

# In-Lieu Parking (IP) Development Application Checklist



### 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, 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
- The 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

**The in-lieu parking program may only be utilized for properties that are zoned Downtown Overlay (DO) and/or with Downtown (D) Distinct.**

## 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"/>		1. In-Lieu Parking Application Checklist (this list)
<input checked="" type="checkbox"/>		2. Application Fee \$ _____ (subject to change every July)

### Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

**In-Lieu Parking Development Application Checklist**

<input checked="" type="checkbox"/>	<p><b>3. Completed Development Application</b> (form provided)</p> <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 reviewed under the Standard Application Review methodology.</li> </ul>
	<p><b>4. Request to Submit Concurrent Development Applications</b> (form provided)</p>
	<p><b>5. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)</p>
	<p><b>6. 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 (form provided).</p>
	<p><b>7. In-Lieu Parking Fee Structure</b> (subject to change every July, information provided)</p>
	<p><b>8. Commitment for Title Insurance</b> – No older than 30 days from the submittal date (requirements form provided)</p> <ul style="list-style-type: none"> <li>Include complete Schedule A and Schedule B</li> </ul>
	<p><b>9. Request for Site Visits and/or Inspections</b> (form provided)</p>
	<p><b>10. Written request for a Zoning Administrator Approval:</b></p> <p>The owner shall submit a letter addressed to the Zoning Administrator requesting approval to purchase and/or lease the requested number of in-lieu parking space(s). The Zoning Administrator, or designee, may administratively approve participation in the in-lieu parking program for up to, and including five (5) in-lieu parking credits, provided that the allowance is based on the City Council considerations of Section 9.108.D.3.a of the Zoning Ordinance. The Zoning Administrator approval shall not exceed a total of five (5) in-lieu parking credits per lot.</p> <p><b>Written request for a City Council Hearing:</b></p> <p>The owner shall submit a letter addressed to the Zoning Administrator requesting a City Council hearing to participate in the in-lieu parking program.</p> <p>The request shall address the required findings of In-Lieu Parking program in accordance with Article IX of the Zoning Ordinance.</p>
	<p><b>11. Parking Analysis</b></p>
	<p><b>12. Parking Master Plan</b></p> <p>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.</p>
	<p><b>13. Floor Plan Work Sheet(s)</b></p> <p>Required for restaurants, bars or development containing there-of, and multi-family developments.</p>

**Planning and Development Services**

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

**PART II – 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>
		<b>14. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="checked" type="checkbox"/>		<b>15. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="checked" type="checkbox"/>		<b>16. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</b>
<input checked="checked" type="checkbox"/>		<b>17. Delayed Submittal.</b> 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.
		<p><b>18. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b></p> <p>Coordinator Name (print): _____ Phone Number: 480-312-_____</p> <p>Coordinator e-mail: _____@scottsdaleaz.gov Date: _____</p> <p>Coordinator Signature: _____</p> <p>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.</p> <p>This application needs a: <span style="margin-left: 100px;">New Project Number, or</span></p> <p style="text-align: right;">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 Services' One Stop Shop, or from the city's website:</p> <p><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>

