

# Development Agreement (DA)

## 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.

Please be advised that a Development Application received by the city that is inconsistent with information submitted with the corresponding pre-application may be deemed incomplete and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

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. Development Agreement Application Checklist</b> (this list)
<input checked="" type="checkbox"/>		<b>2. Development Agreement 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. 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)
<input checked="" type="checkbox"/>		<b>7. Commitment for Title Insurance – No older than 30 days from the submittal date</b> <ul style="list-style-type: none"> <li>Include complete Schedule A and Schedule B (requirements form provided)</li> </ul>

## Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

**Development Agreement Application Checklist**

<input checked="" type="checkbox"/>		<b>8. Legal Description: (if not provided in Commitment for Title Insurance)</b> <ul style="list-style-type: none"> <li>• Include Graphic Depiction</li> </ul>
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**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. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>		<b>9. Draft Development Agreement, including attachments and exhibits</b>
<input checked="" type="checkbox"/>		<b>10. A dimensioned plan indicating the proposed boundaries of the application</b>
		<b>11. 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>12. Notify your coordinator by e-mail after you have completed your submittal.</b>
<input checked="" type="checkbox"/>		<b>13. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>		<b>14. 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>15. 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>16. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b> Coordinator Name (print): _____ Phone Number: 480-312-_____ Coordinator e-mail: _____@scottsdaleaz.gov Date: _____ Coordinator Signature: _____ <b>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.</b> This application needs a: _____ New Project Number, or A New Phase to an old Project Number: _____ <b>Required Notice</b> 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: <a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a> 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