

Removal of City of Scottsdale Covenant Plan Review Application



Recommend Pre-Submittal Meeting: Prior to submitting any of the applications types below, it is advised that the application's surveyor of record schedules a pre-submittal meeting with the city's Plat Coordinator and Surveyor to discuss the application (480-312-2500).

FOR OFFICIAL USE ONLY

Staff Contact:	Reviewers: Maps Survey
Phone:	
E-mail:	
Staff Signature:	

Project Name:

Property's Address:

Property's Zoning District Designation:

Application Request:

Owner:	Applicant:		
Company:	Company:		
Address:	Address:		
Phone:	Fax:	Phone:	Fax:
E-mail:	E-mail:		

Submittal Requirements (*only digital submittals will be accepted*).

Select **E-application** from the following website: <https://eservices.scottsdaleaz.gov/bldgresources/Plans>
Login and submit under **Plats/Dedication** as "Plan Type"

Application Type - Please check the appropriate box for the type of application you are requesting:

Request to remove a City of Scottsdale Covenant submittal requirements	Certificate/Affidavit of Correction submittal requirements
<ul style="list-style-type: none"> Completed Application (this form) and Application Fee \$ _____ hourly review fee – <i>minimum 2 hours</i> (fee subject to change every July) 	<ul style="list-style-type: none"> Completed Application (this form) and Application Fee \$ _____ (Certificate of Correction fee subject to change every July)
<ul style="list-style-type: none"> Narrative – describing nature of request 	<ul style="list-style-type: none"> Commitment for Title Insurance – No older than 30 days, and shall Include complete Schedule A and Schedule B.
<ul style="list-style-type: none"> Commitment for Title Insurance – No older than 30 days, and shall Include complete Schedule A and Schedule B. 	<ul style="list-style-type: none"> Affidavit of Correction –Original signed and sealed document that complies with Maricopa County Recorder requirements.
<ul style="list-style-type: none"> Copy of recorded Covenant 	

_____	_____
Owner Signature	Agent/Applicant Signature

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 and Development Services shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director 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 and Development Services' One Stop Shop, or from the city's website: <https://www.scottsdaleaz.gov/planning-development/forms>.

Planning and Development Services

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