General Plan Amendment
Development Application Checklist

Mineral 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>
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<tr>
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<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
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<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>1. General Plan Amendment Application Checklist (this list)</td>
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<td>2. Application Fee $______________________ (subject to change every July)</td>
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<td>☐</td>
<td>3. Completed Development Application Form (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. Letter of Authorization (from property owner(s) if property owner did not sign the application form)</td>
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<td>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)</td>
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<td>6. Request for Site Visits and/or Inspections Form (form provided)</td>
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|   |   | 7. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)  
- 8-1/2” x 11” – 1 copy  
- Include complete Schedule A and Schedule B. |
|   |   | 8. Legal Description: (if not provided in Commitment for Title Insurance)  
8-1/2” x 11” – 2 copies |
|   |   | 9. Request to Submit Concurrent Development Applications (form provided) |
|   |   | 10. Public Participation (see Attachment A)  
- Provide proof of involvement AT THE BEGINNING of the required six (6) month public input timeframe for major amendments and three (3) months for other amendments.  
- Record of all dates and types of public notification/involvement – letters, meetings, phone calls, open houses etc.; person/organization(s) contacted; address and telephone information regarding person/organization(s) contacted. Provide minutes of all meetings. |
|   |   | 11. Request for Neighborhood Group Contact Information (form provided) |
|   |   | 12. A completed Neighborhood Involvement packet and Report, describe the key issues with respect to this general plan amendment that have been identified by the surrounding neighborhoods through the public involvement program.  
What adjustments or refinements have been made to the plan in response to these issues? |
|   |   | 13. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2”x11” Paper  
- 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.  
- 8-1/2” x 11” - 11 copies of the set of prints (Delayed submittal. 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. |
|   |   | 14. Provide a Series of Context Graphics or Tables That Depict the Following Information:  
- **Graphic 1**: Existing General Plan land use, transportation, character, and open space designations for the subject property and for all surrounding properties  
- **Graphic 2**: Proposed General Plan designations for the subject property and all existing General Plan designations that will remain. This graphic should include total gross acreage of the General Plan designation being proposed.  
- **Graphic or Table 3**: Existing Character Area Plan elements, if site is located within an approved/adopted Character Area.  
- **Graphic or Table 4**: Existing Neighborhood Plan elements, if site is located within an approved/adopted Neighborhood Plan area. |
15. Application Narrative

8 ½” x 11” – 17 copies

A narrative description, analysis and justification of how the proposed GPA would support or change the approved plans, goals, and/or policies contained in each of the following General Plan Guiding Principles and elements: (follow the online link for descriptions of the Guiding Principles http://www.scottsdaleaz.gov/general-plan/general-plan-2001 and Elements).

a. Value Scottsdale’s Unique Character and Lifestyle:
   i. Character and Lifestyle
   ii. Land Use

b. Support Economic Vitality:
   i. Economic Vitality

c. Enhance Neighborhoods:
   i. Community Involvement
   ii. Housing
   iii. Neighborhoods

d. Open Space:
   i. Open Space and Recreation
   ii. Preservation and Environmental Planning

e. Seek Sustainability:
   i. Cost of Development
   ii. Growth Areas
   iii. Public Services and Facilities

f. Advance Transportation:
   i. Community Mobility

16. In the application narrative, under a separate heading, provide a narrative description, analysis and justification of how the proposed General Plan Amendment would support or change the approved plans, goals, and/or policies contained in the applicable adopted Character Area Plan.

The adopted Character Areas are:

