Board of Adjustment

Development Application Checklist



Digital Submittal:

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. Files should be uploaded individually and in order of how they are listed on this checklist.

Project No.:	PA	Key Code:	
Submit digitally a	t: https://eservice	es.scottsdaleaz.gov/bldgresou	rces/Cases/DigitalMenu

Minimum 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 deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

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

-		any questions regarding the information above, or items indicated on this application checklist, please contact your rdinator.
Nam	ne:	Phone Number: 480-312Coordinator e-mail:@scottsdaleaz.gov
exhi	ibit(s) to	olication submittal, please research original zoning case history to find the original adopted ordinance(s) and confirm the zoning for the property. This will help to define your application accurately. Visit the city's Planning & ent Services Records Department for assistance: https://www.scottsdaleaz.gov/planning-development/records .
		PART I GENERAL REQUIREMENTS
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
X		1. Board of Adjustment Checklist (this list)
X		2. Application Fee \$ (subject to change every July)
X		 Completed Development Application Form (form provided) The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review). If a review methodology is not selected, the application will be reviewed under the Standard Application Review methodology. Variance Appeal
		4. Request to Submit Concurrent Development Applications (form provided)
X		5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

Planning and Development Services

Board of Adjustment Development Application Checklist Χ 6. 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) 7. Request for Site Visits and/or Inspections Form (form provided) χ 8. Addressing Requirements and Addressing Request Application X 9. 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 e-mail subscribers Homeowners/Property Owners Association Approval (if applicable). X **10. Existing Conditions Photo Exhibit:** (example provided) See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Req'd Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. No application shall be accepted without all items marked below. 11. Plan & Report Requirements For Development Applications Checklist (form provided) X 12. Application Narrative χ 13. Justification for Variance 14. Context Aerial with the proposed site improvements superimposed X 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: 750 foot radius from site 1/4 mile radius from site Other: 15. Site Plan 16. Elevations 17. Floor Plans 18. Other:

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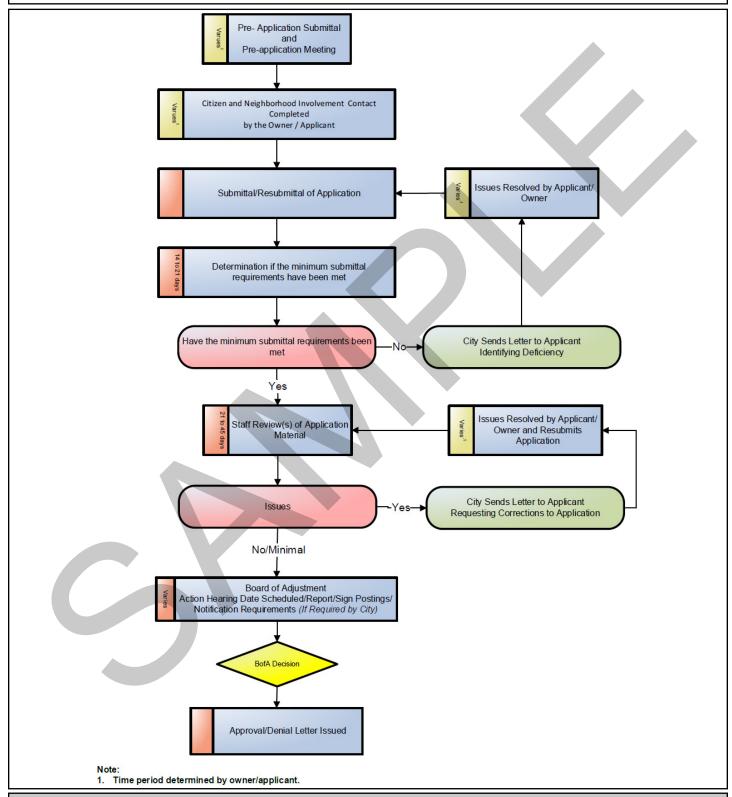
		PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Х		19. Notify your coordinator by email after you have completed your submittal.
X		20. Submit all items indicated on this checklist pursuant to the submittal requirements.
X		21. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
		22. Other:
		23. If you have any questions regarding this application checklist, please contact your Project Coordinator.
		Coordinator Name (print): Phone Number: 480-312
		Coordinator e-mail:@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

Planning and Development Services

Development Application Process

Board of Adjustment (BA)





Planning and Development Services

Board of Adjustment

Justification for Variance



This Justification is a Public Record

The Board of Adjustment may not authorize a zoning ordinance variance unless four (4) members affirm that ALL of the following criteria are met. Please provide justification to the four (4) criteria set forth in Section 1.804 of the Zoning Ordinance; you may attach a separate sheet if you need more room.

•	That because of special circumstances applicable to the property including its size, shape, topography, location, of surroundings, the strict application of the zoning ordinance will deprive such property of privileges enjoyed by of property of the same classification in the same zoning district:
	That the authorization of the variance is necessary for the preservation of privileges and rights enjoyed by other property of the same classification in the same zoning district, and does not constitute a grant of special privilege
	inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located
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	That the special circumstances applicable to the property were not self-imposed or created by the owner or applicant:
	That the special circumstances applicable to the property were not self-imposed or created by the owner or
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