# Development Application Process

## Enhanced Application Review Hardship Exemption (HE), In-Lieu Parking<sup>5</sup> (IP)

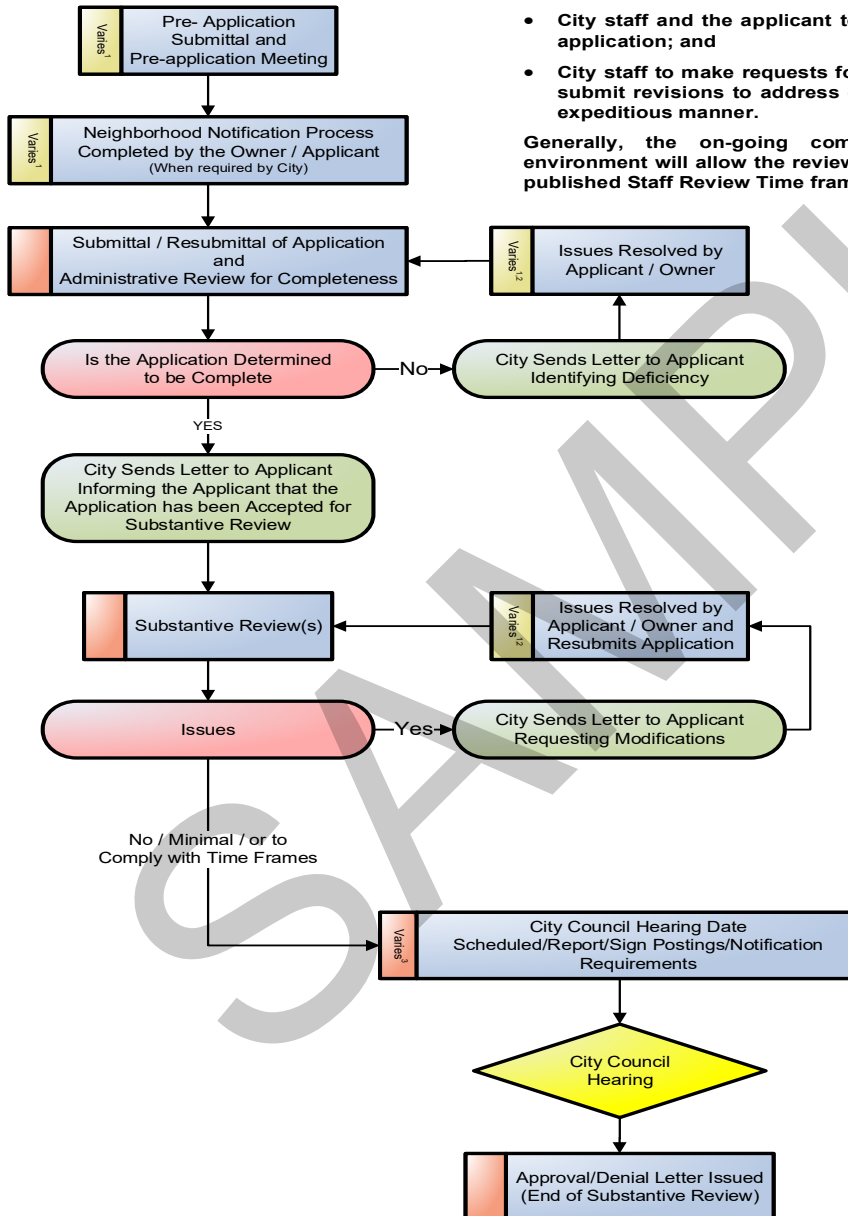


### Enhanced Application Review Methodology

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. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent
5. More than 5 spaces per lot or as determined by the Zoning Administrator

### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
---	---	---	----------------------------------

## Planning and Development Services

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

# Development Application Process

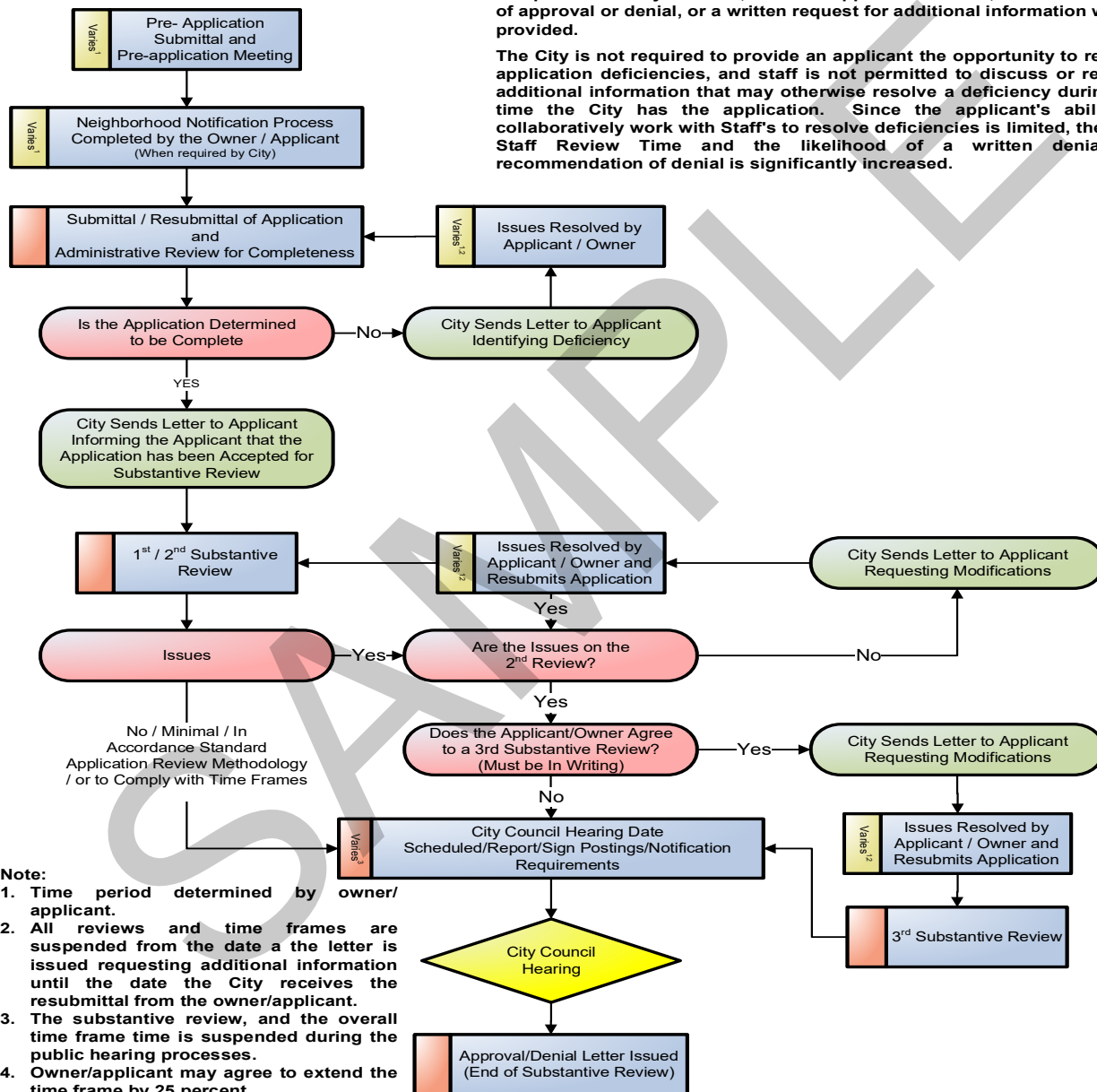
## Standard Application Review Hardship Exemption (HE), In-Lieu Parking<sup>5</sup> (IP)



