Board of Adjustment
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.

**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

**PART I -- GENERAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Req</th>
<th>Recd</th>
<th>Description of Documents Required for Complete Application. <strong>No application shall be accepted without all items marked below.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>1. Board of Adjustment Checklist <em>(this list)</em></td>
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<tr>
<td>☑</td>
<td></td>
<td>2. Application Fee $______________________ <em>(subject to change every July)</em></td>
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<tr>
<td>☑</td>
<td></td>
<td>3. Completed Development Application Form <em>(form provided)</em></td>
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<td>☐</td>
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<td>4. Letter of Authorization <em>(from property owner(s) if property owner did not sign the application form)</em></td>
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<tr>
<td>☑</td>
<td></td>
<td>□ Variance □ Appeal</td>
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</tbody>
</table>

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

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## 5. Affidavit of Authorization to Act for Property Owner
(required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)

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

## 7. Addressing Requirements and Addressing Request Application

## 8. Public Participation

Step 1: Complete Neighborhood Notification
Notify surrounding property owners & HOAs of the project request and description

Step 2: City will post public hearing sign 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

## 9. Homeowners/Property Owners Association Approval (if applicable).

## 10. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2"x11" Paper (example provided)
- 8-1/2" x 11" - ① copy of the set of prints
- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.

## PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

<table>
<thead>
<tr>
<th>Req'd</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>11. Plan &amp; Report Requirements For Development Applications Checklist (form provided)</td>
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<tr>
<td></td>
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<td>12. Application Narrative</td>
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<tr>
<td></td>
<td></td>
<td>8 ½&quot; x 11&quot; – ④ copies</td>
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<td></td>
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<td>13. Context Aerial with the proposed site improvements superimposed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>② color copies, folded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>① color copy, folded</td>
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<tr>
<td></td>
<td></td>
<td>① color copies (quality suitable for reproduction)</td>
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<td></td>
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<td>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</td>
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<tr>
<td></td>
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<td>750 foot radius from site</td>
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<td>1/4 mile radius from site</td>
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<td>Other: ____________________________________________________________________________</td>
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<tr>
<td>14. Site Plan</td>
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</tr>
<tr>
<td>24” x 36” – 4 copies, folded</td>
<td>11” x 17” – 1 copy, folded (quality suitable for reproduction)</td>
<td></td>
</tr>
<tr>
<td>8 ½” x 11” – 1 copy (quality suitable for reproduction)</td>
<td>Digital - 1 copy (CD/DVD, PDF format)</td>
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<tr>
<th>15. Elevations</th>
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<tbody>
<tr>
<td>24” x 36” – 2 copies, folded black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</td>
<td>11” x 17” – 1 copy, folded black and white line drawing (quality suitable for reproduction)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 ½” x 11” – 1 copy black and white line drawing (quality suitable for reproduction)</td>
<td>Digital - 1 copy (CD/DVD, PDF format)</td>
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<tr>
<th>16. Floor Plans</th>
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<tbody>
<tr>
<td>24” x 36” – 2 copies, folded black and white line drawing</td>
<td>11” x 17” – 1 copy, folded black and white line drawing (quality suitable for reproduction)</td>
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<td></td>
</tr>
<tr>
<td>8 ½” x 11” – 1 copy black and white line drawing (quality suitable for reproduction)</td>
<td>Digital - 1 copy (CD/DVD, PDF format)</td>
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<th>17. Other:</th>
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<tr>
<th>PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION</th>
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</thead>
<tbody>
<tr>
<td>Req’d</td>
<td>Rec’d</td>
<td>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</td>
<td></td>
</tr>
<tr>
<td>18. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number: _______ -PA-_______.</td>
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<tr>
<td>19. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</td>
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<tr>
<td>20. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</td>
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<td>21. Other:</td>
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</table>
22. If you have any questions regarding this application checklist, please contact your Project Coordinator.

<table>
<thead>
<tr>
<th>Coordinator Name (print):</th>
<th>Phone Number: 480-312-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator email:</td>
<td>@scottsdaleaz.gov</td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

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](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
Development Applications Process
Board of Adjustment Application (BA)

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

Yes

Staff Review(s) of Application Material

Issues Resolved by Applicant/Owner

Issues Resolved by Applicant/Owner and Resubmits Application

No

City Sends Letter to Applicant Identifying Deficiency

City Sends Letter to Applicant Requesting Corrections to Application

Board of Adjustment Action Hearing Date Scheduled/Report/Sign Postings/Notification Requirements (if Required by City)

BOA Decision

Approval/Denial Letter Issued

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

Planning and Development Services
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BOA Development Application Checklist
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