Rezoning
Development Application Checklist

CITY OF SCOTTSDALE

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.

Project No.: _____-PA- _____ Key Code: _____

Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/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:

- Requirements specified in the Plan & Report Requirements for Development Applications Checklist; and
- Design Standards & Policies Manual; and
- 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.

Name:_____ Phone Number: 480-312-_____Coordinator e-mail:_____@scottsdaleaz.gov

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. Visit the city's Planning & Development Services Records Department for assistance: https://www.scottsdaleaz.gov/planning-development/records.

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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.
☒	☐	1. **Rezoning Application Checklist** (this list)
☒	☐	2. **Zoning Application Fee $_____** (subject to change every July)
☒	☐	3. **Completed Development Application** (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.

☐	☐	**4. Request to Submit Concurrent Development Applications** (form provided)
☐	☐	**5. Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
☐	☐	**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. Appeal of Required Dedications, Exactions, or Zoning Regulations** (form provided)
☐	☐	**8. Commitment for Title Insurance – No older than 30 days from the submittal date** • Include complete Schedule A and Schedule B (requirements form provided)
☐	☐	**9. Legal Description:** (if not provided in Commitment for Title Insurance)
☐	☐	**10. Results of ALTA Survey**
☐	☐	**11. Request for Site Visits and/or Inspections** (form provided)
		12. Addressing Requirements (form provided)
		13. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)
☐	☐	**14. Public Participation:** (see Attachment A) If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.
		15. Request for Neighborhood Group/Homeowners Association (form provided)
		16. Site Posting Requirements: (form provided (white and red signs)) • Affidavit of Posting for Project Under Consideration • Affidavit of Posting for Planning Commission Public Hearing **(Delayed submittal)**. Affidavit must be turned in 20 days prior to Planning Commission hearing. • Affidavit of Posting for City Council Public Hearing **(Delayed submittal)**. Affidavit must be turned in 20 days prior to City Council hearing.
☐	☐	**17. Photo Exhibit of Existing Conditions** • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
		18. Archaeological Resources (information sheets provided)
☐	☐	**19. Completed Airport Vicinity Development Checklist –** Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) ☐ Short Form ☐ Long Form (including full-size site plan at a 1"= 20' scale and elevation plan submitted to Aviation Staff for review) ☐ Height Analysis (search "Notice Criteria Tool" on the FAA web page: https://oeaaa.faa.gov/oeaaa/external/portal.jsp) ☐ Aviation Fuel Dispensing Application Form
		PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA
		Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and 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.
		20. Plan & Report Requirements For Development Applications Checklist (information sheets provided)

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		21. Development Plan
Req'd	Rec'd	
☐	☐	**a. Application Narrative** ☐ The application narrative shall specify how the proposal separately addresses each of the following: • goals and policies/approaches of the General Plan • goals and polices of the applicable Character Area Plan • architectural character, including environmental response, design principles, site development character, and landscape character ☐ Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc.) ☐ In addition, the following applicable information shall be incorporated into the application narrative: ☐ separate justification(s) for each requested modification to regulations and standards, ☐ bonus provisions and justifications, ☐ methodology to address the city's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or ☐ Historic Property – existing or potential historic property. (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan) ☐ Conformance with the Old Town Scottsdale Urban Design & Architectural Guidelines
☐	☐	**b. Legislative draft of the proposed development standards, or amended development standards** (example provided) • (Must adhere to the Maricopa County Recorder requirements)
☐	☐	**c. Legislative draft of the list of Land Uses, if proposed** (PBD, SC) • (Must adhere to the Maricopa County Recorder requirements)
☐	☐	**d. A dimensioned plan indicating the proposed boundaries of the application**
☐	☐	**e. Context Aerial with the proposed site improvements superimposed** 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 ☐ Other: _____
☐	☐	**f. Site Plan**
☐	☐	**g. Subdivision Plan**
☐	☐	**h. Refuse Plan**
☐	☐	**i. Open Space Plan (Site Plan Worksheet)** (example provided)
☐	☐	**j. Site Cross Sections**
☐	☐	**k. Natural Area Open Space Plan** (ESL Areas)
☐	☐	**l. Topography and slope analysis plan** (ESL Areas)
☐	☐	**m. Phasing Plan**
☐	☐	**n. Landscape Plan** • All plans shall be black and white line drawings (a gray-tone copy of the color Landscape Plan will not be accepted.)

