

# Abandonment 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:

- The General Plan; and
- The Scottsdale Revised Code, including the Zoning Ordinance; and
- Stipulations of any Development Application approved before this application is submitted; and
- Scenic Corridor Design Guidelines; and
- Transportation Master Plan and related local plans; and
- The Design Standards & Policies Manual.

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>.

## SUBMITTAL REQUIREMENTS

Req'd	Rec'd	Documents required for a complete application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		<b>1. Abandonment Development Application Checklist</b> (this checklist)
<input checked="" type="checkbox"/>		<b>2. Application Fee</b> \$_____ (subject to change every July)
<input checked="" type="checkbox"/>		<b>3. Completed Development Application Form</b> (form provided) <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>
		<b>4. Application Narrative</b> <ul style="list-style-type: none"> <li>• Reason for request</li> <li>• Consideration for Abandonment</li> </ul>

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	<p><b>5. 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>6. Consideration for Abandonment Information</b> (valuation for area of abandonment)</p>
	<p><b>7. Legal Description and Graphics</b></p> <ul style="list-style-type: none"> <li>• Legal description and graphic of area to be abandoned</li> <li>• Graphic of Parcel(s) affected by the Abandonment</li> <li>• Include required reservations on both legal description and graphic</li> <li>• Comply with all Maricopa County Recorder requirements, including minimum 10-point font, ½” clear borders and acid free paper</li> <li>• Document format: 8-1/2” x 11” page size</li> </ul>
	<p><b>8. Title Insurance Commitment</b> (form provided - Requirements for Submitting Evidence of Title to the city of Scottsdale Planning Department)</p> <ul style="list-style-type: none"> <li>• Include Schedule A and B</li> <li>• Commitment shall be dated no later than 30 days before application submittal.</li> </ul>
	<p><b>9. Utility Consent Letters</b> (See the city website for contact information: <a href="http://www.ScottsdaleAZ.gov">www.ScottsdaleAZ.gov</a> and search: utility contact)</p>
	<p><b>10. Request to Submit Concurrent Development Applications</b> (form provided)</p>
	<p><b>11. Photo Exhibit of Existing Conditions:</b></p> <ul style="list-style-type: none"> <li>• <u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>• Document format: 8-1/2” x 11” page size</li> </ul>
	<p><b>12. Aerial Photo with Proposed Site Plan Overlay</b> (all photos must be suitable for reproduction) Photo shall be the most recent available, and should not be more than 1 year old. Site plan overlay shall show lot lines, tracts, easements, street locations and names, and surrounding zoning:</p> <p style="padding-left: 40px;">750-foot radius from site ¼-mile radius from site Other _____ radius from site</p>
	<p><b>13. Public Participation</b></p> <p><b>Step 1: Complete Neighborhood Notification</b> Mail Neighborhood Notification 1st Class Letter to property owners &amp; HOAs within 750’, the city’s standard interested parties list, and to the city project coordinator at least 10 calendar days prior to formal application submittal (include the following information):</p> <ul style="list-style-type: none"> <li>• Project request and description</li> <li>• Pre-application number (xx-PA-xxxx)</li> <li>• Project location (street address)</li> <li>• Size (e.g. Number of Acres of project, Square Footage of Lot)</li> <li>• Zoning</li> <li>• Legal graphic</li> <li>• Applicant and city contact names and phone numbers</li> </ul> <p><b>Step 2: City will post public hearing signs and provide other public notification including:</b></p> <ul style="list-style-type: none"> <li>• Mailing out postcards to property owners within 750 feet</li> <li>• Publishing legal ad in newspaper</li> <li>• Posting case information on the city website</li> <li>• Posting on social media</li> <li>• Sending to e-mail subscribers</li> </ul>

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	<b>14. Request for Neighborhood Group/Homeowners Association</b> (form provided)
	<b>15. Request for Site Visits and/or Inspections</b> (form provided)
	<b>16. ALTA Survey</b>
	<b>17. Site Plan</b>
	<b>18. Applicable Dedication Legal and Graphic Exhibits</b> Drainage and Flood Control Easement and Provision for Maintenance Natural Area Open Space Easement Including Restored Desert Public Right-of-Way Dedication Public Non-Motorized Access Easement Public Motorized Access Public Utility Easement Scenic Corridor Easement Sewer Line Easement Vehicular Non-Access Easement Waterline Easement Confirmation of Dedication Other Easement or Dedication
	<b>19. Other:</b> _____ _____ _____

