ESLO Wash Modifications (WM)
Administrative Staff Approval
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. 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, 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.
☒		1. **ESLO Wash Modification Application Checklist** (this list)
☒		2. **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)

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		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. **Application Narrative** - description of request
		8. **Description of Alternatives Considered** - other watercourse management / engineering techniques considered
		9. **Justification** (form provided)
		10. **Request for Site Visits and/or Inspections** (form provided)
		11. **Photo Exhibit of Existing Conditions** • Show existing site, structures & adjacent properties • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.

PART II -- REQUIRED NARRATIVE, PLANS & RELATED DATA

Req'd	Rec'd	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.**

		12. **Context Aerial with the proposed site improvements superimposed**
		 Aerial shall not be more than 1 year old and shall include an 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
		    ¼-mile radius from site (lots greater than 1 acre)
		    Other: _____

		13. **Site Plan** Indicate the extent and location of antenna additions, buildings and other structures, including all equipment cabinets. Site plan shall indicate dimensions of existing and proposed structures, dimensions of existing and proposed ROW, setbacks and sight distance visibility triangles. Indicate any improvements, easements, and drainage facilities on adjacent properties within 100 feet of the site.
		14. **Drainage Report** See Chapter 4 of the city's Design Standards & Policies Manual for specific submittal and content requirements for drainage reports.
		15. **Revegetation Site Plan, including Methodology and Techniques**
		16. **Topography and slope analysis plan** (ESLO Areas)
		17. **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.*

		18. **The proposed wash modification has received a Certificate of No Effect-Archaeological Resources.**
		    Yes No
		   If yes, provide justification below:
		 _____
		 _____
		   If no, provide justification below:
		 _____
		 _____

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		19. 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.**
		20. Notify your coordinator by e-mail after you have completed your submittal.
X		**21. Submit all items indicated on this checklist pursuant to the submittal requirements.**
		22. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.
		23. 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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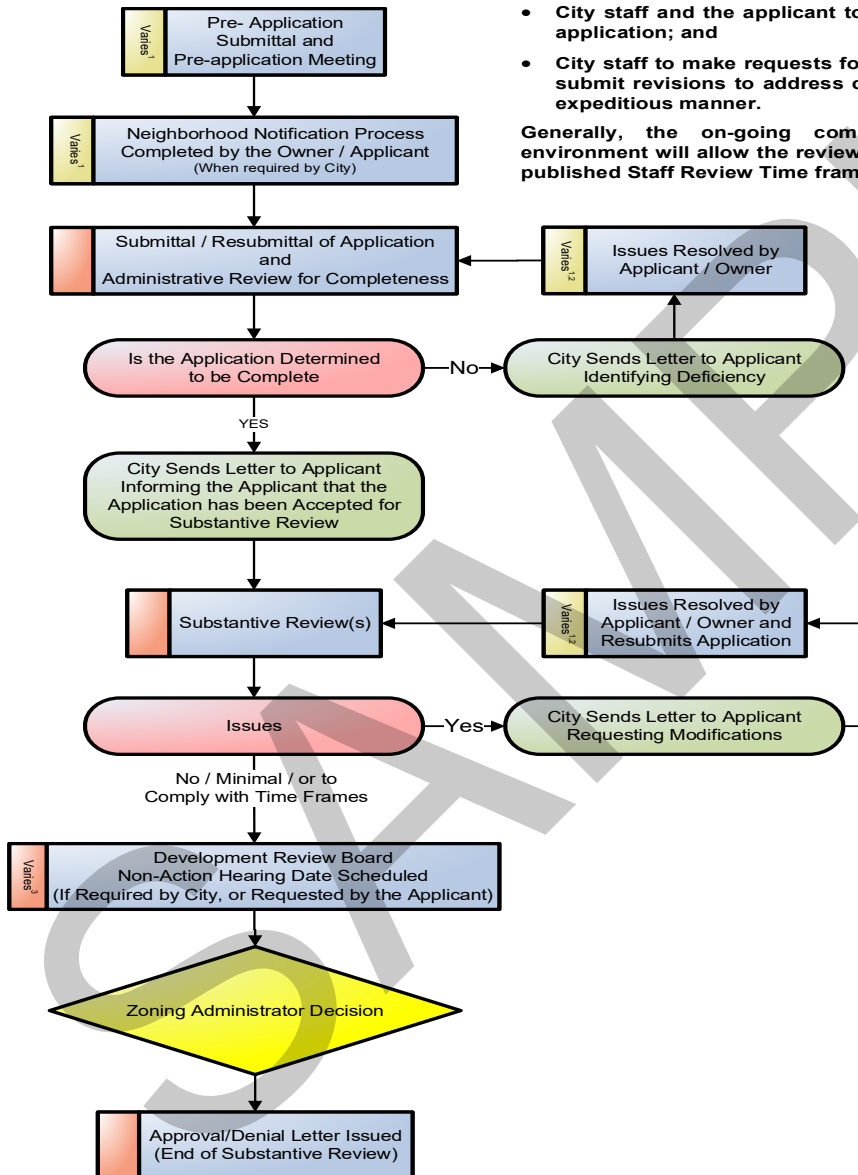
Enhanced Application Review Methodology

