

# Minor Amendment (MN) 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.: \_\_\_\_\_ -PA- \_\_\_\_\_ Key Code: \_\_\_\_\_

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 and 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:

- Requirements specified in the Plan & Report Requirements for Development Applications Checklist; and
- Design Standards & Policies Manual; and
- Requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- Stipulations, including any additional submittal requirements identified in the stipulations, of any Development
- Application approved that this application is reliant upon; and
- The city's design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator.

Name: \_\_\_\_\_ Phone Number: 480-312- \_\_\_\_\_ Coordinator e-mail: \_\_\_\_\_@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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		<b>1. Minor Amendment Checklist</b> (this list)
<input checked="" type="checkbox"/>		<b>2. Application Fee \$</b> _____ (subject to change every July)
<input checked="" type="checkbox"/>		<b>3. Completed Development Application Form</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>
		<b>4. Request to Submit Concurrent Development Applications</b> (form provided)
<input checked="" type="checkbox"/>		<b>5. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>		<b>6. 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)

## Planning and Development Services

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

**Minor Amendment Development Application Checklist**

		<b>7. Homeowners/Property Owners Association Approval</b> (if applicable)
<input checked="" type="checkbox"/>		<b>8. Request for Site Visits and/or Inspections Form</b> (form provided)
<input checked="" type="checkbox"/>		<p><b>9. Public Participation</b></p> <p><b>Step 1: Complete Neighborhood Notification</b></p> <p>Mail Neighborhood Notification 1st Class Letter to property owners &amp; HOAs within 300 feet, and to the City project coordinator within 10 calendar days after formal application submittal (include the following information):</p> <ul style="list-style-type: none"> <li>○ Project request and description</li> <li>○ Case number (xx-MN-xxxx)</li> <li>○ Project location (street address)</li> <li>○ Size (e.g. Square Footage of Lot)</li> <li>○ Zoning</li> <li>○ Conceptual site plan/elevations</li> <li>○ Applicant and City contact names and phone numbers</li> </ul> <p><b>Step 2: Complete and include a Neighborhood Involvement Report with application submittal</b></p> <p>The Report shall include:</p> <p>A. A written summary of the comments, issues, concerns and problems expressed by citizens during the process including:</p> <ol style="list-style-type: none"> <li>1. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)</li> <li>2. The dates contacted, how they were contacted, and the number of times contacted</li> <li>3. Copies of letters or other means used to contact neighbors, and HOAs; along with copies of all comments, letters, and correspondence received</li> <li>4. The substance of the comments, issues, concerns and problems</li> </ol> <p><b>Step 3: City will provide other public notification including:</b></p> <ul style="list-style-type: none"> <li>• Posting case information on the city website</li> <li>• Posting on social media</li> </ul>
		<b>9. Request for Neighborhood Group Contact information</b> (form provided)
<input checked="" type="checkbox"/>		<p><b>10. Existing Conditions Photo Exhibit</b></p> <p><u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</p>
<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>
		<b>11. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>		<b>12. Application Narrative</b>
<input checked="" type="checkbox"/>		<p><b>13. Site Plan</b></p> <ul style="list-style-type: none"> <li>• Indicate the specific portion of the property affected by the minor amendment; and, indicate dimensions of structures, as well as any required and proposed setbacks</li> </ul>
		<p><b>14. Elevations</b></p> <ul style="list-style-type: none"> <li>• Indicate the proposed changes to the existing building</li> </ul>
		<b>15. Results of ALTA Survey</b>

**Planning and Development Services**

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

		<b>16. Other:</b> _____ _____ _____ _____
--	--	---

**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>17. Notify your coordinator by email after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>18. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
		<b>19. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>
		<b>20. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator e-mail: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p><b>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.</b></p> <p>This application needs a: <span style="float: right;">New Project Number, or</span></p> <p style="text-align: right;">A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></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:</p> <p><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>

