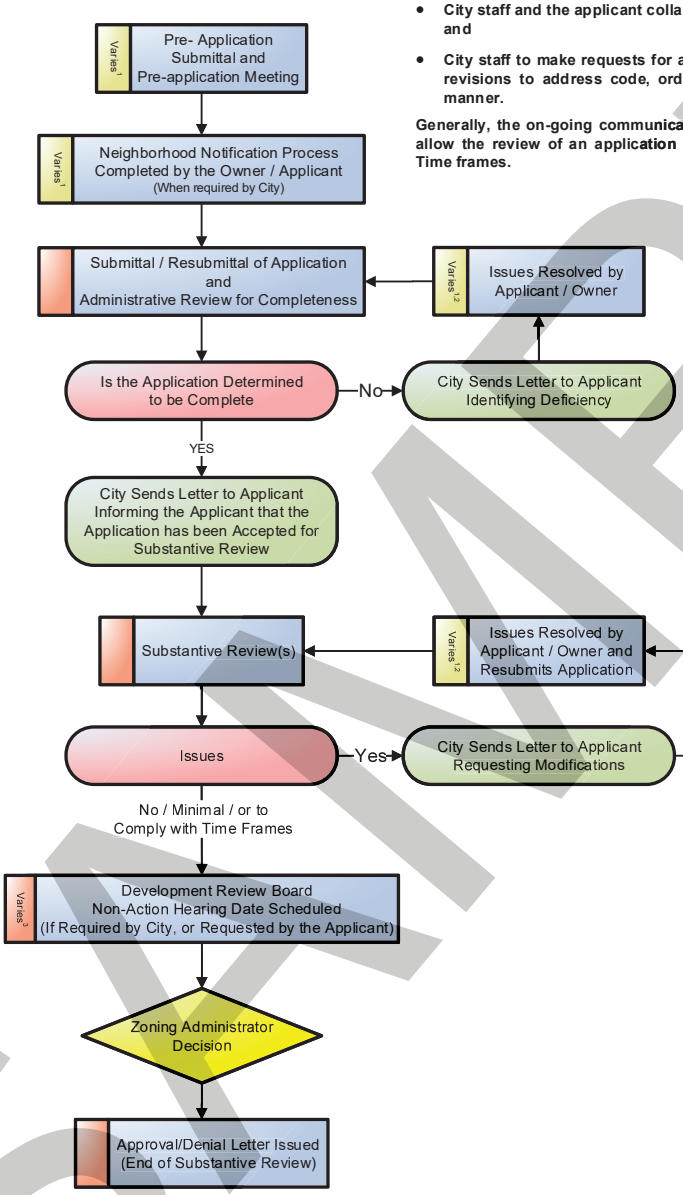
Staff Review Applications: SA, WM, & PP

Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statues, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- **the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;**
- **City staff and the applicant collaboratively work together regarding an application; and**
- **City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.**

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the publish Staff Review Time frames.



Application Types:

a. **Development Review – Minor (SA)**
b. **Wash Modifications (WM)**
c. **Land Divisions – Condominium Plat (PP)**
d. **Land Division – Minor Subdivision (PP)**

Note:

1. **Time period determined by owner/ applicant.**
2. **All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.**
3. **Owner/applicant may agree to extend the time frame by 25 percent**

Time Line

Administrative Review	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Multiple City Reviews in This Time Frame[2,3,4]	Letter Issued