### 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 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 a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 25 percent
5. More than 5 spaces per lot or as determined by the Zoning Administrator

#### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
---	---	---	----------------------------------

## Planning and Development Services

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

# Development Application Process

Enhanced Application Review  
Special Exemption (SX), In-Lieu Parking (IP)



### Enhanced Application Review Methodology

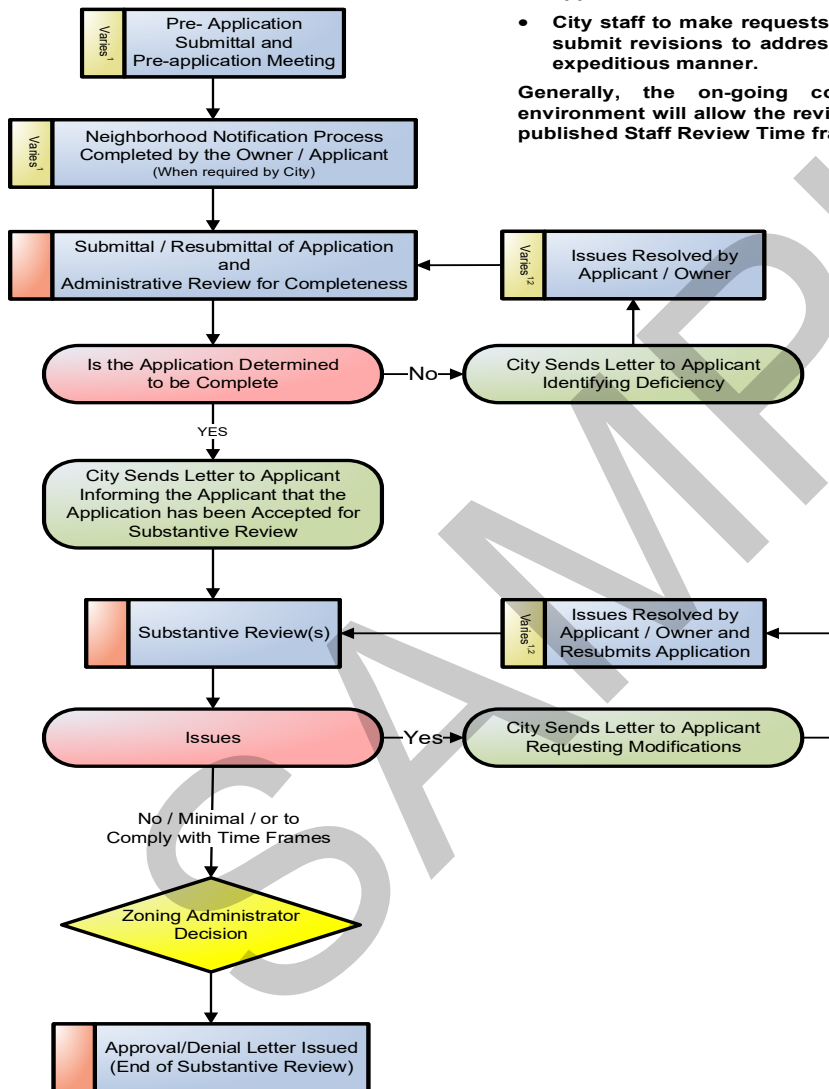
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish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

