



Substantive Policy Statements and Staff Review Timeframes for Development Applications

Current Planning Services and Long Range Planning Services

The following substantive policy statement is intended to inform residents, property owners, businesses and developers regarding the City of Scottsdale's approach to development applications, and the related staff review timeframes.

I. The City of Scottsdale's approach to development and improvements

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. The City's approach is to encourage new and existing business and residents to cohesively exist and thrive. City staff is available at the Planning, Neighborhoods, & Transportation's One Stop Shop to assist property and business owners, residents, and representatives with questions, and provide information regarding development and improvements applications and processes on a "walk-in" basis. Potential applicants are encouraged to consult with City Staff prior to investing significant time and money on a potential development application. Potential applicants or City Staff may request that a meeting to be scheduled to discuss complicated questions, require additional time or assistance, or require multiple City Staff members. In addition, information may also be obtained from the City's website at: <http://www.scottsdaleaz.gov/Topics/Planning>.

II. Pre-application Process

Prior to submitting a Development Application, the applicant shall submit a pre-application. The pre-application form may be obtained from the Planning, Neighborhoods, & Transportation's One Stop Shop or City's the website. The City's website is: <http://www.scottsdaleaz.gov/Topics/Planning>. The purpose of the pre-application process is provide an opportunity for the applicant and City staff to discuss the Development Application process, the types of Development Applications, the issues most likely to arise, the material and information that is to be submitted with the Development Application, and appropriate steps necessary obtain a decision on a Development Application. Applicants are encouraged to submit as much information that the applicant may have available with the pre-application so that the City Staff may provide clear and precise direction, which is intend to assist the applicant.

Planning, Neighborhood & Transportation Division

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City of Scottsdale's Website: www.scottsdaleaz.gov

III. Types of Development Applications

The City has many different types of Development Applications¹, and the City is committed to providing a transparent, efficient and predictable review process for each of its Development Applications. The following Development Applications are subject to provisions of the A.R.S. Regulatory Bill of Rights:

- Conditional Use Permit
- Development Review
- Development Review – Minor
- Hardship Exemption
- Historic Property – Historic Preservation Commission
- In-lieu Parking
- Land Division – Condominium Plat
- Land Division – Master Planned Property
- Land Division – Minor Subdivision
- Land Division – Subdivision
- Special Event (unless it is on City Property)
- Special Exception
- Wash Modification
- Zoning Ordinance Minor Amendment

IV. Administrative Development Applications

A. Administrative Completeness Review²

After a Development Application has been accepted City staff will conduct an Administrative Completeness Review within the timeframes set forth in Section VI below. The Administrative Completeness Review is designed to ensure that an application does not get delayed during the subsequent Substantive Review due to missing or incomplete material. Staff will inform the applicant that the application is either Administratively Complete and accepted for a subsequent Substantive Review or request the applicant to submit missing or incomplete information. Upon receipt of the requested missing or incomplete information, when applicable, staff will determine if the application is Administratively Complete and notify the Applicant.

B. Substantive Review.

After an application is found to be administratively complete, City staff will conduct a Substantive Review within the time frames set forth in Section VI below. The Substantive Review is designed to be an in-depth analysis of the development application material. This review is intended to determine compliance with City requirements, which include but are not limited to the: Scottsdale Revised Code, General Plan, guidelines, master plans, ordinances, interpretations, policies, and resolutions and when applicable, to make recommendations to the appropriate person, board, commission, or City Council regarding the development application. In an effort to prevent delay during a subsequent public hearing or an administrative approval process, City staff may request additional information. *Additional Information* is a request by the City for modifications, considerations, identifying errors, requiring corrections, or requiring the submittal of other information related to a Development Application.

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C. Applicant-Initiated Modifications to a Development Application During the Administrative Completeness Substantive Review or the Public Hearing Process³.

The City of Scottsdale recognizes that an applicant may desire to modify an application during the Administrative Completeness or Substantive Review time period in order to address community input/comments received during the Administrative Completeness or Substantive Review period. In an effort to avoid delays and additional costs to the applicant, the City encourages applicants to discuss Applicant-initiated modifications with City's project coordinator prior to submitting a request to amend the previously submitted application.

Recognizing that community input/comments may introduce new issues to the applicant, which could cause a delay during a public hearing or an administrative approval process, the City may allow the submittal of Applicant-Initiated Modifications to the previously submitted application without requiring a new application be submitted, provided the applicant submits all required information, allows the City additional requests for information, agrees to renewed review time frames, and agrees to complete any required additional city process (which may include additional Neighborhood Notification), and pay any relevant additional fees, if applicable. However, any significantly substantial modification(s) to an existing Development Application, as determined by the City, must be submitted in a new development application.

