

# Special Exemption (SX)

## Environmentally Sensitive Lands Overlay District

### 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, 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
- Requirements of 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>.

### 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"/>		<b>1. Special Exemption Application Checklist</b> (this list)
<input checked="" type="checkbox"/>		<b>2. Application Fee \$</b> _____ (subject to change every July)
<input checked="" type="checkbox"/>		<b>3. Completed Development Application</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. Request to Submit Concurrent Development Applications</b> (form provided)
<input checked="" type="checkbox"/>		<b>5. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>		<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).

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**Special Exemption - ESL - Development Application Checklist**

<input checked="" type="checkbox"/>		<b>7. Request for Site Visits and/or Inspections</b> (form provided)
		<b>8. Addressing Requirements and Addressing Request Application</b>
<input checked="" type="checkbox"/>		<b>9. Public Participation</b> <b>Step 1: Complete Neighborhood Notification</b> <ul style="list-style-type: none"> <li>Notify surrounding property owners &amp; HOAs of the project request and description</li> </ul> <b>Step 2: City will post public hearing sign and provide other public notification including:</b> <ul style="list-style-type: none"> <li>Mailing out postcards to property owners within 750 feet</li> <li>Posting 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>
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>		
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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		<b>10. Application Narrative</b> - description of request
<input checked="" type="checkbox"/>		<b>11. Justification</b> (form provided) The applicant may separately address each required justification on a separate attachment to the narrative.
		<b>12. Commitment for Title Insurance</b> – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> <li>Include complete Schedule A and Schedule B</li> </ul>
		<b>13. HOA Input</b> (if applicable)
<input checked="" type="checkbox"/>		<b>14. Context Aerial with the proposed site improvements superimposed</b> 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: _____
		<b>15. Elevation Plan</b> of new additions, building, or other changes with materials and colors noted and keyed to material descriptions.
		<b>16. Site Plan</b> Indicate the extent and location additions, buildings and other structures. Site plan shall indicate dimensions of existing and proposed structures, dimensions of existing and proposed ROW, setbacks and sight distance visibility triangles.
		<b>17. Floor Plan(s)</b> of additions, alterations, or new structures. The floor plans shall be dimensioned and clearly delineate existing and proposed construction.
		<b>18. Detail Plan</b>
		<b>19. Native Plant Submittal Requirements:</b> (form provided) (Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development) <i>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</i>

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**Special Exemption - ESL - Development Application Checklist**

		<b>20. Natural Area Open Space Plan (ESLO Areas)</b>
		<b>21. Drainage Report</b>
		<b>22. Preliminary Grading and Drainage Plan</b>
		<b>23. Other:</b> _____ _____ _____ _____

**PART III – 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>24. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>25. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>		<b>26. 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="" type="checkbox"/>		<b>27. 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.
		<b>28. Other:</b> _____ _____ _____

**29. 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

# Development Application Process

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



## Enhanced Application Review Methodology

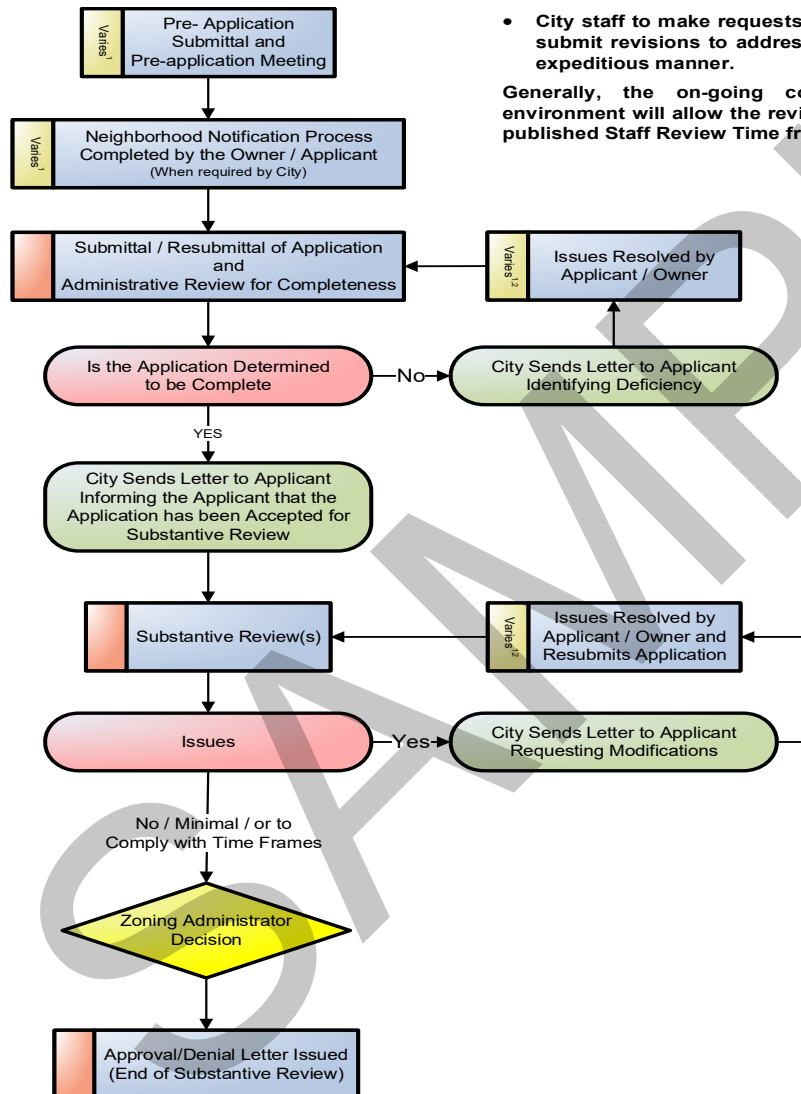
Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish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

