



Hardship Exemption
Environmentally Sensitive Lands Overlay District
Development Application Checklist

Official Use:
City Staff Contact: _____ **Email:** _____
Phone: _____

Project Name: _____

Property's Address: _____ **A.P.N.:** _____

Property's Zoning District Designation: _____

Application Request: _____

Owner: _____ **Applicant:** _____

Company: _____ **Company:** _____

Address: _____ **Address:** _____

Phone: _____ **Fax:** _____ **Phone:** _____ **Fax:** _____

E-mail: _____ **E-mail:** _____

Submittal Requirements: Please submit materials requested below. All plans must be folded.

<input checked="" type="checkbox"/> Completed Application (this form) and Application Fee – \$ _____ (fee subject to change every July)	<input checked="" type="checkbox"/> For each plan require below shall be provided in the following formats: <ul style="list-style-type: none"> • 24" x 36" – 2 copies, folded • 11" x 17" – 1 copy • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/> Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below	
<input checked="" type="checkbox"/> Request for Site Visits and/or Inspections form	
<input checked="" type="checkbox"/> Narrative – Description of request	
<input checked="" type="checkbox"/> Justification Form (form provided) The applicant may separately address each require justification on a separate attachment to the narrative.	<input type="checkbox"/> Elevation plan of new additions, building, or other changes with materials and colors noted and keyed to the material descriptions.
<input checked="" type="checkbox"/> Context Aerial <ul style="list-style-type: none"> • 24" x 36" – 2 color copies, folded • 8 ½" x 11" – 1 color copy (quality suitable for reproduction) 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 _____ Other:	<input type="checkbox"/> Site plan – Indicate the extent and location additions, buildings and other structures. Site plan shall indicate dimensions of existing and proposed structures, dimensions of existing and proposed ROW, setbacks and sight distance visibility triangles.
	<input type="checkbox"/> Floor Plan(s) of additions, alterations, or new structures. The floor plans shall be dimensioned and clearly delineate existing and proposed construction.
<input type="checkbox"/> Detail plan	<input type="checkbox"/> Native Plant Submittal 24" x 36" 1 – copy, folded.
<input type="checkbox"/> Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> • 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.	<input type="checkbox"/> Other
<input type="checkbox"/> H.O.A. Approval (if applicable)	_____

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):

<input type="checkbox"/> Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/> Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.

 Owner Signature

 Agent/Applicant Signature



Development Review

Methodologies and Required Notice

Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. 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.

2. 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.

Required Notice

1. Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning, Neighborhood and Transportation Division shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator or designee. 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, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning, Neighborhood and Transportation Division
One Stop Shop
Planning, Neighborhood & Transportation Administrator
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Planning, Neighborhood & Transportation

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

City of Scottsdale Website: www.scottsdaleaz.gov

Revision Date: 03/01/2013



Development Application Process

Enhanced Application Review

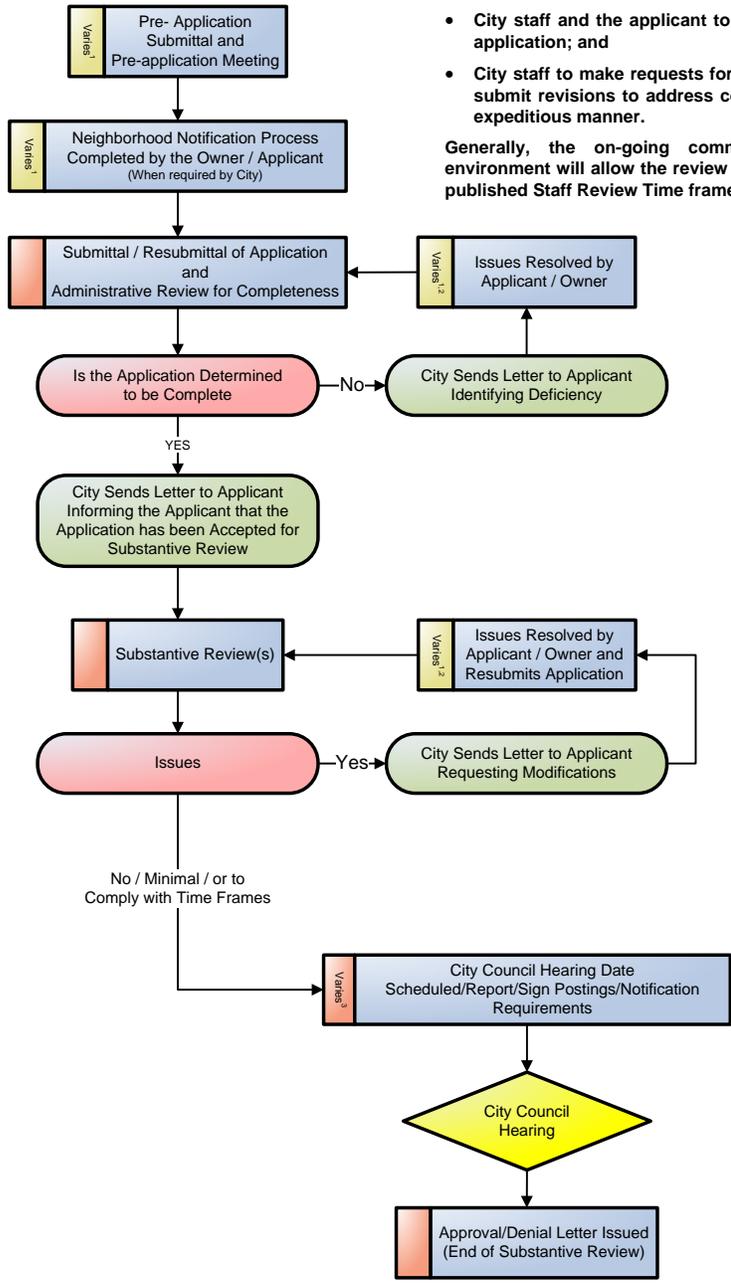
Hardship Exemption (HE) and In-lieu Parking⁵ (IP)

