

Hardship Exemption

Environmentally Sensitive Lands Overlay District 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.

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>

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. Hardship Exemption Checklist (this list) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Application Fee \$ _____ (subject to change) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Completed Development Application Form (form provided) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Letter of Authorization (from property owner(s) if property owner did not sign the application form) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Affidavit of Authorization to Act for Property Owner (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) |

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

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| <input type="checkbox"/> | <input type="checkbox"/> | 6. Request for Site Visits and/or Inspections form (form provided) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Addressing Requirements and Addressing Request Application |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Public Participation Step 1: Complete Neighborhood Notification <ul style="list-style-type: none"> • Notify surrounding property owners & HOAs of the project request and description Step 2: City will post public hearing sign and provide other public notification including: <ul style="list-style-type: none"> • Mailing out postcards to property owners within 750 feet • Publishing legal ad in newspaper • Posting case information on the City website • Posting on social media • Sending to email subscribers |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. H.O.A. Approval (if applicable) |
| PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Application Narrative – Description of request 8-1/2" x 11" – ② copies |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Justification Form (form provided) The applicant may separately address each require justification on a separate attachment to the narrative. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Context Aerial <ul style="list-style-type: none"> • 24" x 36" – ② color copies, <u>folded</u> • 8 ½" x 11" – ① color copy (quality suitable for reproduction) Aerial shall not be more than 1 year old and shall include and 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"> <input type="checkbox"/> 750-foot radius from site <input type="checkbox"/> Other: |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – ① copy (quality suitable for reproduction) • Include complete Schedule A and Schedule B |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Elevation plan of new additions, building, or other changes with materials and colors noted and keyed to the material descriptions. <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Site plan – 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. <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) |

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| <input type="checkbox"/> | <input type="checkbox"/> | <p>16. Floor Plan(s) of additions, alterations, or new structures. The floor plans shall be dimensioned and clearly delineate existing and proposed construction.</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>17. Detail plan</p> <ul style="list-style-type: none"> • 24" x 36" – ② copies, <u>folded</u> • 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>18. Native Plant Submittal 24" x 36" ① – copy, folded.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>19. Other:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u> <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction) <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction) </p> |

PART IV – 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. |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>20. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>21. Submit all items indicated on this checklist pursuant to the submittal requirements.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>22. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>23. Delayed Submittal. 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.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>24. Other:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

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|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <p>25. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator Email: _____@scottsdaleaz.gov Date: _____</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 need a: <input type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an Old Project Number: _____</p> <p>Required Notice</p> <p>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</p> <p>Planning and Development Services Division 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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Development Application Process

Enhanced Application Review

Hardship Exemption (HE) and In-lieu Parking⁵ (IP)



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 and Development Director 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/planning-development/forms>

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

Planning and Development Services

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Development Application Process

Enhanced Application Review

Hardship Exemption (HE) and In-lieu Parking⁵ (IP)