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☐		**o. International Green Construction Code (IgCC) and Energy Compliance Report** The above referenced requirements may be found on the city's website at: https://www.scottsdaleaz.gov/green-building-program/green-codes
☐		**p. Greater Phoenix Metro Green Infrastructure Handbook** The above referenced design guidelines may be found on the city's website at: http://www.scottsdaleaz.gov/design
☐	☐	**q. Hardscape Plan** • All plans shall be black and white line drawings (a gray-tone copy of the color Landscape Plan will not be accepted.)
☐	☐	**r. Transitions Plan**
☐	☐	**s. Parking Plan**
☐	☐	**t. Parking Master Plan** See the city's Zoning Ordinance, Article IX for specific submittal and content requirements for Parking Master Plan. The report must include all required exhibits.
☐	☐	**u. Pedestrian and Vehicular Circulation Plan**
☐	☐	**v. Elevations**
☐	☐	**w. Elevations Worksheet(s)** Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown (D, PBD) when elevations are required to be submitted.
☐	☐	**x. Perspectives**
☐	☐	**y. Floor Plans**
☐	☐	**z. Floor Plan Worksheet(s)** (Required for restaurants, bars or development containing there-of, and multi-family developments)
☐	☐	**aa. Roof Plan Worksheet(s)**
☐	☐	**aa. Electronic Massing Model:** Scaled model indicating building masses on the site plan and the mass of any building within: ☐ 750-foot radius from site ☐ Other: _____ (The electronic model shall be a computer-generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services Department.)
☐	☐	**bb. Solar Analysis** The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m. Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown (D, PBD).
☐	☐	**cc. Exterior Lighting Site Plan**
☐	☐	**dd. Manufacturer Cut Sheets of All Proposed Exterior Lighting**
☐	☐	**ee. Cultural Improvement Program Plan** • Conceptual design • Narrative explanation of the methodology to comply with the requirement / contribution.
☐	☐	**ff. Sensitive Design Concept Plan and Proposed Design Guidelines** (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)
☐	☐	**gg. Master Thematic Architectural Character Plan**
☐	☐	**hh. Other:** _____

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☐	☐	**22. Deferred Development Plan Booklets (to be provided once case is ready for hearing)** • 11" x 17" – ③ copies (quality suitable for reproduction) • 8 ½" x 11" – ① copy (quality suitable for reproduction) • Digital – ① copy (CD/DVD – PDF Format) • 8 ½" x 11" – ③ copies on archival (acid free) paper: this is a **delayed submittal** that is to be made after the Planning Commission recommendation. The Development Plan Booklets shall include the following: ☐ Application Narrative ☐ Legislative draft of the proposed development standards, or amended development standards ☐ Legislative draft of the proposed List of Land Uses ☐ A dimensioned plan indicating the proposed boundaries of the application ☐ Context Aerial with the proposed Site Plan superimposed ☐ Site Plan ☐ Subdivision Plan ☐ Open Space Plan ☐ Phasing Plan ☐ Landscape Plan ☐ Hardscape Plan ☐ Transitions Plan ☐ Parking Plan ☐ Pedestrian and Vehicular Circulation Plan ☐ Conceptual Elevations ☐ Conceptual Perspectives ☐ Electronic Massing Model ☐ Solar Analysis ☐ Exterior Lighting Plan ☐ Manufacturer Cut Sheets of All Proposed Lighting ☐ Cultural Amenities Plan ☐ Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control) ☐ Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) ☐ Master Thematic Architectural Character Plan ☐ Other:_____ Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.
☐	☐	**23. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)** (PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)
☐	☐	**24. Preliminary Drainage Report** See Chapter 4 of the city's Design Standards & Policies Manual for specific submittal and content requirements for drainage reports. The report must include all required exhibits, full color aerial, and topography maps. • Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)

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☐	☐	**25. Preliminary Grading and Drainage Plan** See Chapter 4 of the city's Design Standards & Policies Manual for specific submittal and content requirements for the plan. Must include preliminary design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The preliminary grading and drainage plan may be included as part of the preliminary drainage report. • See handout submittal instructions
☐	☐	**26. Master Drainage Plan** See the city's Design Standards & Policies Manual for specific submittal and content requirements for Master Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. • See handout submittal instructions
☐	☐	**27. Preliminary Basis of Design Report for Water** See the city's Design Standards & Policies Manual for specific submittal and content requirements for Basis of Design Report for Water. Must include preliminary design parameters of special infrastructure, such as PRV and/or booster pump station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report must include all required exhibits and plans.
☐	☐	**28. Preliminary Basis of Design Report for Wastewater** See the city's Design Standards & Policies Manual for specific submittal and content requirements for Design Report for Wastewater. Must include preliminary design parameters of special infrastructure, such as sewer lift station with conduit for fiber optic cable connecting special infrastructure to closest R.O.W. point, if required to serve the development. The report shall be bound and must include all required exhibits and plans.
☐	☐	**29. Master Plan and Design Report for Water** Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. Must include detailed design parameters of special infrastructure, such as PRV and/or booster pump station if required to serve the development. The report must include all required exhibits and plans.
☐	☐	**30. Master Plan and Design Report for Wastewater** Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. Must include detailed design parameters of special infrastructure, such as sewer lift station if required to serve the development. The report must include all required exhibits and plans.
☐	☐	**31. Transportation Impact & Mitigation Analysis (TIMA)** Please review the city's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report must include all required exhibits, and plans. ☐ Category 1 Study ☐ Category 2 Study ☐ Category 3 Study
☐	☐	**32. Native Plant Submittal Requirements:** (form provided) • (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) • See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
☐	☐	**33. Environmental Features Map**

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☐	☐	**34. Other:** _____

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.**
		35. Notify your coordinator by e-mail after you have completed your submittal.
☒	☐	**36. Submit all items indicated on this checklist pursuant to the submittal requirements.**
☐	☐	**37. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.**
☐	☐	**38. 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.