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



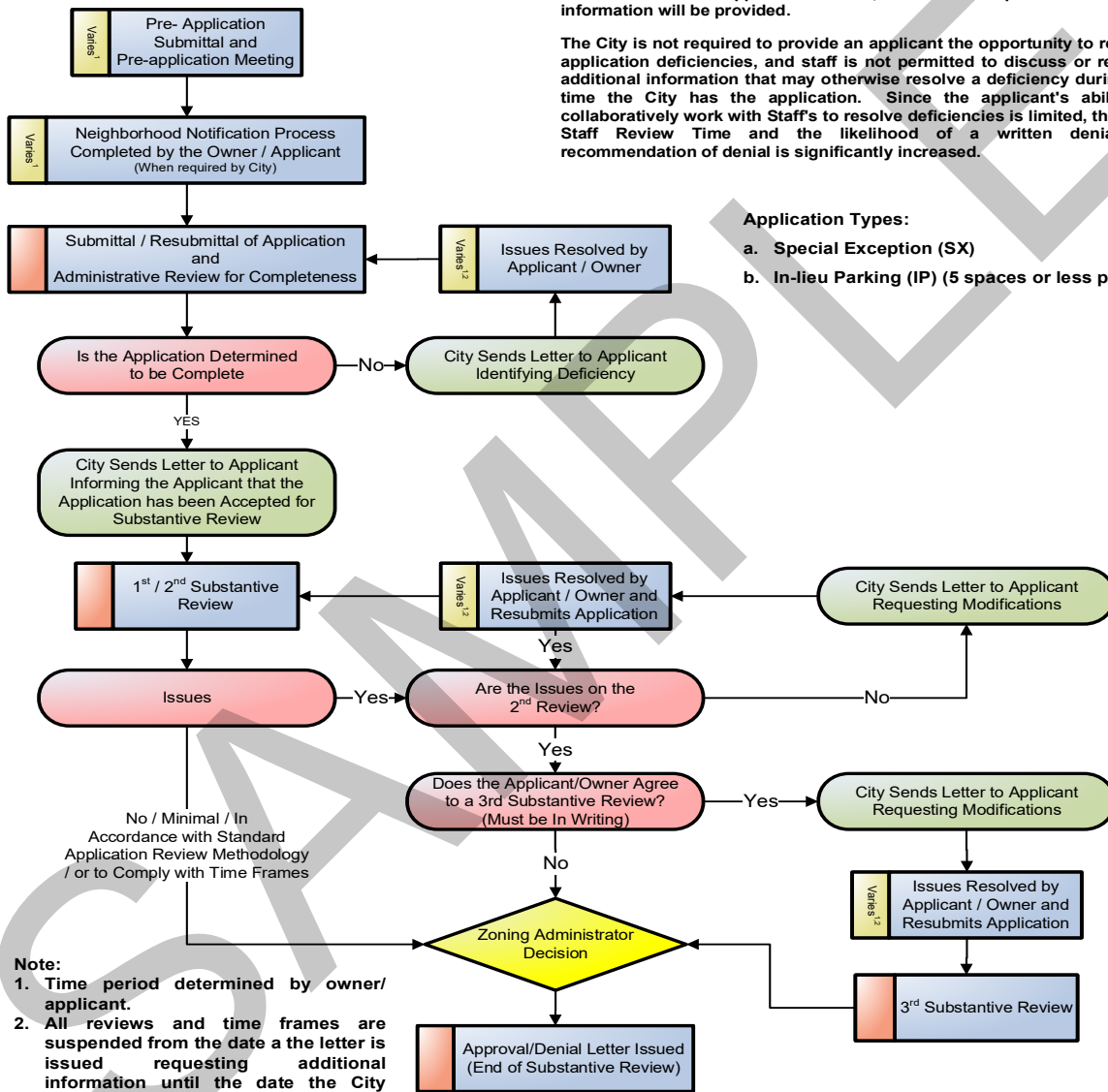
### Standard Application Review Methodology:

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
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# Special Exemption

## Environmentally Sensitive Lands Overlay District Justification



**This Justification is a Public Record**

- A. Special exceptions from the ESL regulations may be approved by the Zoning Administrator in the following circumstances:
1. *Nonbuildable parcel.* If the application of the ESL regulations to a parcel, which was a legally constituted lot on which development would have been permitted prior to the adoption date of ESLO (February 19, 1991), would prevent the development of at least one (1) single-family dwelling, the parcel may be developed with one (1) single-family dwelling pursuant to the grant of a special exception, provided that such development otherwise conforms to the ESL regulations as closely as reasonably possible.
  2. *Nonhillside district development project approvals.* Modifications to development project approvals, or subsequent development approvals for development projects approved under nonhillside district zoning classifications prior to the effective date of ESLO (February 19, 1991) are subject to the ESL regulations. However, it is the intent of these regulations that such development project be brought into compliance with the ESL regulations as closely as reasonably possible without creating undue hardship on the property owner.
- B. Special Exception Submittal Requirements. In addition to the submittal requirements described in section 6.1090, applications for special exceptions from the ESL regulations authorized in this section shall include the following:
1. Documentation of existing development approvals for the development site and the special exception eligibility of the parcel.  

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  2. Environmental mapping necessary to identify the ESL regulation(s) from which the special exception is requested.  

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  3. A development plan showing the approved land uses and the areas that will be affected by the proposed special exception.  

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  4. A report describing the proposed exceptions from the ESL regulations and describing the rationale for the exceptions.  

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