## 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 and may result in additional fees. A Development Application that is received by the City is not complete until it is verified 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 specified in the Plan & Report Requirements for Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city’s design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the pages 3 and 4 of this application.

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.

### Digital Submittal:

For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

- **Key Code:** __________________________

Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu

### Please Note:

An application for a minor amendment may not be approved for a property with the Foothills Overlay District, Environmentally Sensitive Lands Overlay District, Downtown District, and Downtown Overlay District.

## PART I -- GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Req'd</th>
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<th>Description of Documents Required for Complete Application.</th>
<th>Remarks</th>
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<td><strong>Minor Amendment Checklist</strong> (this list)</td>
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<td><strong>Application Fee</strong> $______________________ (subject to change every July)</td>
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<td><strong>Completed Development Application Form</strong> (form provided)</td>
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</table>
- The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).
- If a review methodology is not selected, the application will be review under the Standard Application Review methodology.

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.
4. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)

5. **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)

6. **Homeowners/Property Owners Association Approval** (if applicable).

7. **Request for Site Visits and/or Inspections Form** (form provided)

8. **Public Participation**
   - **Step 1:** Complete Neighborhood Notification
     - Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 300 feet, and to the City project coordinator within 10 calendar days after formal application submittal (include the following information):
       - Project request and description
       - Case number (xx-MN-xxxx)
       - Project location (street address)
       - Size (e.g. Square Footage of Lot)
       - Zoning
       - Conceptual site plan/elevations
       - Applicant and City contact names and phone numbers
   - **Step 2:** Complete and include a Neighborhood Involvement Report with application submittal
     - The Report shall include:
       - A written summary of the comments, issues, concerns and problems expressed by citizens during the process including:
         1. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, and HOAs)
         2. The dates contacted, how they were contacted, and the number of times contacted.
         3. Copies of letters or other means used to contact neighbors, and HOAs; along with copies of all comments, letters, and correspondence received
         4. The substance of the comments, issues, concerns and problems
   - **Step 3:** City will provide other public notification including:
     - Posting case information on the City website
     - Posting on social media

9. **Request for Neighborhood Group Contact information** (form provided)

10. **Existing Conditions Photo Exhibit:** Printed digital photos on 8-1/2”x11” Paper
    - 8-1/2” x 11” - 1 copy of the set of prints
    - See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
### PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

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<td>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</td>
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<td>11. Plan &amp; Report Requirements For Development Applications Checklist (form provided)</td>
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<td>12. Application Narrative</td>
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<td>☑</td>
<td>8 ½&quot; x 11&quot; – 4 copies</td>
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<td>13. Site Plan</td>
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<td>• Indicate the specific portion of the property affected by the minor amendment; and, indicate dimensions of structures, as well as any required and proposed setbacks</td>
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<td>• 24&quot; x 36&quot; – 4 copies, folded</td>
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<td></td>
<td>• 11&quot; x 17&quot; – 1 copy, folded (quality suitable for reproduction)</td>
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<td>• 8 ½&quot; x 11&quot; – 1 copy (quality suitable for reproduction)</td>
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<td>• Digital - 1 copy (See Digital Submittal Plan Requirements)</td>
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<td>14. Other:</td>
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### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

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</table>
|       | 15. 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; _______-PA-_______.
|       | 16. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.
| ☑     | 17. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
|       | 18. If you have any questions regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): ___________________________  Phone Number: 480-312-
Coordinator email: __________________________ @scottsdaleaz.gov  Date: __________________________

Coordinator Signature: __________________________________________

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 Service’s One Stop Shop, or from the city’s website:

http://www.scottsdaleaz.gov/planning-development/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
Zoning Minor Amendment (MN)

Enhanced Application Review Methodology
Within the parameters of the Regulatory Bill-of-Rights, or 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 the letter is issued requiring additional information until the date the City receives the resubmittal from the owner/applicant.
3. Owner/applicant may agree to extend the time frame by 25 percent

Time Line

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov
Minor Amendment Application Checklist Page 5 of 6 Revision Date: 1/8/2019
**Development Application Process**

**Standard Application Review**

**Zoning Minor Amendment (MN)**

**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 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. Owner/applicant may agree to extend the time frame by 25 percent.

**Time Line**

- Administrative Review: 15 Staff Working Days Per Review
- Substantive Review: 95 Total Staff Working Days, Two Reviews and Determination in this Time Frame
- Approval/Denial Letter Issued

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**City of Scottsdale**

Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

Minor Amendment Application Checklist Page 6 of 6 Revision Date: 1/8/2019