

# Releases, Platting & Dedications Maps

## Digital Plan Review Submittal Checklist



<b>FOR OFFICIAL USE ONLY</b>		<b>Reviewers:</b>
<b>Staff Contact:</b>	<input type="checkbox"/> GIS	
<b>Phone:</b>	<input type="checkbox"/> Maps	
<b>Email:</b>	<input type="checkbox"/> Survey	
<b>Pre-App/Case Number:</b>	<input type="checkbox"/> Planning	
<b>Staff Signature:</b>	<input type="checkbox"/> Engineering	
	<input type="checkbox"/> Drainage	
	<input type="checkbox"/> Fire	
<b>Map Application Type</b> Please check the appropriate box for the type of application you are requesting.		
<b>THE DEDICATION/RELEASE OF A SINGLE EASEMENT ON ONE PROPERTY MAY BE PROCESSED AS AN INDIVIDUAL INSTRUMENT USING THE DEDICATIONS &amp; RELEASES INDIVIDUAL INSTRUMENTS APPLICATION.</b>		
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Condominium Plat	<input type="checkbox"/> Minor Division
<input type="checkbox"/> Lot Tie/Assemblage	<input type="checkbox"/> Map of Dedication	<input type="checkbox"/> Map of Release
<input type="checkbox"/> Plat Amendment	<input type="checkbox"/> Other: _____	
<b>Project Name:</b>		<b>A.P.N.:</b>
<b>Property's Address:</b>		
<b>Property's Zoning District Designation:</b>		
<b>Application Request:</b>		
<b>Owner:</b>	<b>Applicant:</b>	
<b>Company:</b>	<b>Company:</b>	
<b>Address:</b>	<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>	<b>Phone:</b> <b>Fax:</b>
<b>E-mail:</b>		<b>E-mail:</b>
<b>Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 3):</b>		
<input type="checkbox"/>	<b>Enhanced Application Review:</b>	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/>	<b>Standard Application Review:</b>	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	
Owner Signature	Agent/Applicant Signature	

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**Submittal Requirements: (Only Digital Submittals Will Be Accepted)**

Required	Description of Documents Required for Complete Applications. No applications shall be accepted without the submittal of all items marked below.
<input type="checkbox"/>	<b>1. Complete application (this form)</b>
<input type="checkbox"/>	<b>2. Narrative</b> describing the nature of the request, including a written explanation of the reason(s) the owner requests the plat, division/assemblage, or dedication/release, formatted to 8.5"x11" sheets.
<input type="checkbox"/>	<b>3. ALTA Survey</b> no older than 30-days from the date of this application submittal. Minimum requirements can be found on the web at <a href="http://www.alta.org/forms/index.cfm">http://www.alta.org/forms/index.cfm</a> under the <i>Most Requested</i> heading.
<input type="checkbox"/>	<b>4. Title Insurance Commitment</b> issued within 30-days of this application submittal and complete with Schedule A and Schedule B.
<input type="checkbox"/>	<b>5. Plat or Map of Dedication/Release</b> in digital (PDF) form, formatted to 24"x36" sheets.
<input type="checkbox"/>	<b>6. Signed Policy for Appeal of Required Dedication or Exactions Form</b>
<input type="checkbox"/>	<b>7. Letter of authorization from the property owner, or the property owner's signature above.</b>
<input type="checkbox"/>	<b>8. Architectural or Grading &amp; Drainage Site Plan</b> identifying the proposed changes, formatted to 24"x36" sheets.
<input type="checkbox"/>	<b>9. NAOS Calculations</b> demonstrating that the minimum required amount of NAOS is being met.
<input type="checkbox"/>	<b>10. Grading &amp; Drainage Plan</b> clearly depicting the existing drainage easement and proposed conditions (location of new drainage easement if necessary) on 24"x36" paper; and, <b>11. Drainage Report.</b> Both must be prepared and sealed by a registered civil engineer.
<input type="checkbox"/>	<b>12. Statement by Registered Civil Engineer</b> certifying that the release/modification of a drainage facility will not increase flood levels, and will not increase flood hazards within, upstream, or downstream of the altered portion of the watercourse.
<input type="checkbox"/>	<b>13. Certificate of Termination of Condominium Declaration</b>
<input type="checkbox"/>	<b>14. Covenants, Conditions, &amp; Restrictions (CC&amp;Rs)</b> [FOR CONDOMINIUM PLATS ONLY]
<input type="checkbox"/>	<b>15.</b>
<input type="checkbox"/>	<b>16.</b>
<input type="checkbox"/>	<b>17.</b>
<input type="checkbox"/>	<b>18.</b>

**NOTES:**

- If a utility easement is being released, written authorization for each of the affected utility companies (i.e. those that have a right to locate their facilities within the easement) is required. Utility contact information can be obtained from the City's website at <https://www.scottsdaleaz.gov/codes/utility-contacts>.
- If the dedication of additional easements is necessary to replace what is being released, that action should occur through an associated Final Plat or Map of Dedication submittal.
- Additional information may be requested during the review process.

**Planning and Development Services**

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

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### 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 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.

#### **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 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

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 Division 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: <http://www.scottsdaleaz.gov/>

Planning and Development Services  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251

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### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.