

General Plan Amendment 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:

- General Plan; and
- Applicable Character Area Plan; and
- Scottsdale Revised Code, including the Zoning Ordinance; and
- Stipulations of any Development Application approved before this application is submitted; and
- Applicable Design Guidelines; and
- Transportation Master Plan and related local plans; and
- 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. No application shall be accepted without all items marked below.
<input checked="" type="checkbox"/>		1. General Plan Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>		2. Zoning Application Fee \$ _____ (subject to change every July) 2a. Water Analysis Review Fee (for the Water Demand Exhibit - see Requirements) \$ _____ (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.
<input checked="" type="checkbox"/>		4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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<input checked="" type="checkbox"/>	5. 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).
<input checked="" type="checkbox"/>	6. Request for Site Visits and/or Inspections (form provided)
<input checked="" type="checkbox"/>	7. Commitment for Title Insurance – No older than 30 days from the submittal date <ul style="list-style-type: none"> • Include complete Schedule A and Schedule B (requirements form provided)
<input checked="" type="checkbox"/>	8. Legal Description: (if not provided in Commitment for Title Insurance)
	9. Request to Submit Concurrent Development Applications (form provided)
<input checked="" type="checkbox"/>	<p>10. Public Participation: (see Attachment A)</p> <ul style="list-style-type: none"> • Provide proof of involvement AT THE BEGINNING of the required six (6) month public input timeframe for major amendments and three (3) months for minor amendments. • Record of all <u>dates</u> and <u>types</u> of public notification/involvement – letters, meetings, phone calls, open houses etc.; person/organization(s) contacted; address and telephone information regarding person/organization(s) contacted. Provide minutes of all meetings. <p>If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.</p> <p>10a. Summary of modifications made resulting from Public Participation 10b. Citizen Review Plan 10c. Citizen Review Report</p>
	11. Request for Neighborhood Group Contact Information (form provided)
<input checked="" type="checkbox"/>	<p>12. A completed Neighborhood Involvement packet and Report, describe the key issues with respect to this General Plan amendment that have been identified by the surrounding neighborhoods through the public involvement program.</p> <ul style="list-style-type: none"> • What adjustments or refinements have been made in response to these issues?
<input checked="" type="checkbox"/>	<p>13. Photo Exhibit of Existing Conditions</p> <ul style="list-style-type: none"> • See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
<input checked="" type="checkbox"/>	<p>14. Provide a Series of Context Graphics or Tables That Depict the Following Information:</p> <ul style="list-style-type: none"> • Graphic 1: Existing General Plan Land Use, Transportation, Character, and Open Space designations for the subject property and for all surrounding properties • Graphic 2: Proposed General Plan designations for the subject property and all existing General Plan designations that will remain. This graphic should include total gross acreage of the General Plan designation being proposed. • Graphic or Table 3: Existing Character Area Plan elements, if site is located within an approved/adopted Character Area. • Graphic or Table 4: Existing Neighborhood Plan elements, if site is located within an approved/adopted Neighborhood Plan area.
<input checked="" type="checkbox"/>	<p>15. Application Narrative</p> <p>A narrative description, analysis and justification of how the proposed General Plan Amendment would support or change the approved Vision, Community Aspirations and Values, Elements, goals, and/or policies contained in the General Plan. Furthermore, provide discussion specific to the proposed land use category change requested, the resulting number of gross acres being amended, and a response to all eight major amendment criteria (page 56).</p> <p>https://www.scottsdaleaz.gov/general-plan</p>