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:
a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Division – Minor Subdivision (MD)

Flowchart boxes:

- Pre-Application Submittal and Pre-application Meeting (Varies[1])
- Neighborhood Notification Process Completed by the Owner / Applicant (When required by City) (Varies[1])
- Submittal / Resubmittal of Application and Administrative Review for Completeness
- Issues Resolved by Applicant / Owner (Varies[1,2])
- Is the Application Determined to be Complete — No → City Sends Letter to Applicant Identifying Deficiency
- YES
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- Substantive Review(s)
- Issues Resolved by Applicant / Owner and Resubmits Application (Varies[1,2])
- Issues — Yes → City Sends Letter to Applicant Requesting Modifications
- No / Minimal / or to Comply with Time Frames
- Development Review Board Non-Action Hearing Date Scheduled (If Required by City, or Requested by the Applicant) (Varies[3])
- Zoning Administrator Decision
- Approval/Denial Letter Issued (End of Substantive Review)

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	Substative Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Multiple City Reviews in This Time Frame[2,3,4]	Letter Issued

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Development Application Process
Standard Application Review
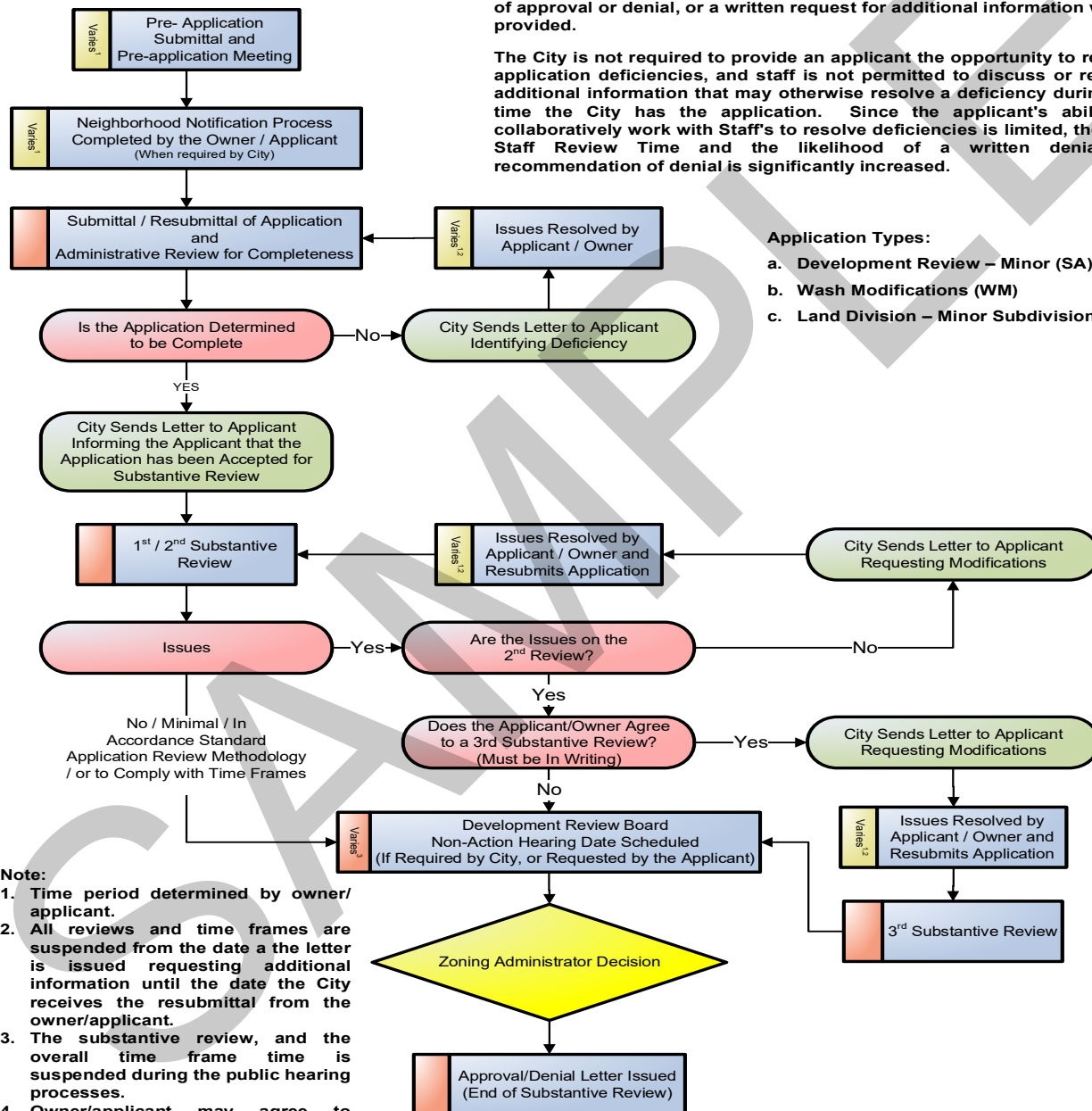### Staff Review Applications: SA, WM, & MD