### Application Types:

- Special Exception (SX)
- In-lieu Parking (IP) (5 spaces or less per lot)



### 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 50 Total Staff Working Days, Multiple City Reviews in This Time Frame <sup>2,3</sup>	Approval/Denial Letter Issued
---	--	-------------------------------

## Planning and Development Services

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



# Development Application Process

## Standard Application Review Special Exemption (SX), In-Lieu Parking (IP)



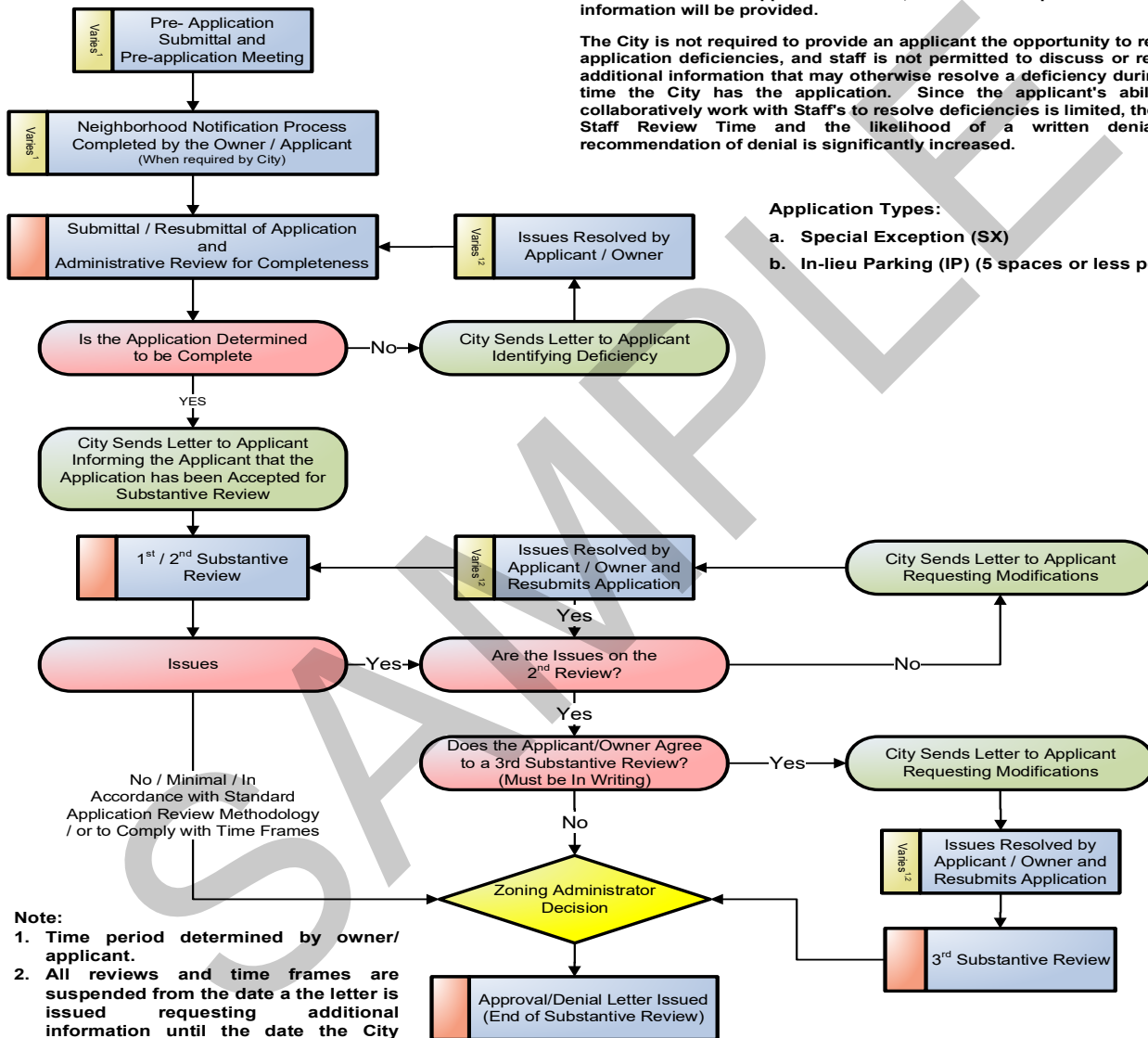
### Standard Application Review Methodology:

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 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.

### Application Types:

- a. Special Exception (SX)
- b. In-lieu Parking (IP) (5 spaces or less per lot)



- 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. The substantive review, and the overall time frame time is suspended during the public hearing processes.
  4. Owner/applicant may agree to extend the time frame by 25 percent

### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 50 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3</sup>	Approval/Denial Letter Issued
---	--	----------------------------------

## Planning and Development Services

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