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

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Rec’d</th>
<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>1. Reasonable Accommodation Checklist (this list)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>2. Application Fee $__________________________ (subject to change every July)</td>
</tr>
<tr>
<td>☒</td>
<td>☐</td>
<td>3. Completed Development Application Form (form provided)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)</td>
</tr>
</tbody>
</table>

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

Reasonable Accommodation Application Checklist
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<table>
<thead>
<tr>
<th></th>
<th>5. Affidavit of Authorization to Act for Property Owner</th>
<th>provided for 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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6. Homeowners/Property Owners Association Approval</td>
<td>provided for if applicable.</td>
</tr>
<tr>
<td></td>
<td>7. Request for Site Visits and/or Inspections Form</td>
<td>provided for (form provided)</td>
</tr>
<tr>
<td></td>
<td>8. Request for Neighborhood Group Contact Information</td>
<td>provided for (form provided)</td>
</tr>
<tr>
<td></td>
<td>9. Existing Conditions Photo Exhibit: Printed digital photos on 8-1/2”x11” Paper</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

10. Plan & Report Requirements For Development Applications Checklist (form provided)

11. Application Narrative

8 ½” x 11” – 4 copies

12. Site Plan

- 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
- 24” x 36” – 4 copies, folded
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)
- Digital - 1 copy (See Digital Submittal Plan Requirements)

13. Other:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Rec’d</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>14. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <strong>480-312-7767</strong>. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _______-PA-________.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>15. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>16. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</td>
</tr>
</tbody>
</table>
| ☐     | ☐     | 17. If you have any questions 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 Service’s 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
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.

Time Line

<table>
<thead>
<tr>
<th>Action</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal/Resubmittal of Application and Administrative Review for Completeness</td>
<td>15 Staff Working Days Per Review</td>
</tr>
<tr>
<td>Administrative Review</td>
<td>95 Total Staff Working Days, Multiple Reviews and Determination in This Time Frame</td>
</tr>
<tr>
<td>Substantive Review(s)</td>
<td>Approval/Denial Letter Issued (End of Substantive Review)</td>
</tr>
<tr>
<td>Issues Resolved by Applicant/Owner</td>
<td></td>
</tr>
<tr>
<td>City Sends Letter to Applicant Identifying Deficiency</td>
<td></td>
</tr>
<tr>
<td>Issues Resolved by Applicant / Owner and Resubmits Application</td>
<td></td>
</tr>
<tr>
<td>City Sends Letter to Applicant Requesting Modifications</td>
<td></td>
</tr>
</tbody>
</table>

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.
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:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date 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.

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<td>15 Staff Working Days Per Review</td>
<td>95 Total Staff Working Days, Two Reviews and Determination in This Time Frame²,³</td>
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