



Board of Adjustment Application Checklist

At your 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.

PART I -- GENERAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

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"/>	1. Board of Adjustment Application Checklist (<i>this form</i>)
<input type="checkbox"/>		2. Board of Adjustment General Information
<input type="checkbox"/>	<input type="checkbox"/>	3. Application Fee -- \$_____ (subject to change every July)
<input type="checkbox"/>	<input type="checkbox"/>	4. Completed Project Application Form (<i>form provided</i>) <input type="checkbox"/> Variance <input type="checkbox"/> Appeal
<input type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization of Affidavit (from property owner(s) if property owner did not sign the application form)
<input type="checkbox"/>	<input type="checkbox"/>	6. Project Narrative (<i>form provided for variances</i>)
<input type="checkbox"/>	<input type="checkbox"/>	7. HOA Approval (<i>if applicable</i>)
<input type="checkbox"/>	<input type="checkbox"/>	8. Context Aerial
<input type="checkbox"/>	<input type="checkbox"/>	9. Existing Conditions Photo Exhibit <ul style="list-style-type: none"> • Page size must be 8-1/2" x 11" • Show all existing buildings on site
<input type="checkbox"/>	<input type="checkbox"/>	10. Neighborhood Involvement (see provided requirements)

PART II -- REQUIRED PLANS & RELATED DATA

All Graphics And Plans Shall Be To Scale And Dimensioned.

<input type="checkbox"/>	<input type="checkbox"/>	1. Site Plan: <ul style="list-style-type: none"> • 24" x 36" - 2 copies, 11" x 17" - 1 copy, 8-1/2" x 11" - 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	2. Elevations: Show all sides of all building(s) and indicate building heights. <ul style="list-style-type: none"> • 24" x 36" - 2 copies, 11" x 17" - 1 copy, 8-1/2" x 11" - 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	3. Floor Plans: <ul style="list-style-type: none"> • 24" x 36" - 2 copies, 11" x 17" - 1 copy, 8-1/2" x 11" - 2 copies
<input type="checkbox"/>	<input type="checkbox"/>	4. OTHER: _____ _____
<input type="checkbox"/>		6. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call 480-312-7000.

Coordinator Signature

Date

This application needs a: New Project Number or Old Project Number: _____

Planning, Neighborhood & Transportation Division

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