**Development Agreement Application Checklist**

**Minimal Submittal Requirements:**

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Agreement checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 2 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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.

### PART I -- GENERAL REQUIREMENTS

<table>
<thead>
<tr>
<th>Req'd</th>
<th>Rec'd</th>
<th>Description of Documents Required for Complete Application</th>
<th>No application shall be accepted without all items marked below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>1. Development Agreement Application Checklist (this list)</td>
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<td>☑</td>
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<td>2. Development Agreement Application Fee $______________________ (subject to change every July)</td>
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<tr>
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<td>3. Completed Development Application (form provided) 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.</td>
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<td>4. Request to Submit Concurrent Development Applications (form provided)</td>
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<td>5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)</td>
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<td>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)</td>
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<td>7. Commitment for Title Insurance – No older than 30 days from the submittal date 8-1/2” x 11” – 1 copy Include complete Schedule A and Schedule B. (requirements form provided)</td>
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</tr>
</tbody>
</table>

**Planning and Development Services**

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

**Revision Date:** 5/8/2018
### PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

<table>
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- ☑☐ 8. Legal Description: (if not provided in Commitment for Title Insurance)
  - 8-1/2” x 11” – ② copies and Graphic Depiction

- ☑☐ 9. Draft Development Agreement, including attachments and exhibits

- ☑☐ 10. A dimensioned plan indicating the proposed boundaries of the application

- ☐☐ 11. Other:

### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

<table>
<thead>
<tr>
<th>Required</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

- ☑☐ 12. 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-_______.

- ☑☐ 13. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.

- ☑☐ 14. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon

- ☑☐ 15. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.

- ☑☐ 16. If you have any question 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](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