

Board of Adjustment Development Application Checklist

<input checked="" type="checkbox"/>		6. 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)
<input checked="" type="checkbox"/>		7. Request for Site Visits and/or Inspections Form (form provided)
		8. Addressing Requirements and Addressing Request Application
<input checked="" type="checkbox"/>		9. Public Participation Step 1: Complete Neighborhood Notification 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 e-mail subscribers
		9. Homeowners/Property Owners Association Approval (if applicable).
<input checked="" type="checkbox"/>		10. Existing Conditions Photo Exhibit: (example provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA		
Req'd	Rec'd	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.
		11. Plan & Report Requirements For Development Applications Checklist (form provided)
<input checked="" type="checkbox"/>		12. Application Narrative
<input checked="" type="checkbox"/>		13. Justification for Variance
<input checked="" type="checkbox"/>		14. Context Aerial with the proposed site improvements superimposed 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: 750 foot radius from site 1/4 mile radius from site Other: _____
		15. Site Plan
		16. Elevations
		17. Floor Plans
		18. Other: _____ _____ _____ _____ _____

Planning and Development Services

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

PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

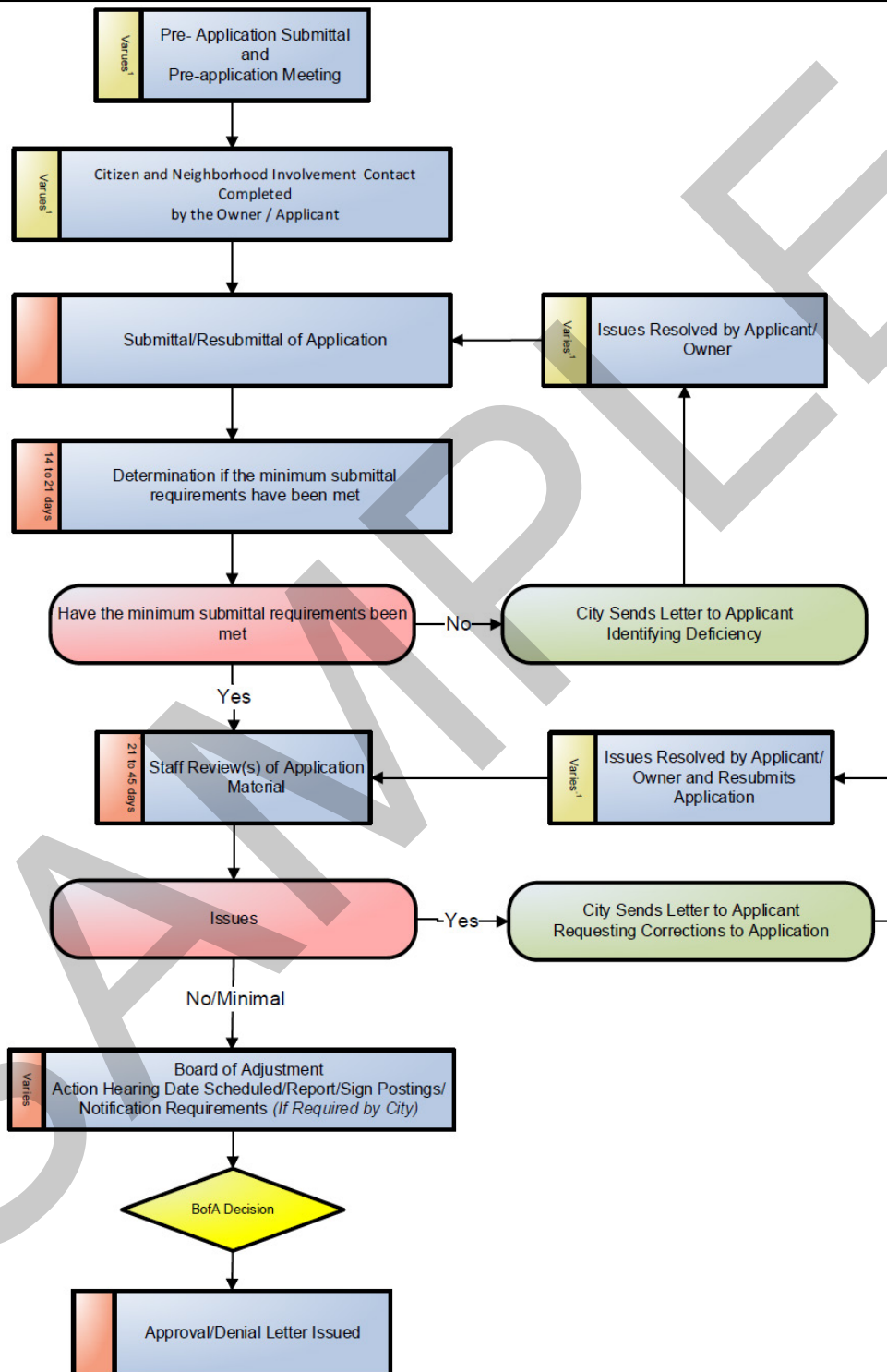
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>		19. Notify your coordinator by email after you have completed your submittal.
<input checked="" type="checkbox"/>		20. Submit all items indicated on this checklist pursuant to the submittal requirements.
<input checked="" type="checkbox"/>		21. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
		22. Other: _____ _____ _____ _____
		<p>23. 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 e-mail: _____@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 needs a: _____ New Project Number, or 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 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

Board of Adjustment (BA)



Note:
1. Time period determined by owner/applicant.

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Board of Adjustment

Justification for Variance



This Justification is a Public Record

The Board of Adjustment may not authorize a zoning ordinance variance unless four (4) members affirm that ALL of the following criteria are met. Please provide justification to the four (4) criteria set forth in Section 1.804 of the Zoning Ordinance; you may attach a separate sheet if you need more room.

Type of variance requested, section(s) of the Zoning Ordinance to be varied:

1. That because of special circumstances applicable to the property including its size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district:

2. That the authorization of the variance is necessary for the preservation of privileges and rights enjoyed by other property of the same classification in the same zoning district, and does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located:

3. That the special circumstances applicable to the property were not self-imposed or created by the owner or applicant:

4. That authorization of the variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general:

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