CITY OF SCOTTSDALE

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.
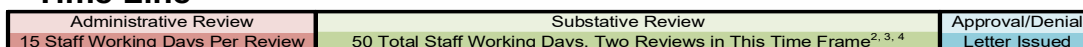
Application Types:
a. Development Review – Minor (SA)
b. Wash Modifications (WM)
c. Land Division – Minor Subdivision (MD)

Flowchart

- Varies[1] — Pre-Application Submittal and Pre-application Meeting
- Varies[1] — Neighborhood Notification Process Completed by the Owner / Applicant (When required by City)
- Submittal / Resubmittal of Application and Administrative Review for Completeness
  - ← Varies[1,2] — Issues Resolved by Applicant / Owner
- Is the Application Determined to be Complete
  - No → City Sends Letter to Applicant Identifying Deficiency → Issues Resolved by Applicant / Owner
  - YES ↓
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- 1st / 2nd Substantive Review
  - ← Varies[1,2] — Issues Resolved by Applicant / Owner and Resubmits Application ← City Sends Letter to Applicant Requesting Modifications
- Issues
  - Yes → Are the Issues on the 2nd Review?
    - No → City Sends Letter to Applicant Requesting Modifications
    - Yes ↓
  - No / Minimal / In Accordance Standard Application Review Methodology / or to Comply with Time Frames
- Does the Applicant/Owner Agree to a 3rd Substantive Review? (Must be In Writing)
  - Yes → City Sends Letter to Applicant Requesting Modifications → Varies[1,2] Issues Resolved by Applicant / Owner and Resubmits Application → 3rd Substantive Review
  - No ↓
- Varies[3] — Development Review Board Non-Action Hearing Date Scheduled (If Required by City, or Requested by the Applicant)
- Zoning Administrator Decision
- Approval/Denial Letter Issued (End of Substantive Review)

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. 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	Substantive Review	Approval/Denial
15 Staff Working Days Per Review	50 Total Staff Working Days, Two Reviews in This Time Frame[2,3,4]	Letter Issued

SAMPLE

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ESLO Wash Modifications
Justification

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The Zoning Administrator may authorize a Wash Modification if ALL of the following criteria are met. Use the space provided to present your evidence that the requested exemption satisfies the modification requirements; please attach all supporting documentation.

1. Proposed modifications will result in an equal or enhanced quality of open space:

   _____
   _____
   _____
   _____
   _____

2. Modifications will include restoration of the watercourse with vegetation of the same type and density removed:

   _____
   _____
   _____
   _____
   _____

3. Is the wash being redirected or modified?   No   Yes
   If yes, the wash must enter and exit the site at the historic locations, and the result of the modifications shall not impact drainage considerations for adjacent properties:

   _____
   _____
   _____
   _____
   _____

4. Is the wash being diverted into a structural solution (e.g. underground pipe)?   No   Yes
   If yes, the change must not impact the drainage conditions on adjacent properties and shall not reduce the integrity of any upstream or downstream corridor as meaningful open space:

   _____
   _____
   _____
   _____
   _____

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