

# Abandonment

## Development Application Checklist

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application Checklist are required.

To avoid delays, all documents in your Development Application must be complete and comply with the following:

- 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

A Development Application that does not include all the required items, does not meet the standards above, or is inconsistent with previously submitted pre-application information may not be accepted. A Development Application received by the City does not mean that the application meets the minimum submittal requirements. The City may request additional information to facilitate review, even if the Development Application is deemed complete.

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.

**When Items 1 through 16 are ready for submittal, call 480-312-7767 to schedule a submittal meeting with a Planning Specialist; provide your pre-application number: \_\_\_\_-PA-\_\_\_\_.**

### SUBMITTAL REQUIREMENTS

Req'd	Rec'd	Documents required for a complete application. Unless otherwise indicated, all documents shall be provided in an 8 1/2" x 11" format.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. <b>Abandonment Development Application Checklist</b> (this Checklist)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. <b>Application Fee</b> \$ _____ (subject to change)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. <b>Development Application Form</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. <b>Application Narrative</b> <ul style="list-style-type: none"> <li>• Reason for request</li> <li>• Consideration for Abandonment</li> <li>• 4 copies</li> </ul>

### Planning and Development Services Division

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

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>5. Affidavit of Authorization to Act for Property Owner</b> (form provided; required only for non-city-owned property)</p> <ul style="list-style-type: none"> <li>• Required when the applicant is not the property owner</li> <li>• Required when the applicant is an organization</li> </ul>
<input checked="" type="checkbox"/>		<p><b>6. Consideration for Abandonment Information</b></p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Legal Description and Graphic of Area(s) to be Abandoned</b></p> <ul style="list-style-type: none"> <li>• Include required reservations on both legal description and graphic</li> <li>• Comply with all Maricopa County Recorder requirements, including minimum 10 point font, ½" clear borders and acid free paper</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Title Insurance Commitment</b> (form provided: Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department)</p> <ul style="list-style-type: none"> <li>• Include Schedule A and B</li> <li>• Commitment shall be dated no later than 30 days before application submittal.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Utility Consent Letters</b> (See the City website for contact information: <a href="http://www.scottsdaleaz.gov/codes/utility-contacts">http://www.scottsdaleaz.gov/codes/utility-contacts</a>)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>10. Request to Submit Concurrent Development Applications</b> (form provided)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>11. Agreement and Release by GLO Abandonment Parcel Owner</b> (form provided)</p> <ul style="list-style-type: none"> <li>• Originally signed agreement form must be returned. Copy and faxes will not be accepted.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>12. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b></p> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>13. Aerial Photo with Proposed Site Plan Overlay</b> (all photos must be suitable for reproduction)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 color copies, folded</li> <li>• 11" x 17" – 1 color copy</li> <li>• 8 ½" x 11" – 1 color copy</li> </ul> <p>Photo shall be the most recent available, and should not be more than 1 year old. Site plan overlay shall show lot lines, tracts, easements, street locations and names, and surrounding zoning:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 750 foot radius from site</li> <li><input type="checkbox"/> ¼ mile radius from site</li> <li><input type="checkbox"/> Other _____ radius from site</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>14. Neighborhood Notification Checklist:</b> (forms provided)</p> <ul style="list-style-type: none"> <li>• If substantial modifications are made to an application, additional notification may be required</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>15. Request for Neighborhood Group/Homeowners Association</b> (form provided)</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>16. Request for Site Visits and/or Inspections</b> (form provided)</p>

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>17. Appeals of Dedication, Exactions, or Zoning Regulations</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	<b>18. Other:</b>  _____  _____  _____

### ADDITIONAL SUBMITTAL REQUIREMENTS

**Additional submittals shall be submitted as requested as the Project Coordinator prepares the public hearing report(s)**

		<p><b>1. Applicable Dedication and Consent Forms</b> (forms provided)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Drainage and Flood Control Easement and Provision for Maintenance</li> <li><input type="checkbox"/> Natural Area Open Space Easement Including Restored Desert</li> <li><input type="checkbox"/> Public Right-of-way Dedication</li> <li><input type="checkbox"/> Public Non-motorized Access Easement</li> <li><input type="checkbox"/> Public motorized Access</li> <li><input type="checkbox"/> Public Utility Easement</li> <li><input type="checkbox"/> Scenic Corridor Easement</li> <li><input type="checkbox"/> Sewer Line Easement</li> <li><input type="checkbox"/> Vehicular Non-Access Easement</li> <li><input type="checkbox"/> Waterline Easement</li> <li><input type="checkbox"/> Confirmation of Dedication</li> <li><input type="checkbox"/> Other Easement or Dedication:</li> </ul> _____ _____
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		<p><b>Other:</b></p> _____ _____ _____ _____ _____ _____ _____
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# Abandonment Development Application Checklist