V. Concurrent Development Applications

The City of Scottsdale recognizes that a property owner may desire to submit concurrent development applications for separate purposes where one or more the development applications are reliant upon the approval of another development application. City Staff will process the concurrent development applications separately, provided that owner acknowledges that the applications are processed at the property owner risk and agrees to hold the City harmless of all cost, expense, claims, or other liability arising in connection with concurrent applications.

A concurrent development application(s) that is reliant on decision of separate development application and is submitted at the risk of the property owner, is not considered to be subject to the provisions and timeframes of the Regulatory Bill of Rights (A.R.S. §9-831 – 9-840).

VI. Request to place a Development Application "On Hold" by the property owner

The City of Scottsdale recognizes that a property owner may desire to suspend the City's review of a development application, and place the application "On Hold" while they attempt to resolve issues, or consider other options related to the application. Upon receipt of a written or electronic request from property owner to the Zoning Administrator requesting the application be placed On Hold, all City reviews, published timeframes, and overall timeframes related to the Development Application are suspended. All publish timeframes, and overall timeframes will remain suspended until the Zoning Administrator receives a separate written or electronic request from property owner to reactivate the Development Application. An application that is On Hold for a time period greater than six (6) month may be considered withdrawn.

VII. Administrative Development Application Staff Review Timeframes

Administrative Development Application Staff Review Timeframes ^(a,b,c,d) Subject to the Regulatory Bill of Rights (A.R.S. §9-831 – 9-840)		
Application Type	Administrative Review	Substantive Review
Conditional Use Permit	15 Staff Review Days	95 Staff Review Days
Development Review		
In-lieu Parking – City Council		
Land Division – Subdivision		
Development Review – Minor	15 Staff Review Days	50 Staff Review Days
Hardship Exemption		
Historic Property – Historic Preservation Commission		
In-lieu Parking – Zoning Administrator		
Land Division – Condominium Plat		
Land Division – Master Planned Property		
Land Division – Minor Subdivision		
Special Event (unless on City property)		
Special Exception		
Wash Modification		
Zoning Ordinance Minor Amendment		
<p>Note: a. Staff Review Days are the maximum amount of working days that the city will spend on a development application before issuing a decision or scheduling a public hearing, except as specified in note b. below. The timeframes are suspended: 1) from the date that the Zoning Administrator issues a written or electronic request to the applicant for modifications, additional information pertaining to the application, until the date that the City receives the information material from the applicant the to address the request; 2) from the time a public hearing or public meeting is scheduled for the application until the public hearing or meeting is concluded (including related processes and notification); 3) while any county, state or federal approval processes related to an application are being completed; and 4) from the date the property owner submits a written or electronic request to the Zoning Administrator to place the application On Hold, until the date that the Zoning Administrator receives a written or electronic request from property owner to reactivate the Development Application.</p> <p>b. The City and the applicant may agree in writing to extend the applicable substantive review timeframe and the overall timeframe by twenty-five percent.</p> <p>c. Timeframes do not include time for the construction document review and related separate approval processes. Please see the Final Plan Review timeframes.</p> <p>d. Timeframes do not include time for the final plat or map-of-dedication reviews, improvement plans, and related approval processes, which include any City Council public hearings (including related notification and processes), and City and Maricopa County recordation and related processes. Please see the Final Plan Review timeframes.</p>		

IX. Request for clarification regarding interpretation, ordinance, code or authorized substantive policy statement.

- A.** 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, Neighborhood and Transportation Division shall be submitted in writing to the One Stop Shop to the attention of the Planning, Neighborhood & Transportation Administrator 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, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: <http://www.scottsdaleaz.gov/bldgresources/forms>.

Planning, Neighborhood and Transportation Division
One Stop Shop
Planning, Neighborhood & Transportation Administrator
7447 E. Indian School Rd, Suite 105
Scottsdale, AZ 85251
Phone: (480) 312-7000

- B.** Planning, Neighborhood & Transportation Administrator or designee is responsible for providing interpretations and clarification of these Substantive Policy Statements and Staff Review Timeframes for Development Applications.

Notes

1. Development applications that request legislative, quasi-judicial, or contractual actions or applications that regard city property/resources are not subject to the provisions of Arizona's Regulatory Bill of Rights. This would include, but not be limited to, the following development application requests: Abandonments, Annexation/De-annexations, Municipal Use Master Site Plan, Zoning District Map Amendments, Zoning Ordinance Text Amendments, Perimeter Exceptions (Land Division) , and Zoning Ordinance Variances. However, in an effort to provide consistency, efficiency and predictability, the City will process applications that are not subject to Arizona's Regulatory Bill of Rights using similar time frames and methods as described herein.
2. At the time a Development Application is submitted, City staff will conduct a preliminary clerical evaluation. Clerical evaluation is conducted to ensure that all of the items on the submittal checklist are included. Applications that do not include all items indicated on the submittal checklist may be rejected immediately.
3. Modifications or amendments to an application made as a result of a public hearing will not be reviewed pursuant to the review time frames set forth herein because all review time frames are suspended once the public hearing process begins.

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