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<input checked="" type="checkbox"/>		<p>16. In the application narrative, under a separate heading, provide a narrative description, analysis and justification of how the proposed General Plan Amendment would support or change the approved plans, goals, and/or policies contained in the applicable adopted Character Area Plan.</p> <p>The applicable, adopted Character Area for the subject site is:</p> <ul style="list-style-type: none"> Cactus Corridor Desert Foothills Dynamite Foothills Greater Airpark Old Town Scottsdale Shea Area Southern Scottsdale
		<p>17. Water Demand Exhibit</p> <p>General Plan and Rezoning requests that anticipate a water use above 100,000 gallons per day (excluding fire flow) must complete a Water Demand Exhibit.</p>
<input checked="" type="checkbox"/>		<p>18. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing) (sample agreement information provided)</p>
		<p>19. Other _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
		<p>20. Long Range Planning Staff, at time of hearing scheduling, will provide analysis within a Staff Report regarding Scottsdale’s major amendment criteria and any State Statute requirements. Furthermore, staff will provide analysis concerning Long Range Planning’s Land Use Impact Model, which estimates demographic, socioeconomic, development, and fiscal impacts associated with a change from one General Plan land use designation to another over a 20-year time period.</p>
<p>PART II -- SUBMITTAL OF THE DEVELOPMENT APPLICATION</p>		
Req'd	Rec'd	<p>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</p>
		<p>21. Notify your coordinator by e-mail after you have completed your submittal.</p>
<input checked="" type="checkbox"/>		<p>22. Submit all items indicated on this checklist pursuant to the submittal requirements.</p>
		<p>23. Submit all additional items that are required pursuant to the stipulations of any other Development Application upon which this application is reliant.</p>
		<p>24. Delayed Submittal. 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.</p>