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. The substantive review, and the overall time frame time is suspended during the public hearing processes.
 4. Owner/applicant may agree to extend the time frame by 25 percent
 5. More than 5 spaces per lot or as determined by the Zoning Administrator

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
---	---	---	----------------------------------



Development Application Process

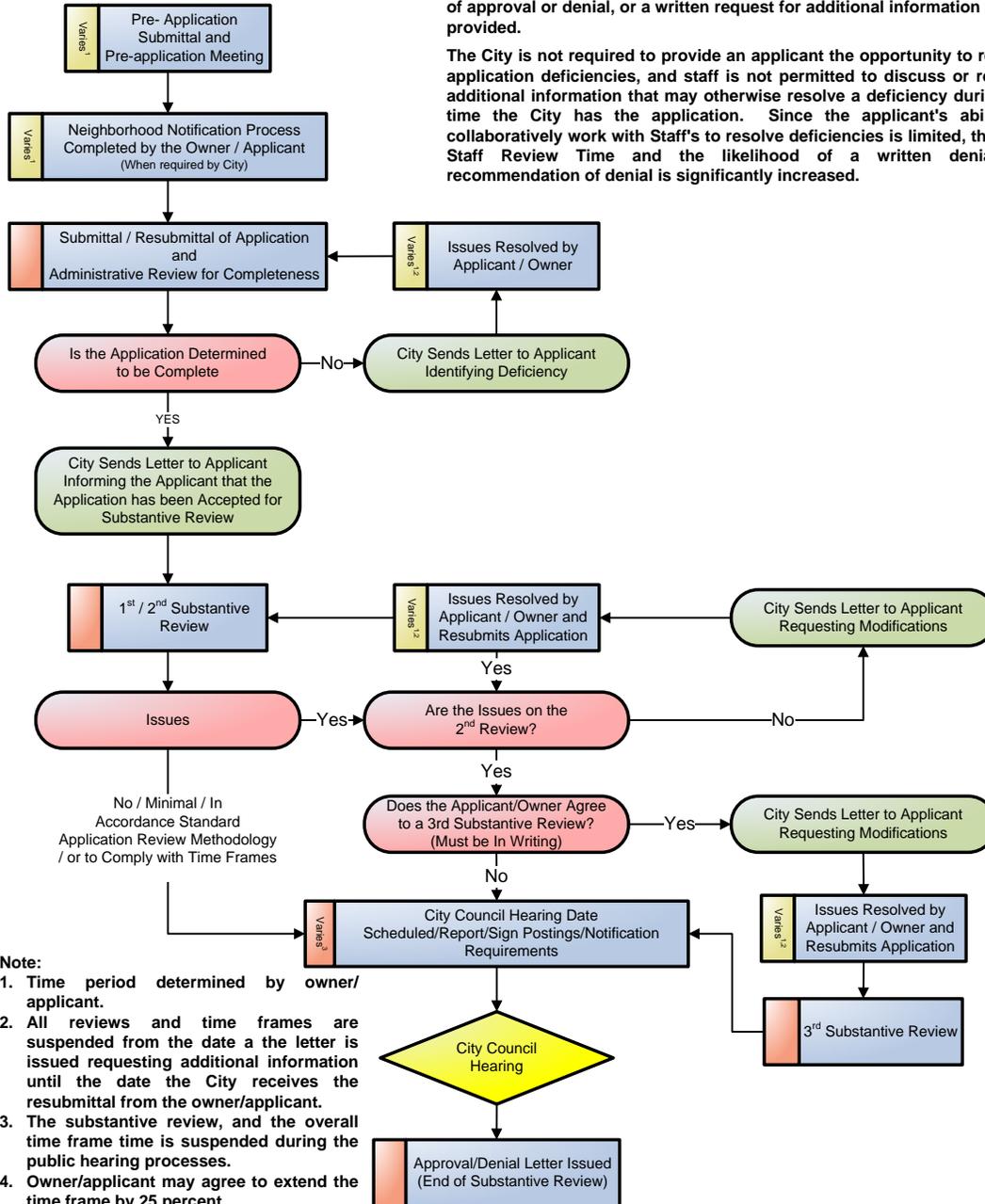
Standard Application Review

Hardship Exemption (HE) and In-lieu Parking⁵ (IP)

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. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent
5. More than 5 spaces per lot or as determined by the Zoning Administrator

Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Time Frame ^{2,3,4}	Public Hearing Process Time Frames Vary ³	Approval/Denial Letter Issued
---	---	---	----------------------------------

Planning, Neighborhood & Transportation

7447 E Indian School Road, Suite 104, Scottsdale, AZ 84241 • Phone: 480-312-7000 • Fax: 480-312-7088



Hardship Exemption
Environmentally Sensitive Lands Overlay District
Justification for Exemption

The City Council may authorize a Hardship Exemption if ALL of the following criteria are met. Use the space provided to present your evidence that the requested exemption satisfies the modification requirements, or address each require justification on a separate attachment to the narrative. Please attach all supporting documentation.

1. A substantial hardship is demonstrated that would significantly reduce the ability to use a parcel(s):

2. The exception will be consistent with the intent and purpose of the Environmentally Sensitive Lands Ordinance, and:

3. The application of the new ESL standards would not achieve significant benefit for the protection of the environment and the community:

Planning, Neighborhood & Transportation

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

City of Scottsdale Website: www.scottsdaleaz.gov

Revision Date: 03/01/2013