**18. 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:

<https://www.scottsdaleaz.gov/planning-development/forms>

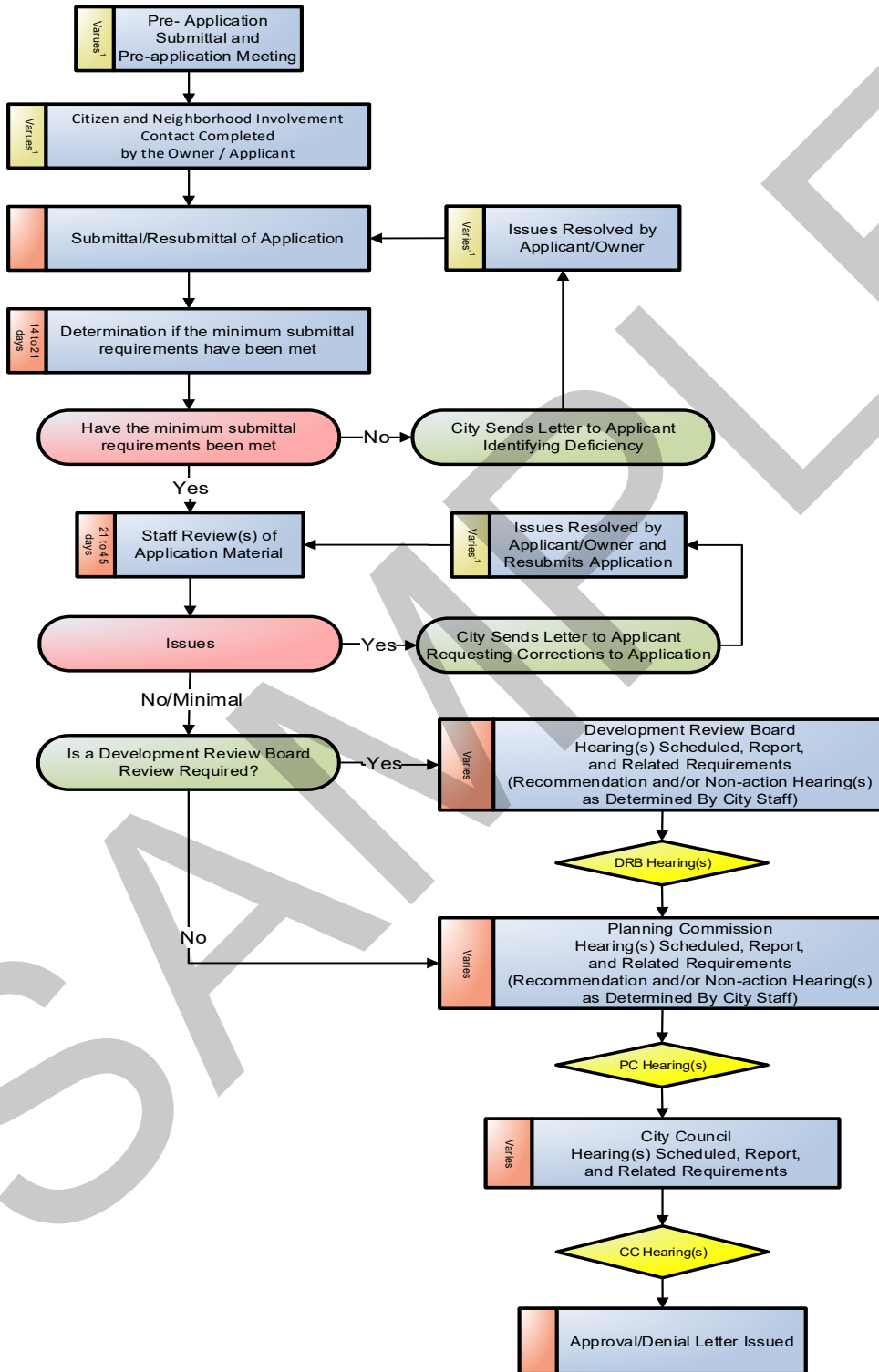
Planning and Development Services  
 One Stop Shop  
 Planning and Development Services Director  
 7447 E. Indian School Rd, Suite 105  
 Scottsdale, AZ 85251  
 Phone: (480) 312-7000

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# Development Application Process

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



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

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