General Plan Amendment Development Application Checklist

25. 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

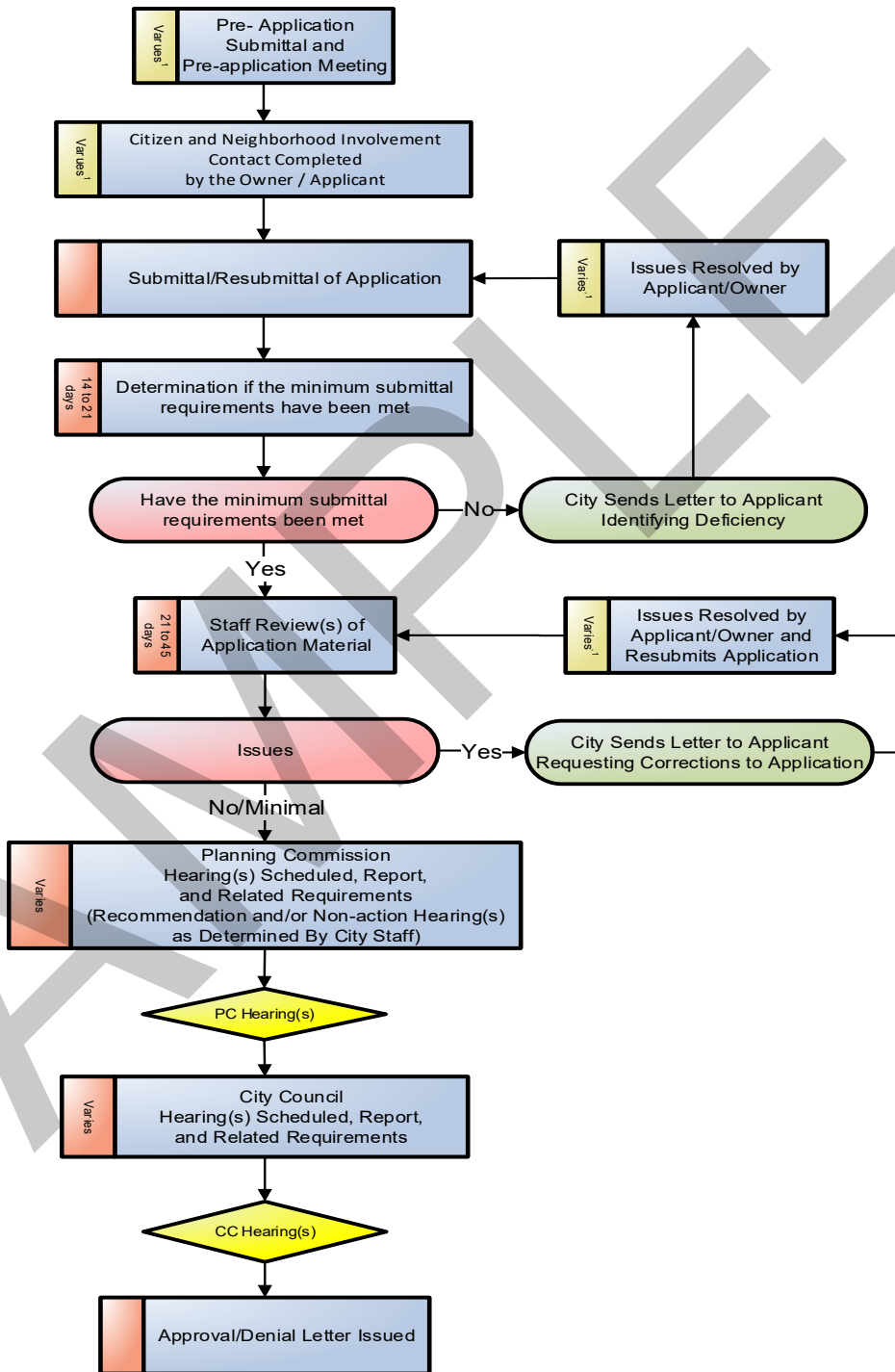
SAMPLE

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Development Application Process

Minor General Plan Amendment (GP)



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

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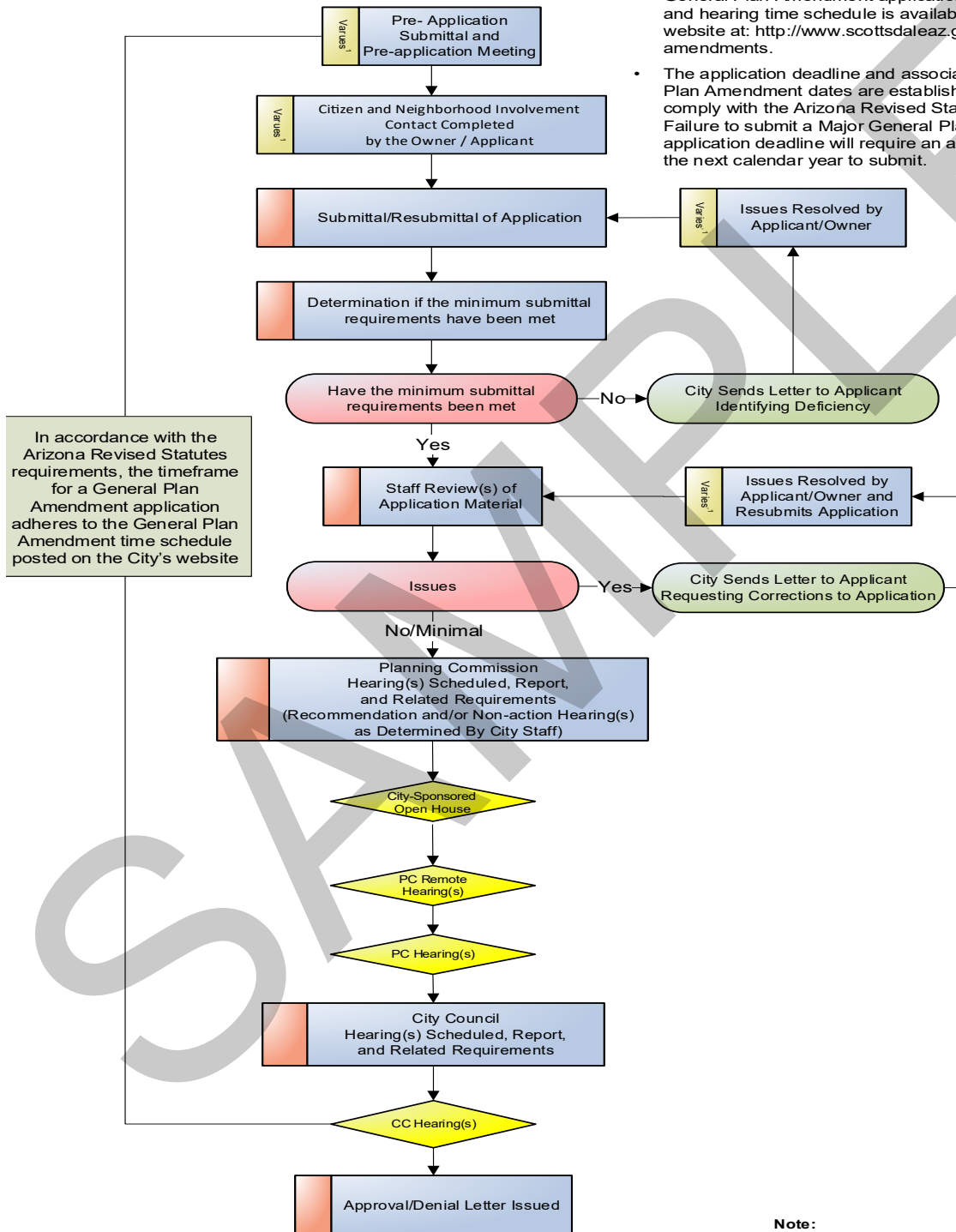
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Development Application Process

