

Condominium Plat, Minor Division /
 Assemblage, Map of Dedication / Release
Plan Review Submittal Checklist



FOR OFFICIAL USE ONLY

Reviewers:

- GIS
- Maps
- Survey
- Planning
- Engineering
- Drainage

Staff Contact:	Staff Signature:
Phone:	for applicant to use plan review process.
Email:	<i>(The City's project coordinator's signature is required in order to submit this application.)</i>
Pre-App/Case Number:	

Project Name:	
Property's Address:	A.P.N.:
Property's Zoning District Designation:	
Application Request:	
Owner:	Applicant:
Company:	Company:
Address:	Address:
Phone:	Fax:
Phone:	Fax:
E-mail:	E-mail:

Submittal Requirements: (Only Digital Submittals Will Be Accepted)

Required	Description of Documents Required for Complete Application. No application shall be accepted without all information in the above section and without all items marked below.
<input type="checkbox"/>	1. Completed Application (this form)
<input type="checkbox"/>	2. Narrative: Describing nature of request, including written explanation of the reason(s) the owner requests the plat, division/assemblage, or dedication/release.
<input type="checkbox"/>	3. ALTA Survey: No older than 30 days. Minimum Requirements (At the following website, under the Most Requested heading, please select: Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys: http://www.alta.org/forms/index.cfm) [An ALTA Survey may be required after the first plan review cycle]
<input type="checkbox"/>	4. Commitment for Title Insurance: No older than 30 days, and shall include complete Schedule A and Schedule B.
<input type="checkbox"/>	5. Digital PDF file of the Plat or Map of Dedication / Release: (formatted to 24" X 36" sheet size)
<input type="checkbox"/>	6. Signed Policy for Appeal of Required Dedications or Exactions form
<input type="checkbox"/>	7. Affidavit of Authority to Act for Property Owner, Letter of Authorization and signature below
<input type="checkbox"/>	8. Covenants, Conditions, & Restrictions (CC&Rs) [For Condominium Plats Only]
<input type="checkbox"/>	9. Certificate of Termination of Condominium Declaration
<input type="checkbox"/>	10. Other:

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2):

<input type="checkbox"/>	Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.
<input type="checkbox"/>	Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.
<hr/> Owner Signature		<hr/> Agent/Applicant Signature

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Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

1. 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.

2. 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.

Required Notice

Pursuant to A.R.S. §9-836, an applicant may receive a clarification from the City regarding interpretation or application of a statute, ordinance, code or authorized substantive policy statement. A request to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director or designee. 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 and Development Services
One Stop Shop
Planning and Development Services Director
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251

Planning and Development Services

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§9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.