Development Application Process

Standard Application Review

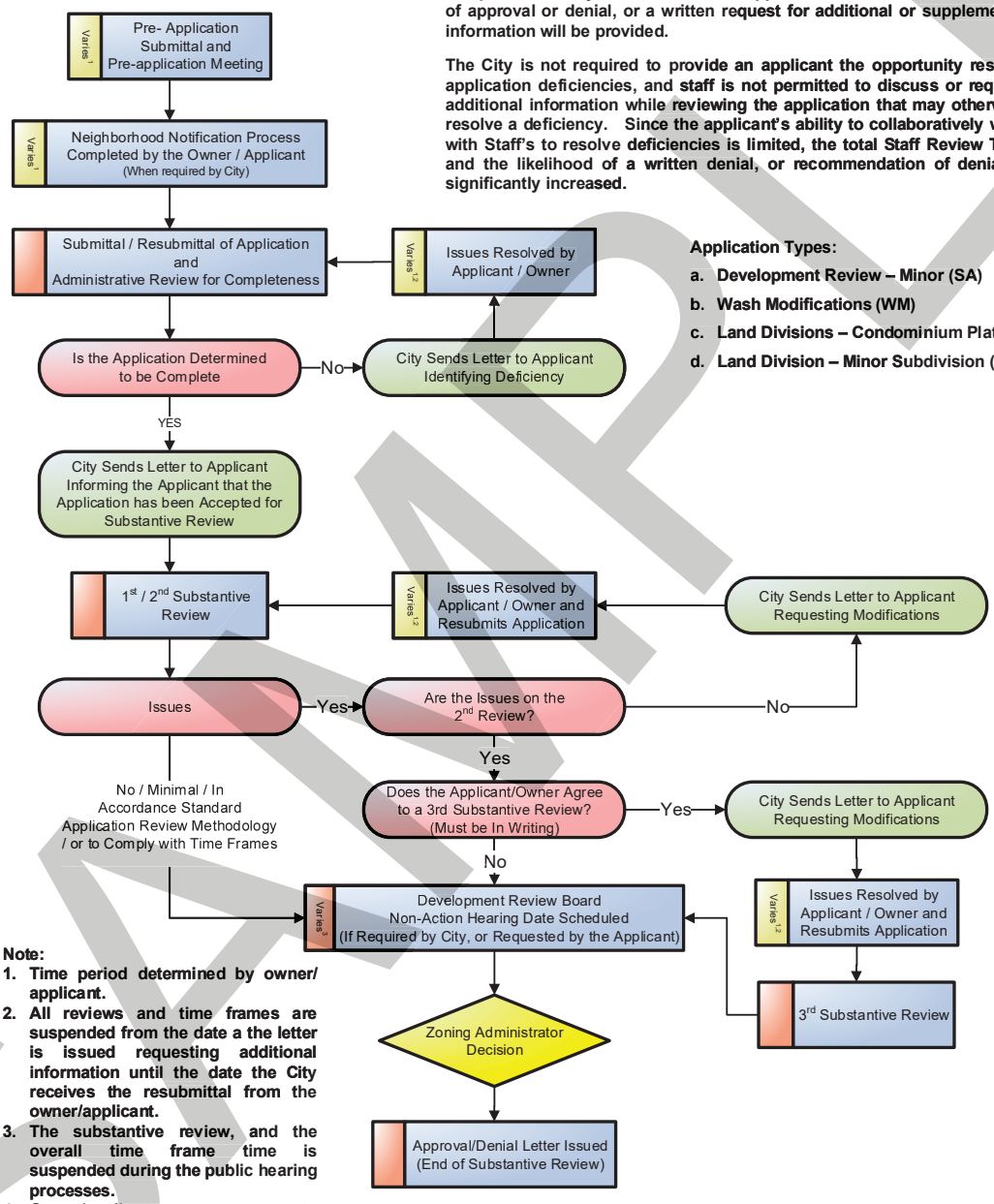
Staff Review Applications: SA, WM, & PP

CITY OF SCOTTSDALE

Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statues. These provisions significantly minimize the applicant's ability to collaboratively work with Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional or supplemental information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



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d. **Land Division – Minor Subdivision (PP)**

Note:

1. **Time period determined by owner/ applicant.**
2. **All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.**
3. **The substantive review, and the overall time frame time is suspended during the public hearing processes.**
4. **Owner/applicant may agree to extend the time frame by 25 percent**

Time Line

Administrative Review	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Two Reviews in This Time Frame[2, 3, 4]	Letter Issued

Small Wireless Facility (SW)

Arizona Revised Statues Notice

§9-834. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipalities adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02