Major General Plan Amendment (GP)



- Pursuant to Arizona Revised Statutes, Major General Plan Amendments must be heard by the City Council the same calendar year that they are submitted. The annual Major General Plan Amendment application submittal, review and hearing time schedule is available on the City's website at: <http://www.scottsdaleaz.gov/general-plan/amendments>.
- The application deadline and associated Major General Plan Amendment dates are established annually to comply with the Arizona Revised Statute requirements. Failure to submit a Major General Plan Amendment by the application deadline will require an application to wait until the next calendar year to submit.



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

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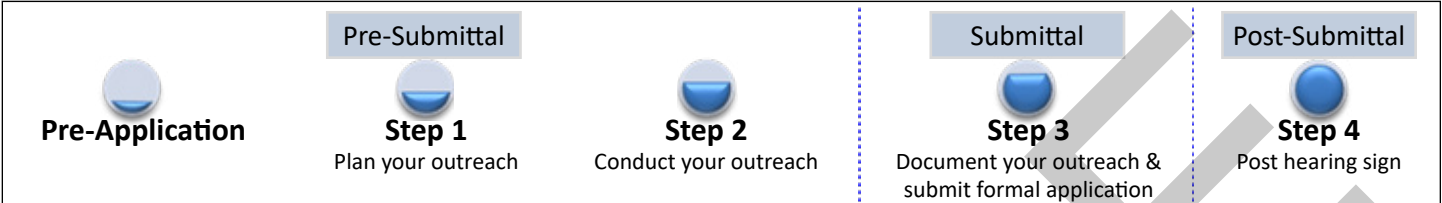
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Public Participation

-Minor General Plan Amendment (GP)
-Rezoning (ZN)
-Infill Incentive (II)



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 open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

Step 2: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal.

- Send open house invite via 1st Class Letter to property owners & HOAs within 1,250 feet of the property that is the subject of the rezoning or minor General Plan amendment, to the city's interested parties lists (General Plan list and standard list), 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:
 - o Project request and description
 - o Pre-application number (xx-PA-xxxx)
 - o Project location (street address)
 - o Size (e.g. Number of gross acres of project, square footage of lot)
 - o Existing General Plan land use designation graphic for zoning cases
 - o Existing and Proposed General Plan land use designations for minor General Plan amendment cases
 - o Zoning (for ZN case: existing and proposed graphics)
 - o Applicant and city contact names, phone numbers, and e-mail addresses
 - o Scheduled open house(s) - including time, date, and location
 - o Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- Select a climate controlled and ADA accessible location at or near the subject property
- E-mail open house information to the project coordinator and to: planninginfo@scottsdaleaz.gov
- Avoid holding the Open House meeting on holidays, weekends, during working hours, on election day, and on dates/times that conflict with Planning Commission and City Council meetings
- Provide sign-in sheets and comment sheets at the open house meeting
- 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

Public Participation

- Minor General Plan Amendment (GP)
- Rezoning (ZN)
- Infill Incentive (II)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal

The Report shall include:

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

1. A map showing the number of and where notified neighbors are located
2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
3. The dates contacted, how they were contacted, and the number of times contacted
4. 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
5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
6. 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
7. The completed affidavit of sign posting with a time/date stamped photo (form provided)

B. A written summary of 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 during the process

Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo

City will conduct additional public notification

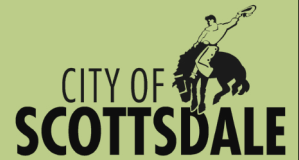
- Mailing out postcards to the city's standard interested parties list and property owners within 1,250 feet of the property that is the subject of the rezoning or minor General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the city website
- Posting case information on social media
- Sending case information to e-mail subscribers

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2035
- Interested Parties List

Public Participation

-Major General Plan Amendment (GP)



Public participation ensures early notification and involvement of community members, which is an integral component of Scottsdale's public hearing process.

