Abandonment Development Application Checklist

Minimal Submittal Requirements:
At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately and may result in additional fees. A Development Application that is received by the City is not complete until it is verified that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- The General Plan
- The Scottsdale Revised Code, including the Zoning Ordinance
- Stipulations of any Development Application approved before this application is submitted
- Scenic Corridor Design Guidelines
- Transportation Master Plan and related local plans
- The Design Standards & Policies Manual

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 4 of this application.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City’s full-service Records Department can assist.

When Items 1 through 17 are ready for submittal, call 480 312-7767 to schedule a submittal meeting with a Planning Specialist; provide your pre-application number: ____-PA-____.

Digital Submittal:

For applications submitted digitally, please follow the plan and document submittal requirements below. All files shall be uploaded in PDF format. Provide one (1) full size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5” x 11”. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator.

Key Code: ____________________________

Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu

Submittal Date: __________________ Project No.: ________-PA-_________

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<thead>
<tr>
<th>Req’d</th>
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<th>Documents required for a complete application. Unless otherwise indicated, all documents shall be provided in an 8 ½” x 11” format.</th>
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<td>☑</td>
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<td>1. Abandonment Development Application Checklist (this checklist)</td>
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<td>2. Application Fee $__________________________ (subject to change)</td>
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<td>3. Development Application Form (form provided)</td>
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<td>4. Application Narrative</td>
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<td>• Reason for request</td>
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<td>• Consideration for Abandonment</td>
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Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

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<th>Abandonment Development Application Checklist</th>
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</table>
|   |   | **5. Affidavit of Authorization to Act for Property Owner** *(form provided; required only for non-city-owned property)*  
|   |   | • Required when the applicant is not the property owner  
|   |   | • Required when the applicant is an organization |
|   |   | **6. Consideration for Abandonment Information** *(valuation for area of abandonment)* |
|   |   | **7. Legal Description and Graphic of Area(s) to be Abandoned**  
|   |   | • Include required reservations on both legal description and graphic  
|   |   | • Comply with all Maricopa County Recorder requirements, including minimum 10-point font, ½” clear borders and acid free paper  
|   |   | • _____ copies  
|   |   | • 1 digital copy |
|   |   | **8. Title Insurance Commitment** *(form provided: Requirements for Submitting Evidence of Title to the City of Scottsdale Planning Department)*  
|   |   | • Include Schedule A and B  
|   |   | • Commitment shall be dated no later than 30 days before application submittal. |
|   |   | **9. Utility Consent Letters** *(See the City website for contact information: www.ScottsdaleAZ.gov and search: utility contact)* |
|   |   | **10. Request to Submit Concurrent Development Applications** *(form provided)* |
|   |   | **11. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2”x11” Paper**  
|   |   | • 8-1/2” x 11” - 1 copies of the set of prints  
|   |   | • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.  
|   |   | • 8-1/2” x 11” - 1 copies of the set of prints *(Delayed submittal)*. At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request. |
|   |   | **12. Aerial Photo with Proposed Site Plan Overlay** *(all photos must be suitable for reproduction)*  
|   |   | • 24” x 36” – 2 color copies, folded  
|   |   | • 11” x 17” – 1 color copy, folded  
|   |   | • 8 ½” x 11” – 1 color copy  
|   |   | Photo shall be the most recent available, and should not be more than 1 year old.  
|   |   | Site plan overlay shall show lot lines, tracts, easements, street locations and names, and surrounding zoning:  
|   |   | • 750-foot radius from site  
|   |   | • ¼-mile radius from site  
|   |   | • Other _____________ radius from site |
## 13. Public Participation

### Step 1: Complete Neighborhood Notification

Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750’, the City’s standard interested parties list, and to the City project coordinator at least 10 calendar days prior to formal application submittal (include the following information):

- Project request and description
- Pre-application number (xx-PA-xxxx)
- Project location (street address)
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Legal graphic
- Applicant and City contact names and phone numbers

### Step 2: City will post public hearing signs and provide other public notification including:

- Mailing out postcards to property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

## 14. Request for Neighborhood Group/Homeowners Association (form provided)

## 15. Request for Site Visits and/or Inspections (form provided)

## 16. Applicable Dedication Legal and Graphic Exhibits

- Drainage and Flood Control Easement and Provision for Maintenance
- Natural Area Open Space Easement Including Restored Desert
- Public Right-of-way Dedication
- Public Non-motorized Access Easement
- Public motorized Access
- Public Utility Easement
- Scenic Corridor Easement
- Sewer Line Easement
- Vehicular Non-Access Easement
- Waterline Easement
- Confirmation of Dedication
- Other Easement or Dedication:
  - _____ copies
  - ① digital copy
Abandonment Development Application Checklist

If you have any questions regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print): ____________________________ Phone Number: 480-312-____________

Coordinator email: ____________________________ @scottsdaleaz.gov Date: ______________

Coordinator Signature: ____________________________

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application needs a:  ◐ New Project Number, or
  ◐ A New Phase to an old Project Number: ____________________________

Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. 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-development/forms

Planning and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000
Abandonment (AB), Municipal Use Master Site Plan (UP), Infill Incentive (II), & Zoning District Map Amendment (ZN)

Pre-Application Submittal and Pre-application Meeting

Citizen and Neighborhood Involvement Contact Completed by the Owner/Applicant

Submittal/Resubmittal of Application

Determination if the minimum submittal requirements have been met

Have the minimum submittal requirements been met

City Sends Letter to Applicant Identifying Deficiency

Issues Resolved by Applicant/Owner

Issues Resolved by Applicant/Owner and Resubmits Application

Staff Review(s) of Application Material

Issues

Yes

City Sends Letter to Applicant Requesting Corrections to Application

No/Minimal

Is a Development Review Board Review Required?

Yes

Development Review Board Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined by City Staff)

No

Planning Commission Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined by City Staff)

PC Hearing(s)

City Council Hearing(s) Scheduled, Report, and Related Requirements

CC Hearing(s)

Approval/Denial Letter Issued

Note:
1. Time period determined by owner/applicant.