☐ Cactus Corridor
☐ Desert Foothills
☐ Dynamite Foothills
☐ Greater Airpark
☐ Old Town Scottsdale
☐ Shea Area
☐ Southern Scottsdale
☐ ________________________________
17. Provide an Analysis of the Following:
- A significant consideration of any proposed General Plan Amendment (GPA) is the potential impact that a change in land use and/or development of property will have on dwelling unit, population and/or employment densities; public infrastructure and facilities demand; transportation networks; and the physical environment. The net resulting impacts of a proposed change might be favorable, unfavorable or of no effect, depending on the nature of the change and the size of the physical area that would be the subject of the change.
- If this is a General Plan land use amendment the proposed changes include __________ amount of acres/dwelling units/square footage changing from General Plan land use designation(s) __________ to General Plan land use designation(s) __________.
- The estimated increase or decrease in population this proposed General Plan amendment will create is ____________ (circle one – increase or decrease or no change).
- The estimated increase or decrease in elementary, middle and high school age children this proposed General Plan amendment will create is ____________ (circle one – increase or decrease or no change).
- The estimated impact this proposed General Plan change will have on water use per year will be ____________ (circle one – increase or decrease or no change).
- The estimated impact this proposed General Plan change will have on wastewater generation per year is ____________ (circle one – increase or decrease or no change).
- The estimated impact this proposed General Plan change will have on solid waste generation per year is ____________/tons (circle one – increase or decrease or no change).
- The estimated impact this proposed General Plan change will have on vehicle trips per day is ____________ (circle one – increase or decrease or no change).
- The estimated number of employees this proposed General Plan change will result in is ____________ (circle one – increase or decrease or no change).
- The Long Range Planning Unit of Scottsdale’s Planning and Development Services has a Land Use Impact model that enables an analysis and projection of the impacts a change in land use and development would have per the Land Use Element of the city’s General Plan. The only input necessary to run the model is the total gross acreage included in a proposed GPA, by specified land use category. GPA applicants may contact the Long Range Planning Unit at 480-312-7000 to have an in-house Land Use Impact model analysis run for the proposed GPA.

18. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)

19. Other:

**PART II – SUBMITTAL OF THE DEVELOPMENT APPLICATION**

<table>
<thead>
<tr>
<th>Req'd</th>
<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
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<tbody>
<tr>
<td>☐ ☐</td>
<td>1. 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; <em><strong><strong><strong>-PA-</strong></strong></strong></em>.</td>
</tr>
<tr>
<td>☐ ☐</td>
<td>2. Submit all items indicated on this checklist pursuant to the submittal requirements.</td>
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</tbody>
</table>
3. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon.

4. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be required 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.

5. 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 Long Range Planning Manager 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: ____________________________

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 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 Service 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 Service Director
One Stop Shop
Planning and Development Services
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000
Development Applications Process
Non-Major General Plan Amendment (GP)

Pre-Application Submittal and Pre-application Meeting

Citizen and Neighborhood Involvement Contact Completed by the Owner / Applicant

Submittal/Resubmittal of Application

Issues Resolved by Applicant/Owner

Determination if the minimum submittal requirements have been met

Have the minimum submittal requirements been met

Staff Review(s) of Application Material

Issues

City Sends Letter to Applicant Identifying Deficiency

Issues Resolved by Applicant/Owner and Resubmits Application

No/Minimal

Citizen and Neighborhood Involvement Contact Completed by the Owner / Applicant

Issues

City Sends Letter to Applicant Requesting Corrections to Application

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.
Pursuant to Arizona Revised Statutes, Major General Plan Amendments must be heard by the City Council the same calendar year that they are submitted. The annual Major General Plan Amendment application submittal, review and hearing time schedule is available on the City's website at: http://www.scottsdaleaz.gov/general-plan/amendments.

The application deadline and associated Major General Plan Amendment dates are established annually to comply with the Arizona Revised Statute requirements. Failure to submit a Major General Plan Amendment by the application deadline will require an application to wait until the next calendar year to submit.

1. Time period determined by owner/applicant.
Public Participation

- Non-major General Plan Amendment (GP)
- Rezoning (ZN)
- Infill Incentive (II)

Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale’s public hearing process.

Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

The Plan shall include:
1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

Step 2: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750’ of the property that is the subject of the rezoning or non-major General Plan amendment, to the City’s interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  o Project request and description
  o Pre-application number (xx-PA-xxxx)
  o Project location (street address)
  o Size (e.g. Number of acres of project, square footage of lot)
  o Existing General Plan land use designation graphic for zoning cases
  o Existing and Proposed General Plan land use designations for non-major GP cases
  o Zoning (for ZN case: existing and proposed graphics)
  o Applicant and City contact names, phone numbers, and email addresses
  o Scheduled open house(s) - including time, date, and location
  o Any associated active cases

- Post Project Under Consideration sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)

- E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov

- Provide sign-in sheets and comment sheets at the open house meeting

- Avoid holding the Open House meeting on holidays, weekends, and during working hours

- Maintain contact with neighbors throughout the process and make as many contacts that are warranted to achieve productive neighborhood involvement

- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement
Step 3: Complete and include a Neighborhood Involvement Report/Citizen Review Plan with application submittal

The Report shall include:

A. Details of the methods used to involve the public including:
   1. A map showing the number of and where notified neighbors are located
   2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
   3. The dates contacted, how they were contacted, and the number of times contacted
   4. Copies of letters or other means used to contact neighbors, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
   5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
   6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
   7. The completed affidavit of sign posting with a time/date stamped photo (form provided)

B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
   1. The substance of the comments
   2. The method by which the applicant has addressed or intends to address the comments identified during the process

Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo

City will conduct additional public notification

- Mailing out postcards to property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Interested Parties List
Public participation ensures early notification and involvement of community members, which is an integral component of Scottsdale’s public hearing process.

The application deadline and associated major General Plan amendment dates are established annually to comply with Arizona Revised Statute requirements, and are available on the City’s website. Go to www.ScottsdaleAZ.gov and search “General Plan Amendments”.

**Step 1: Complete Citizen Review Plan**

Prepare the Plan prior to conducting neighborhood outreach and include with application submittal

A. The Plan shall include:
   1. Where and when the open house will be held
   2. How and when neighbors will be notified
   3. School districts shall be notified 30 days prior to filing the formal application when requesting a change from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

B. Update plan, as necessary, to include additional outreach efforts/outcomes

**Step 2 / 3: Conduct Neighborhood Involvement Outreach**

Hold a minimum of 1 Open House Meeting no later than 30 days after the formal application submittal deadline.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750’ of the property that is the subject of the major General Plan amendment, to the City’s interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  o Project request and description
  o Pre-application number (xx-PA-xxxx)
  o Project location (street address)
  o Size (e.g. Number of acres of project, square footage of lot)
  o Existing and Proposed General Plan land use designations
  o Existing and Proposed Zoning
  o Applicant and City contact names, phone numbers, and email addresses
  o Scheduled open house(s) including time, date, and location
  o Companion Zoning case information

- **Post Project Under Consideration sign** at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)

  Update sign with City-sponsored open house 10 days in advance.

- E-mail open house information to the Project Coordinators and to: planninginfo@scottsdaleaz.gov

- **Provide sign-in and comment sheets** at the open house meeting

- **Avoid holding the Open House meeting on holidays, weekends, during the months of July and August, and during working hours**

- Maintain contact with neighbors throughout the process and make as many contacts that are warranted to achieve productive neighborhood involvement

- Hold additional outreach events, as necessary, to encourage public participation and productive neighborhood involvement

ATTACHMENT A


**Public Participation - Major General Plan Amendment (GP)**

### Complete Neighborhood Involvement Report

Provide the completed Report with application submittal, or within 14 days of submittal deadline. The Report shall include:

A. Details of the methods used to involve the public including:
   1. A map showing the number of and where notified neighbors are located
   2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
   3. The dates contacted, how they were contacted, and the number of times contacted
   4. Copies of letters or other means used to contact neighbors, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
   5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
   6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
   7. The completed affidavit of sign posting with a time/date stamped photo (form provided)

B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
   1. The substance of the comments
   2. The method by which the applicant has addressed or intends to address the comments identified during the process

### Step 4: Update Project Under Consideration Notice and post Public Hearing Notice.

A. Update Project Under Consideration sign at least 10 calendar days prior to the City-sponsored Open House Meeting (See Project Under Consideration (White Sign) posting requirements). City staff to provide date, time, and location for City-sponsored Open House no later than 30 days after the major General Plan amendment application submittal deadline

B. Post public hearing sign at least 15 calendar days prior to each required public hearing (see Public Hearing (Red Sign) posting requirements).

For major General Plan amendments, required public hearings are established as part of the annual major General Plan amendment timeline and include:

A. Remote Planning Commission Hearing
B. Planning Commission Recommendation Hearing
C. City Council Major General Plan Amendment Adoption Hearing

**City will conduct additional public notification:**

- Mailing out postcards to property owners within 750 feet of the property
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Sending case information to email subscribers
- Sending 60-day letter to State and local jurisdictions as required by State Statute
- Hosting City-sponsored Open House for all major General Plan amendment cases

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**ATTACHMENT A**
Public Participation - Major General Plan Amendment (GP)

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Arizona Revised Statutes Title 9
- Interested Parties Lists