39. 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

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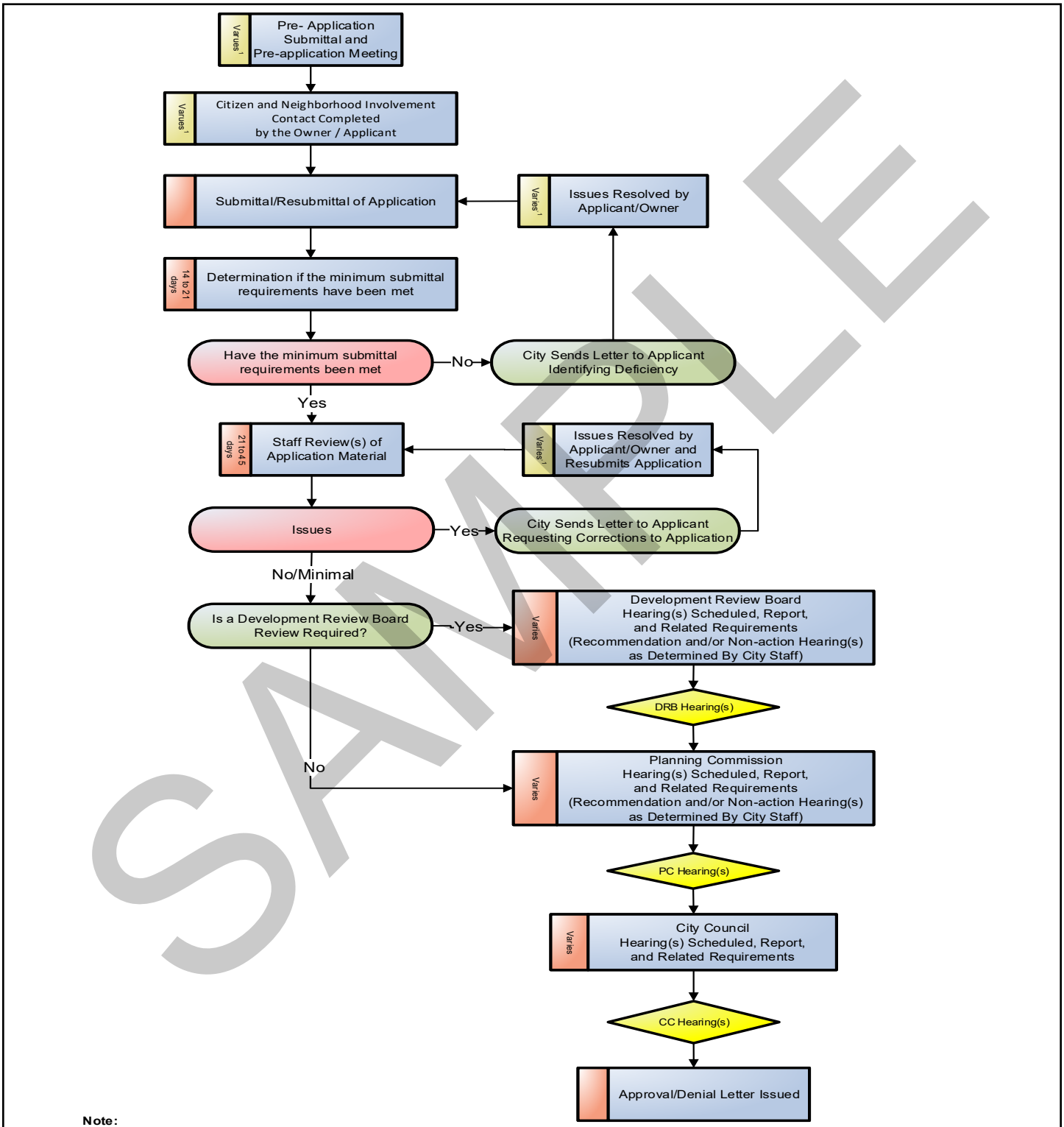
Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP), Infill Incentive (II), & Zoning District Map Amendment (ZN)



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Note:
1. **Time period determined by owner/applicant.**

Public Participation

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

CITY OF SCOTTSDALE

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

	Pre-Submittal		Submittal	Post-Submittal
Pre-Application	**Step 1** Plan your outreach	**Step 2** Conduct your outreach	**Step 3** Document your outreach & submit formal application	**Step 4** Post hearing sign

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:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of acres of project, square footage of lot)
  - Existing General Plan land use designation graphic for zoning cases
  - Existing and Proposed General Plan land use designations for non-major GP cases
  - Zoning (for ZN case: existing and proposed graphics)
  - Applicant and city contact names, phone numbers, and e-mail addresses
  - Scheduled open house(s) - including time, date, and location
  - 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 property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement

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Public Participation

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

CITY OF SCOTTSDALE

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Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and 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 property owners and other interested parties, 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 the city's standard interested parties list and 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 e-mail 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

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