**Special Exemption**  
**Environmentally Sensitive Lands Overlay District**  
**Development Application Checklist**

**Pre-Application No.: ____ - PA - ____  Submittal Date: ________________**

**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: ___________________________
E-mail: ___________________________

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

☒ Completed Application (this form) and Application Fee – $ _________ (fee subject to change every July)

☒ Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below

☒ Request for Site Visits and/or Inspections form

☒ Narrative – Description of request

☒ Provide the Following:  
1. Documentation of existing development approvals for the development site and the special exception eligibility of the parcel.
2. Environmental mapping necessary to identify the ESL regulation(s) from which the special exception is requested.
3. A development plan showing the approved land uses and the areas that will be affected by the proposed special exception.
4. A report describing the proposed exceptions from the ESL regulations and describing the rationale for the exceptions.

☒ Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)  
- 8-1/2” x 11” – 1 copy  
Include complete Schedule A and Schedule B.

☒ H.O.A. Approval (if applicable)

☐ Elevation plan of new additions, building, or other changes with materials and colors noted and keyed to the material descriptions.

☐ 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.

☐ Floor Plan(s) of additions, alterations, or new structures. The floor plans shall be dimensioned and clearly delineate existing and proposed construction.

☐ Detail plan

☐ Native Plant Submittal 24” x 36” 1 – copy, folded.

☐ Other

☐ Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)  
- 8-1/2” x 11” – 1 copy

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

☒ Enhanced Application Review: I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

☒ Standard Application Review: I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.
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 ongoing 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 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.

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](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

City of Scottsdale Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)
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:

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Application Types:
- a. Special Exception (SX)
- b. In-lieu Parking (IP) (5 spaces or less per lot)

Time Line

<table>
<thead>
<tr>
<th>Administrative Review</th>
<th>Substantive Review</th>
<th>Approval/Denial Letter Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Staff Working Days Per Review</td>
<td>50 Total Staff Working Days, Multiple City Reviews in This Time Frame</td>
<td>(End of Substantive Review)</td>
</tr>
</tbody>
</table>

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.
Development Application Process
Standard Application Review
Staff Review Applications: SX & IP

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Time Line

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

Revision Date: 03/01/2013

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