# Development Application Process

## Enhanced Application Review Zoning Minor Amendment (MN)

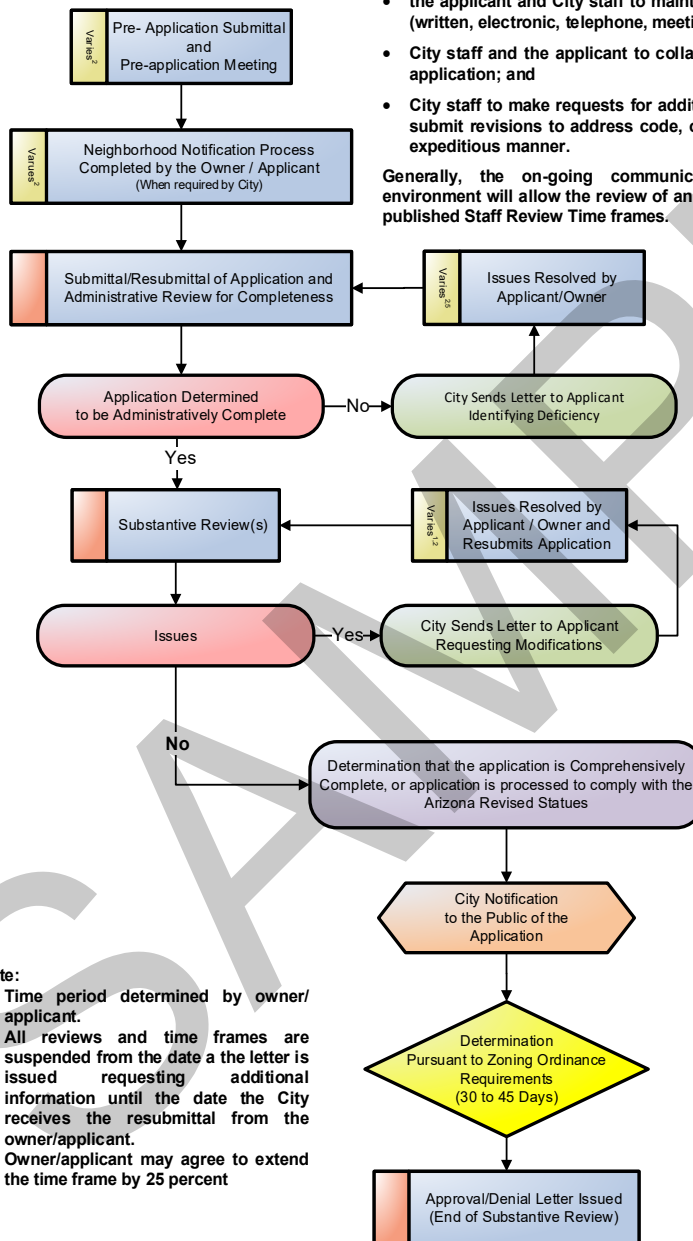


### Enhanced Application Review Methodology

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.



- 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 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Multiple Reviews and Determination in This Time Frame <sup>2,3</sup>	Approval/Denial Letter Issued
---	---	----------------------------------

## Planning and Development Services

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

# Development Application Process

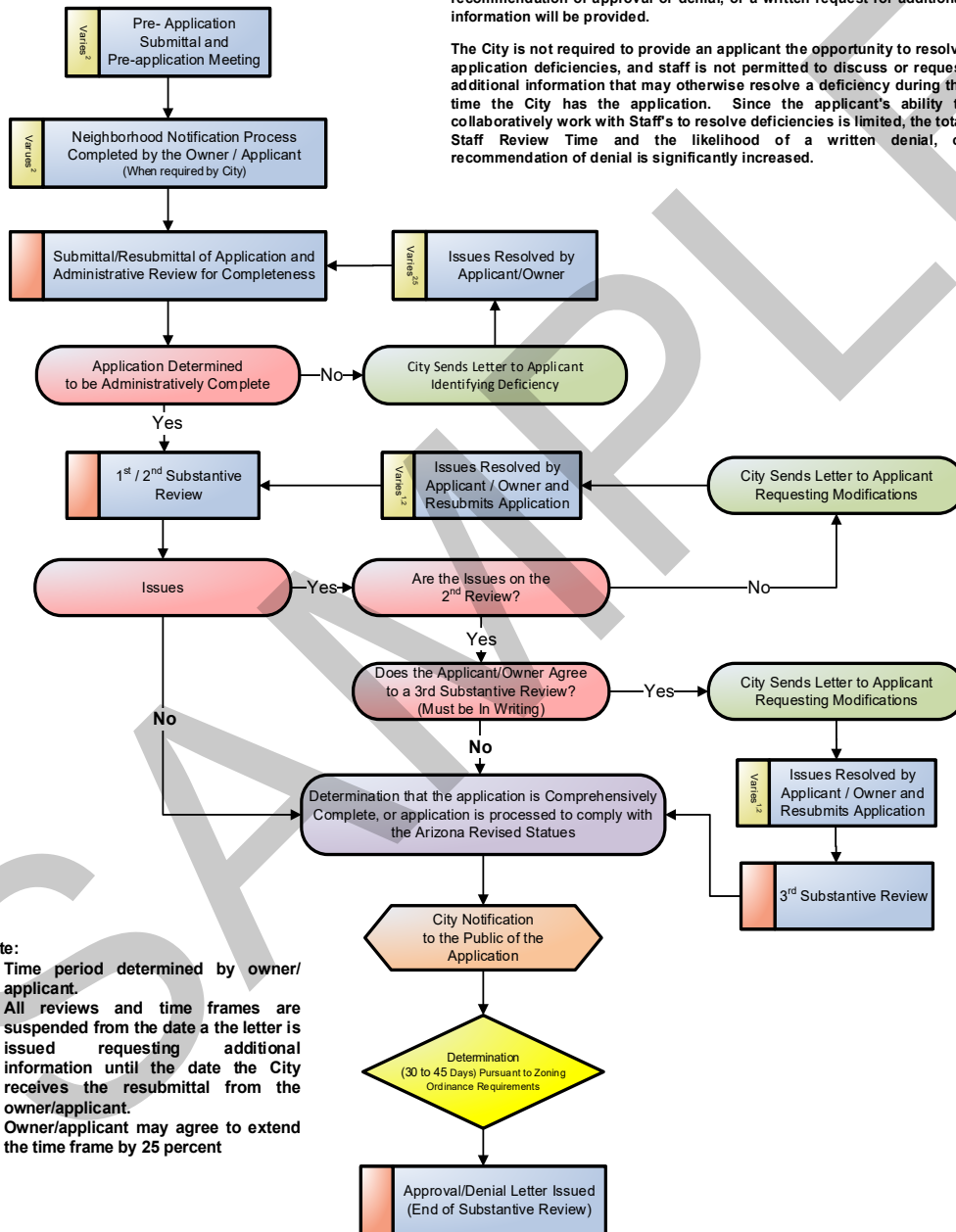
## Standard Application Review Zoning Minor Amendment (MN)



### 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.



### 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	Substantive Review	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews and Determination in This Time Frame <sup>2,3</sup>	

## Planning and Development Services

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