



In-Lieu Parking Application Checklist

Project Name: _____ **COS Project Number:** _____ - PA - _____

* **The in-lieu parking program may only be utilized for properties that are zoned Downtown Overlay (DO) and/or with Downtown (D) Distinct.**

At the 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. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call Current Planning at 480-312-7000.

PART I -- GENERAL REQUIREMENTS

All Graphics and Plans Shall be to Scale and Dimensioned. (No binders please)

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. In-Lieu Parking Checklist (this checklist)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Application Fee (Subject to change each July 1 st): _____ (HE-Fee)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Project Application Form (form provided)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. _____ Request for a Zoning Administrator Approval: (The owner shall submit a letter addressed to the Zoning Administrator requesting approval to purchase and/or lease the requested number of in-lieu parking space(s). <i>The Zoning Administrator, or designee, may administratively approve participation in the in-lieu parking program for up to, and including five (5) in-lieu parking credits, provided that the allowance is based on the city council considerations of Section 9.108.D.3.a of the Zoning Ordinance. The Zoning Administrator approval shall not exceed a total of five (5) in-lieu parking credits per lot.</i>)
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_____ **Request for a City Council Hearing** (The owner shall submit a letter addressed to the Zoning Administrator requesting a City Council hearing to participate in the in-lieu parking program.)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Project Narrative: The project narrative shall include: <ul style="list-style-type: none"> • The reason for the request and the total number of in-lieu parking space requested; • The type of the in-lieu parking program that the owner desires to participate in. The programs are: <ul style="list-style-type: none"> a) monthly term (lease) in-lieu parking credits – Day and night operations; b) evening term (lease) in-lieu parking credits – Night time only business operations (after 5:00 p.m.); c) permanent in-lieu parking credits – lump sum; or, d) permanent in-lieu parking credits with an installment payment plan; • A delineate explanation of the criteria in Section 9.108.D.3.a. et al.
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In-Lieu Parking Application Checklist

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Commitment for Title Insurance (Please see the City's website for these requirements: http://www.scottsdaleaz.gov/bldgresources/planreview/title.asp) <ul style="list-style-type: none">• 8-1/2" x 11" – 1 copy• Include complete Schedule A and Schedule B. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8. Legal Description: <ul style="list-style-type: none">• 8-1/2" x 11" – 2 copies |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Site Location Map: <ul style="list-style-type: none">• 8-1/2" x 11" – 1 copy (quality suitable for reproduction) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Assessor's Map: (obtain from Records) identifying parcel(s); project location is to be <u>clearly marked</u> <ul style="list-style-type: none">• 8-1/2" x 11" – 2 copies |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Parking Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Parking Master Plan <ul style="list-style-type: none">• 3 – copies (required for reduction of Ordinance requirements) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Floor Plan Work Sheet: (See the Commercial, Industrial, and Multi-Family Plan & Report Requirements checklist for the requirements.) |

By signing below, the parties agree that the above documentation has been submitted/received.

Applicant Signature

Date

Coordinator Signature *(required prior to submittal)*

Date

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088