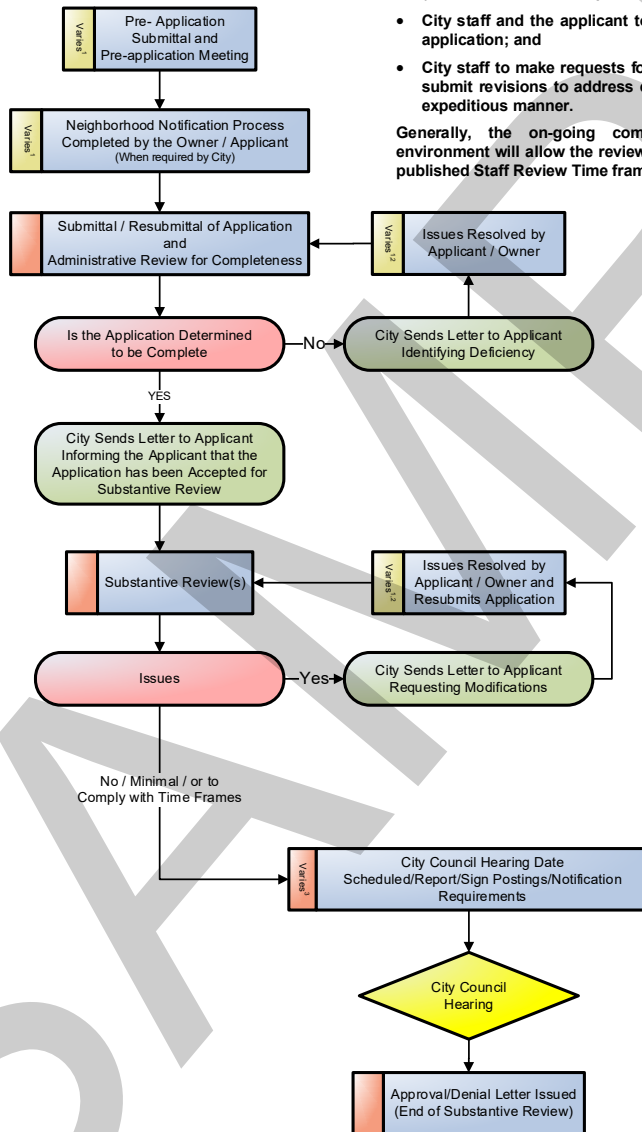


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Note:

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
5. More than 5 spaces per lot or as determined by the Zoning Administrator

Time Line

| Administrative Review | Substantive Review | Public Hearing Process | Approval/Denial Letter Issued |
|----------------------------------|---|-------------------------------|-------------------------------|
| 15 Staff Working Days Per Review | 50 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4} | Time Frames Vary ³ | Letter Issued |

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Development Application Process

Standard Application Review

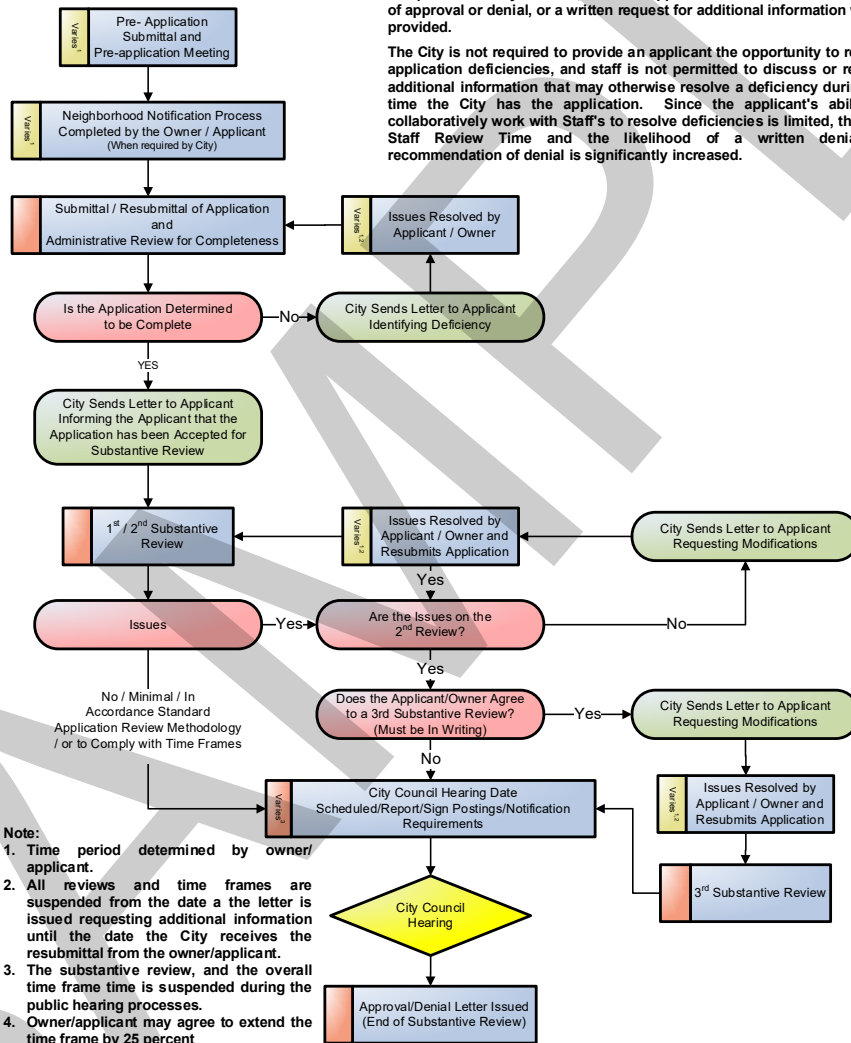
Hardship Exemption (HE) and In-lieu Parking⁵ (IP)



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Time Line

| | | | |
|---|---|---|----------------------------------|
| Administrative Review 15 Staff Working Days Per Review | Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Time Frame ^{2,3,4} | Public Hearing Process Time Frames Vary ² | Approval/Denial Letter Issued |
|---|---|---|----------------------------------|

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