

Text Amendment (TA)

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. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

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>.

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.
<input checked="" type="checkbox"/>		1. Text Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>		2. Application Fee \$ _____ (subject to change every July)
<input checked="" type="checkbox"/>		3. Completed Development Application (form provided) <ul style="list-style-type: none">• 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 (letter from the party originating the text amendment authorizing an agent to represent that originating party if the originating party is not the primary contact/representative for the application)

Planning and Development Services

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

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	7. Public Participation - (see Attachment A)
	8. Legislative Draft of Text Amendment - (deleted text shown in regular and strikethrough font, proposed language shown in regular 25% shade font.)
	9. Other - justification analysis, supporting maps, graphics, or other materials: <hr/> <hr/> <hr/> <hr/> <hr/>

PART II – SUBMITTAL OF THE DEVELOPMENT APPLICATION

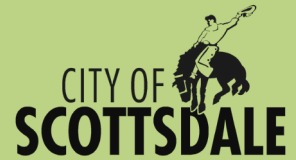
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		10. Notify your coordinator by e-mail after you have completed your submittal.
<input checked="" type="checkbox"/>		11. Submit all items indicated on this checklist pursuant to the submittal requirements.
		12. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
		13. 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. 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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Public Participation

-Text Amendment (TA)



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 two open houses will be held
2. How and when the public will be notified

Step 2: Hold a minimum of 2 Open Houses prior to formal application submittal

- Send open house invite via 1st Class Letter to the city's interested parties lists (text amendment list and standard list), property owners & HOAs within 1,250 feet of the known property serving as the catalyst for the text amendment (if any), 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)
 - 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 Construction sign at least 10 calendar days prior to your Open House Meeting at known property serving as the catalyst address for the text amendment, if applicable. (See Project Under Construction (White Sign) posting requirements)
- Select a climate controlled ADA accessible location at or near the subject property
- 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, during working hours, on election day, and on dates/times that conflict with the Planning Commission and City Council meetings
- 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

Step 3: Complete and include a Citizen Review Plan/Report with application submittal

The Report shall include:

A. Details of the methods used to involve the public including:

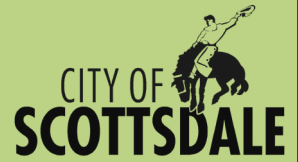
1. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
2. The dates contacted, how they were contacted, and the number of times contacted
3. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
4. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
5. 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
6. A map showing the number of and where notified property owners are located if a known property serves as the catalyst for the text amendment

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

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Step 4: If there is a known property serving as the catalyst for the text amendment, post a public hearing sign at least 15 calendar days prior to the public hearing, following the Public Hearing (Red Sign) posting requirements. Additionally, submit the completed affidavit of sign posting along with a time/date-stamped photo.

City will provide additional public notification

- Publishing legal ad in newspaper
- Posting case information on the city website
- Posting case information on social media
- Mailing case information to e-mail subscribers
- Mailing postcards to the city's interested parties lists (text amendment and standard lists) and property owners within 1,250 feet of a known property serving as the catalyst for the text amendment, if any

Related Resources:

- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)