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 collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Application Types:
- a. Land Divisions – Subdivision (PP)
- b. Land Divisions – Master Planned Property (PP)

Enhanced Application Review Process

1. Pre-Application Submittal and Pre-application Meeting
2. Citizen and Neighborhood Involvement
   - Contact Application Completed by the Owner/Applicant
3. Submittal/Resubmittal of Application and Administrative Review for Completeness
   - Is the Application Determined to be Complete
     - Yes: City Sends Letter to Applicant Identifying Deficiency
     - No:
       - City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
4. 1st and Subsequent Substantive Review
   - Issues Resolved by Applicant/Owner
   - City Sends Letter to Applicant Requesting Additional Information
   - Issues Resolved by Applicant/Owner and Resubmits Application
5. Development Review Board Hearing(s) Scheduled, Report, and Related Requirements
   - (Determination and/or Non-action Hearing(s) as Determined By City Staff)
   - Approval/Denial Letter Issued (End of Substantive Review)

Time Line

Administrative Review: 15 Staff Working Days Per Review
Substantive Review: 95 Total Staff Working Days, Multiple Reviews in This Time Frame
Public Hearing Process Time Frames Vary
Approval/Denial Letter Issued

Note:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date 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 is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent.

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov
**Development Applications Process**

**Standard Application Review**

**Preliminary Plat (PP)**

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**Pre-Application Submittal and Pre-application Meeting**

- Citizen and Neighborhood Involvement
  - Contact Application Completed by the Owner/Agent

**Submittal/Resubmittal of Application and Administrative Review for Completeness**

- Is the Application Determined to be Complete
  - Yes
    - City Sends Letter to Applicant Identifying Deficiency
  - No

  **1st / 2nd Substantive Review**

  - Issues Resolved by Applicant/Owner
    - Yes
      - Are the Issues on the 2nd Review?
        - Yes
          - Applicant/Agent Agrees to a 3rd Substantive Review and an increase in the substantive and overall time frames? (Must be in Writing)
        - No
          - City Sends Letter to Applicant Requesting Additional Information
    - No
      - No / Minimal / In Accordance with Standard Application Review Methodology / or to Comply with Time Frames

**Development Review Board (DRB) Hearing(s)**

- Approval/Denial Letter Issued (End of Substantive Review)

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**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.

**Application Types:**

a. Land Divisions – Subdivision (PP)
b. Land Divisions – Master Planned Property (PP)

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**Time Line**

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<td>15 Staff Working Days Per Review</td>
<td>95 Total Staff Working Days, Two Reviews in This Time Frame</td>
<td>Time Frames Vary</td>
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Note:
1. Time period determined by owner/applicant.
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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.