## Application contact

Name (print): \_\_\_\_\_ Phone Number: 480-312-\_\_\_\_\_

email: \_\_\_\_\_@scottsdaleaz.gov Date: \_\_\_\_\_

Signature: \_\_\_\_\_

An applicant may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code, or authorized substantive policy statement related to this abandonment application. The request shall be in writing on the City form and submitted to:

Planning & Development Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251

SAMPLE

### For City use only:

This application needs a  New project number, or  
 New phase to an old project number \_\_\_\_\_

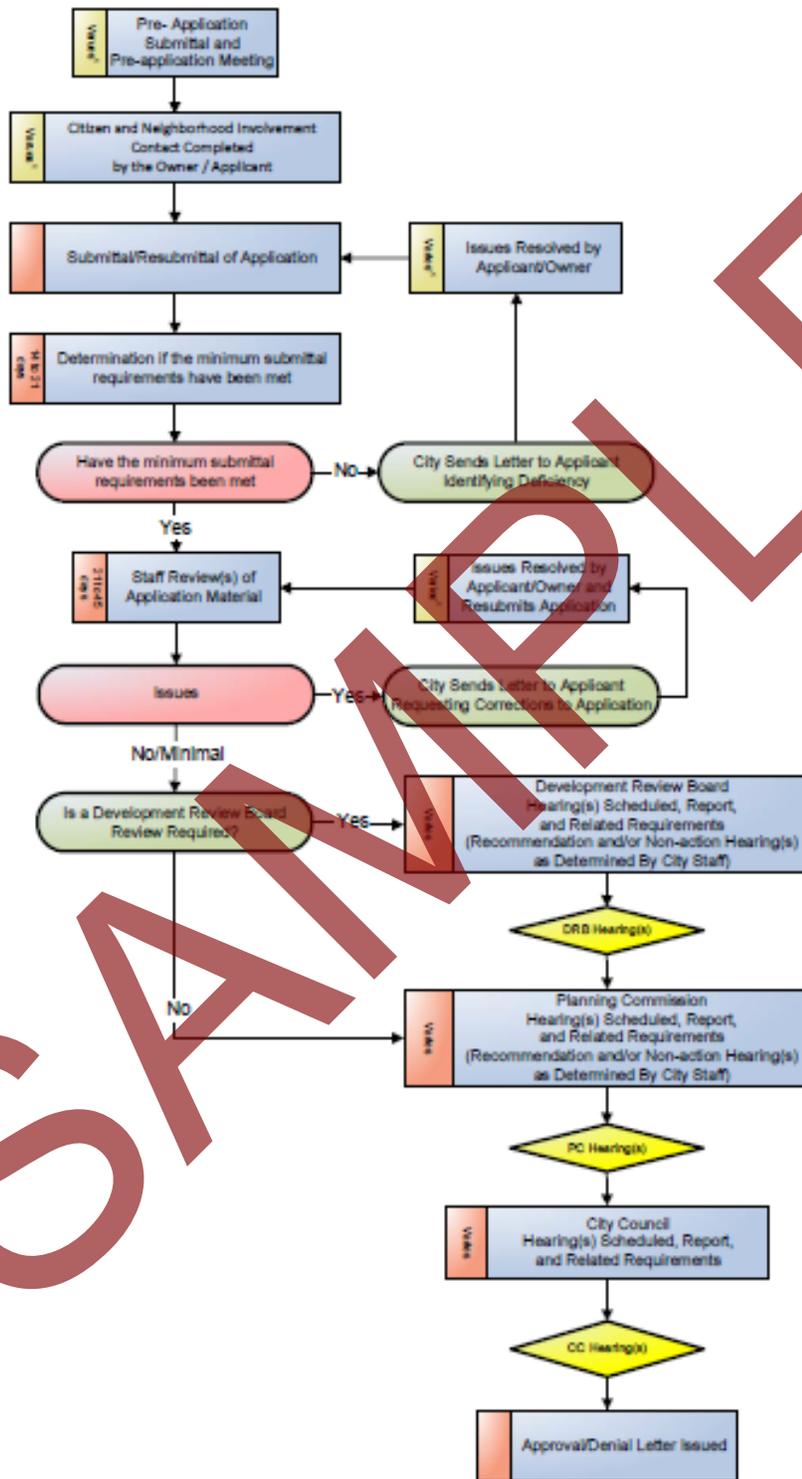
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# Development Application Process

## Abandonment (AB), Municipal Use Master Site Plan (UP), Infill Incentive (II) & Zoning District Map Amendment (ZN)



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

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