In-Lieu Parking
Development Application Checklist

Minimal 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 rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, 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 of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 3 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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

PART I -- GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Req'd</th>
<th>Rec'd</th>
<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☐</td>
<td>1. In-Lieu Parking Application Checklist (this list)</td>
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<tr>
<td>☑</td>
<td>☐</td>
<td>2. Application Fee $__________________________ (subject to change every July)</td>
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<td>3. Completed Development Application Form (form provided)</td>
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<td>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</td>
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<td>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</td>
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<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088
<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>4</td>
<td>Letter of Authorization (from property owner(s) if property owner did not sign the application form)</td>
<td></td>
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<tr>
<td>5</td>
<td>Affidavit of Authorization to Act for Property Owner (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)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>In-Lieu Parking Fee Structure (subject to change every July, information provided)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Written 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). 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.) Written 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. The request shall address the required findings of In-lieu Parking program in accordance with Article IX of the Zoning Ordinance.</td>
<td></td>
</tr>
</tbody>
</table>
| 8 | Commitment for Title Insurance – No older than 30 days from the submittal date  
- 8-1/2” x 11” – 1 copy  
- Include complete Schedule A and Schedule B. (requirements form provided) |
| 9 | Legal Description: (if not provided in Commitment for Title Insurance)  
- 8-1/2” x 11” – 2 copies |
| 10 | Request for Site Visits and/or Inspections Form (form provided) |
| 11 | Parking Analysis  
- 8-1/2” x 11” – 2 copies |
| 12 | Parking Master Plan  
See the City's Zoning Ordinance, Article IX for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.  
- 8-1/2” x 11” - 2 copies |
| 13 | Floor Plan Work Sheet(s)  
(Required for restaurants, bars or development containing there-of, and multi-family developments):  
- 24” x 36” – 1 copy, folded  
- 11” x 17” - 1 copy, folded (quality suitable for reproduction)  
- Digital – 1 copy (See Digital Submittal Plan Requirements) |
## PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

<table>
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<tr>
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<td>14. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <strong><strong><strong><strong>-PA-</strong></strong></strong></strong>.</td>
</tr>
<tr>
<td>☑</td>
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<td>15. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</td>
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<tr>
<td>☑</td>
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<td>16. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</td>
</tr>
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<td>17. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.</td>
</tr>
<tr>
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<td>18. If you have any question regarding this application checklist, please contact your Project Coordinator.</td>
</tr>
</tbody>
</table>

Coordinator Name (print): ____________________________________________________________________________

Coordinator email: _________________________________________________________________________________

Coordinator Signature: ____________________________________________________________________________

Date: ____________________________________________________________________________________________

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.

This application needs a: ☐ New Project Number, or ☐ A New Phase to an old Project Number: ____________________________

### Required Notice

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: [http://www.scottsdaleaz.gov/building-resources/forms](http://www.scottsdaleaz.gov/building-resources/forms)

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
Development Application Process
Enhanced Application Review
Hardship Exemption (HE) and In-lieu Parking (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 ongoing 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.
Development Application Process
Standard Application Review
Hardship Exemption (HE) and In-lieu Parking (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 of 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.

Time Line

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<tr>
<th>Administrative Review</th>
<th>Substantive Review</th>
<th>Public Hearing Process</th>
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<td>15 Staff Working Days Per Review</td>
<td>50 Total Staff Working Days, Two Reviews in This Time Frame</td>
<td>Time Frames Vary</td>
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Approval/Denial Letter Issued (End of Substantive Review)
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Generally, the ongoing communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Application Types:

a. Special Exception (SX)

b. In-lieu Parking (IP) (5 spaces or less per lot)

Note:

1. Time period determined by owner/applicant.
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Development Application Process

Standard Application Review

Staff Review Applications: SX & IP

Standard Application Review Methodology:

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7447 E Indian School Road, Suite 104, Scottsdale, AZ 85241 • Phone: 480-312-7000 • Fax: 480-312-7088

In-Lieu Parking Application Checklist

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