The application deadline and associated major General Plan amendment dates are established annually to comply with Arizona Revised Statute requirements, and are available on the City's website. Go to www.ScottsdaleAZ.gov and search "General Plan Amendments".

Step 1: Complete Citizen Review Plan

Prepare the Plan prior to conducting neighborhood outreach and include with application submittal

A. The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

B. Update plan, as necessary, to include additional outreach efforts/outcomes

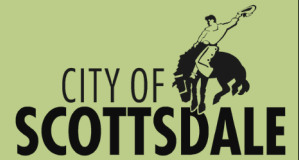
Step 2 / 3: Conduct Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting no later than 30 days after the formal application submittal deadline.

- Send open house invite via 1st Class Letter to property owners & HOAs within 1,250 feet of the property that is the subject of the major General Plan amendment, to the city's interested parties lists (General Plan list and standard list), 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:
 - o Project request and description
 - o Pre-application number (xx-PA-xxxx)
 - o Project location (street address)
 - o Size (e.g. Number of gross acres of project, square footage of lot)
 - o Existing and Proposed General Plan land use designations
 - o Existing and Proposed Zoning
 - o Applicant and city contact names, phone numbers, and e-mail addresses
 - o Scheduled open house(s) - including time, date, and location
 - o Companion Zoning case information
 - o Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- Select a climate controlled and 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 Planning Commission and City Council meetings
- Maintain contact with neighbors throughout the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional outreach events, as necessary, to encourage public participation and productive neighborhood involvement

Public Participation

-Major General Plan Amendment (GP)



Public participation ensures early notification and involvement of community members, which is an integral component of Scottsdale's public hearing process.

The application deadline and associated major General Plan amendment dates are established annually to comply with Arizona Revised Statute requirements, and are available on the City's website. Go to www.ScottsdaleAZ.gov and search "General Plan Amendments".

Complete Neighborhood Involvement Report

Provide the completed Report with application submittal, or within 14 days of submittal deadline. The Report shall include:

- A. Details of the methods used to involve the public including:
 1. A map showing the number of and where notified neighbors are located
 2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
 3. The dates contacted, how they were contacted, and the number of times contacted.
 4. Copies of letters or other means used to contact neighbors, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
 5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
 6. 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
 7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of 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 during the process

Step 4: Update Project Under Consideration Notice and post Public Hearing Notice

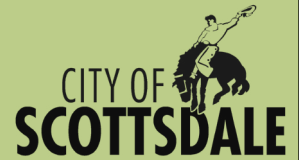
- A. Update Project Under Consideration sign at least 10 calendar days prior to the city-sponsored Open House Meeting (See Project Under Consideration (White Sign) posting requirements). City staff to provide date, time, and location for city-sponsored Open House no later than 30 days after the major General Plan amendment application submittal deadline
- B. Post public hearing sign at least 15 calendar days prior to each required public hearing (see Public Hearing (Red Sign) posting requirements).

Required public hearings are established as part of a major General Plan amendment timeline and include:

- A. Remote Planning Commission Hearing
- B. Planning Commission Recommendation Hearing
- C. City Council Major General Plan Amendment Adoption Hearing

Public Participation

-Major General Plan Amendment (GP)



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The application deadline and associated major General Plan amendment dates are established annually to comply with Arizona Revised Statute requirements, and are available on the City's website. Go to www.ScottsdaleAZ.gov and search "General Plan Amendments".

City will conduct additional public notification:

- Mailing out postcards to property owners within 1,250 feet of the property
- Publishing required legal ad in newspaper
- Posting case information on the city website
- Sending case information to e-mail subscribers
- Sending 60-day letter to State and local jurisdictions as required by State Statute
- Hosting city-sponsored Open House for all major General Plan amendment cases

Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2035
- Arizona Revised Statutes Title 9
- Interested Parties Lists