

Releases & Dedications (Individual Instruments)

Plan Review Submittal Checklist



FOR OFFICIAL USE ONLY		Reviewers:
Staff Contact:	Staff Signature:	
Phone:	for applicant to use plan review process.	
Email:	<i>(The City's project coordinator's signature is required to submit this application.)</i>	
Pre-App/Case Number:		
Dedication/Release Application Type Please check the appropriate box for the type of application you are requesting.		
THE DEDICATION/RELEASE OF MULTIPLE EASEMENTS ON ONE PROPERTY, OR THE DEDICATION/RELEASE OF A SIGNLE EASEMENT ON MULTIPLE PROPERTIES, MUST BE PROCESSED AS A MAP USING THE <i>PLATTING, DEDICATIONS & RELEASES MAPS</i> APPLICATION		
<input type="checkbox"/> RELEASE		<input type="checkbox"/> DEDICATION
<input type="checkbox"/> Natural Area Open Space (NAOS)	<input type="checkbox"/> Vista Corridor	<input type="checkbox"/> Drainage
<input type="checkbox"/> Public Non-Motorized Access	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Pedestrian
<input type="checkbox"/> Trail	<input type="checkbox"/> Utility	<input type="checkbox"/> Other: _____
Project Name:		A.P.N.:
Property's Address:		
Property's Zoning District Designation:		
Application Request:		
Owner:	Applicant:	
Company:	Company:	
Address:	Address:	
Phone:	Fax:	Phone: Fax:
E-mail:		E-mail:
Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 3):		
<input type="checkbox"/>	Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/>	Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.
_____ Owner Signature		_____ Agent/Applicant Signature

Planning and Development Services

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Submittal Requirements: (Digital Submittals are Encouraged)

Required	Description of Documents Required for Complete Applications. No applications shall be accepted without the submittal of all items marked below.
APPLICABLE TO ALL APPLICATIONS	
<input type="checkbox"/>	1. Complete application (this form).
<input type="checkbox"/>	2. Title Insurance Commitment issued within 30-days of this application submittal. This serves to verify that the party requesting the easement dedication/release is the party having interest in the easement and verifies other encumbrances to the property that might impact a dedication/release.
<input type="checkbox"/>	3. Copy of the original recorded plat or document that dedicated the easement.
<input type="checkbox"/>	4. Letter of authorization from the property owner, or the property owner's signature above.
<input type="checkbox"/>	5. Narrative explaining the reason(s) the owner requests the easement to be dedicated/released, on 8.5"x11" paper.
<input type="checkbox"/>	6. Legal description and graphic of the easement, or portion thereof, <u>TO BE RELEASED</u>, on 8.5"x11" paper. Documents must be prepared by a registered land surveyor and conform to the Maricopa County Recorder's office requirements.
<input type="checkbox"/>	7. Legal description and graphic of the easement, or portion thereof, <u>TO BE DEDICATED</u>, on 8.5"x11" paper. Documents must be prepared by a registered land surveyor and conform to the Maricopa County Recorder's office requirements.
APPLICABLE TO NATURAL AREA OPEN SPACE (NAOS) AND VISTA CORRIDOR APPLICATIONS	
<input type="checkbox"/>	8. Architectural or Grading and Drainage Site Plan identifying the proposed changes, on 24"x36" paper.
<input type="checkbox"/>	9. NAOS Calculations demonstrating that the minimum required amount of NAOS is being met if NAOS is requested to be released without being re-dedicated elsewhere on-site.
APPLICABLE TO DRAINAGE APPLICATIONS	
<input type="checkbox"/>	10. Statement by Registered Civil Engineer certifying that the release or modification 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"/>	11. Grading and Drainage Plan clearly depicting the existing drainage easement and proposed conditions (location of new easement if necessary), on 24"x36" paper; and, 12. Drainage Report. Both must be prepared and sealed by a registered civil engineer. (These requirements may be modified through prior approval of the City's Stormwater Management staff.)
<input type="checkbox"/>	13. Site Plan clearly identifying the subject property, easements, and adjacent parcels overlaid on a one-hundred scale (1:100) aerial photo.
APPLICABLE TO PUBLIC NON-MOTORIZED ACCESS, EQUESTRIAN, PEDESTRIAN, AND TRAIL APPLICATIONS	
<input type="checkbox"/>	14. Written Authorization from the City's Transportation Department.
<input type="checkbox"/>	15. Architectural or Grading and Drainage Site Plan identifying the proposed changes, on 24"x36" paper.
APPLICABLE TO UTILITY APPLICATIONS	
<input type="checkbox"/>	16. Written Authorization from each of the affected utility companies (i.e. those that have a right to locate their facilities within the easement). Utility contact information can be obtained from the City's website at https://www.scottsdaleaz.gov/codes/utility-contacts .
APPLICABLE TO OTHER APPLICATIONS	
<input type="checkbox"/>	17. Architectural or Grading and Drainage Site Plan identifying the proposed changes, on 24"x36" paper.
<input type="checkbox"/>	18.
<input type="checkbox"/>	19.
<input type="checkbox"/>	20.
<input type="checkbox"/>	21.

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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.