

# Reasonable Accommodation (RA) 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:

- requirements specified in the Plan & Report Requirements for Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's design guidelines.

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 pages 3 and 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

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>1. Reasonable Accommodation Checklist</b> (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>2. Application Fee</b> \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>3. Completed Development Application Form</b> (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> 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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>4. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)

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## Reasonable Accommodation Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>5. Affidavit of Authorization to Act for Property Owner</b> (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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>6. Homeowners/Property Owners Association Approval</b> (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Request for Site Visits and/or Inspections Form</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>8. Request for Neighborhood Group Contact information</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>9. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - ① copy of the set of prints</li> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> </ul>

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

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>10. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>11. Application Narrative</b> 8 ½" x 11" – ④ copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>12. Site Plan</b> <ul style="list-style-type: none"> <li>• Indicate the specific portion of the property affected by the minor amendment; and, indicate dimensions of structures, as well as any required and proposed setbacks</li> <li>• 24" x 36" – ④ copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (See Digital Submittal Plan Requirements)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Other:</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

# Reasonable Accommodation Application Checklist

## PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p>14. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <b>480-312-7767</b>. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>15. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>16. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>17. If you have any questions regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): _____ Phone Number: 480-312- _____</p> <p>Coordinator email: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p><b>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.</b></p> <p>This application needs a: <input type="checkbox"/> New Project Number, or  <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></p> <p>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 Service’s One Stop Shop, or from the city’s website: <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></p> <p>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</p>

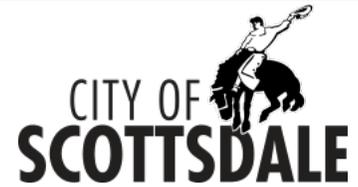
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# Development Application Process

## Enhanced Application Review

### Reasonable Accommodation (RA)

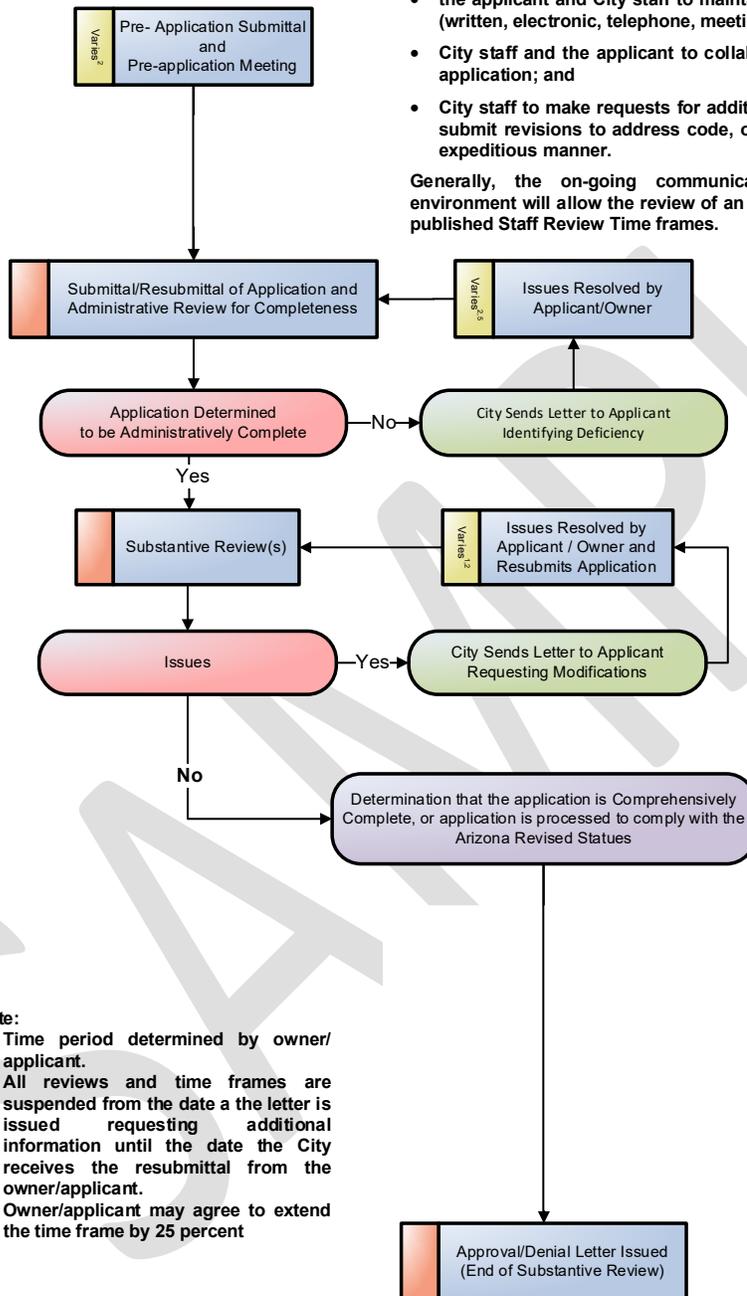


#### Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



**Note:**

1. Time period determined by owner/ applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. Owner/applicant may agree to extend the time frame by 25 percent

#### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Multiple Reviews and Determination in This Time Frame <sup>2,3</sup>	Approval/Denial Letter Issued
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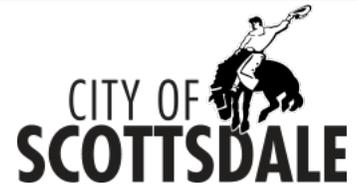
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# Development Application Process

## Standard Application Review

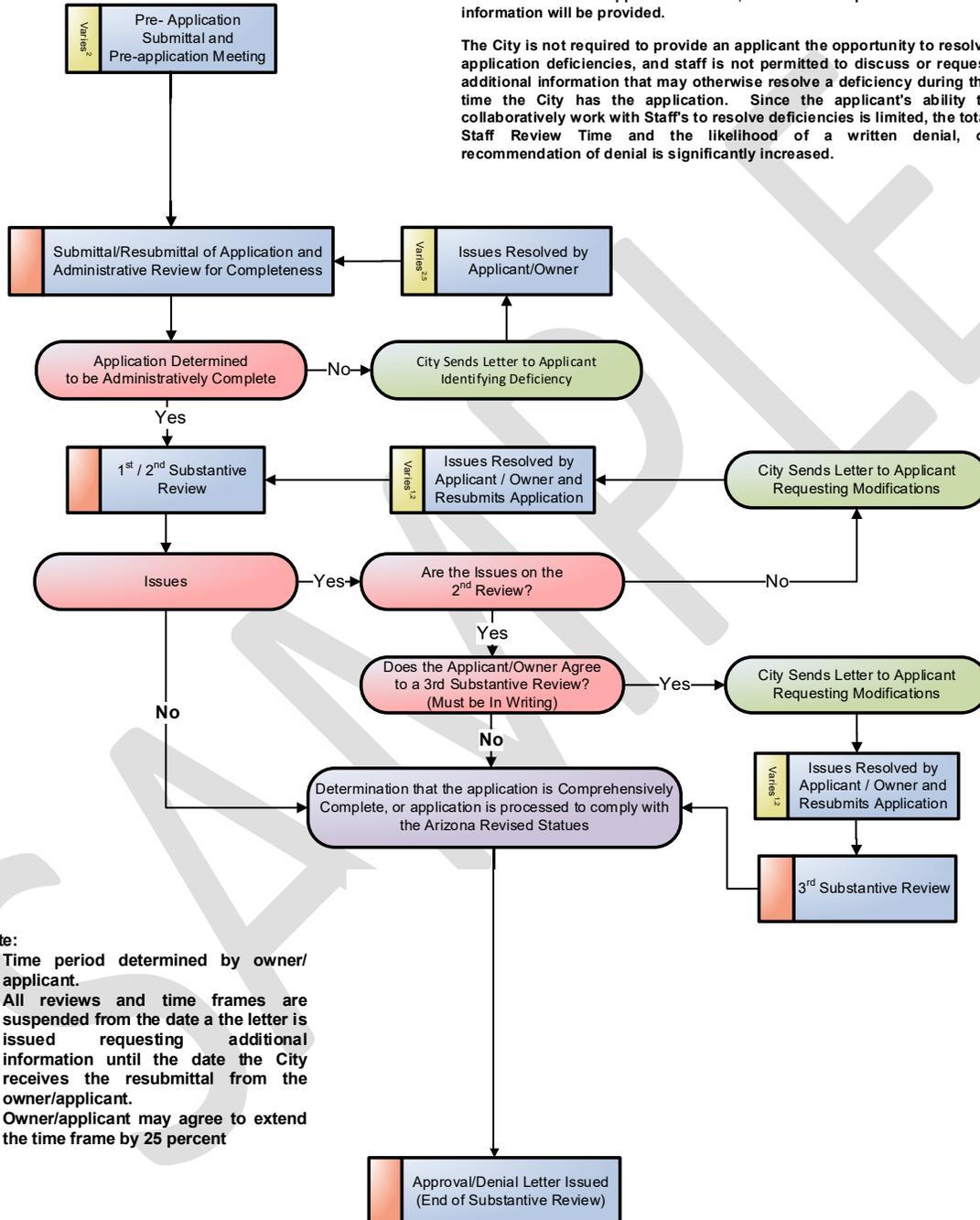
### Reasonable Accommodation (RA)



**Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion of the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



**Note:**

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3. Owner/applicant may agree to extend the time frame by 25 percent

**Time Line**

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews and Determination in This Time Frame <sup>2,3</sup>	Approval/Denial Letter Issued
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