

# Wireless Communication Facilities (WCF)

## Development Review/Conditional Use Permit

### 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.

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 rejected immediately and may result in additional fees. A Development Application that is received by the city is not complete until it is verified that the application meets the minimum submittal requirements to be reviewed.

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;
- The Scottsdale Revised Code, including the Zoning Ordinance;
- Stipulations of any Development Application approved before this application is submitted;
- Scenic Corridor Design Guidelines;
- 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. His/her contact information is on page 3 of this application.

All WCFs shall require Development Review Board or City Council approval, with the exception of minor facilities, which the Zoning Administrator shall have authority to approve. (Section 1.908. Zoning Administrator review of minor applications).

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 Review/Conditional Use Permit 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 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 review under the Standard Application Review methodology.</li> </ul>
		<b>4. Request to Submit Concurrent Development Applications</b> (form provided)

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		<b>5. Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing (sample agreement information provided)</b>
<input checked="" type="checkbox"/>		<b>6. Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>		<b>7. 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>8. Appeal of Required Dedications or Exactions</b> (form provided)
<input checked="" type="checkbox"/>		<b>9. Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <ul style="list-style-type: none"> <li>• Include complete Schedule A and Schedule B.</li> </ul>
		<b>10. Request for Site Visits and/or Inspections Form</b> (form provided)
<input checked="" type="checkbox"/>		<b>11. Neighborhood Notification Process Requirements:</b> (see Attachment A)
		<b>12. Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>• Affidavit of Posting for Project Under Consideration</li> <li>• Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing)</li> <li>• Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing)</li> </ul>
<input checked="" type="checkbox"/>		<b>13. Photo Exhibit of Existing Conditions</b> (Example Provided)
		<b>14. Archaeological Resources</b> (information sheets provided) <p>Certificate of No Effect / Approval Application Form (provided)</p> <p>Archaeology Survey and Report</p> <p>Archaeology ‘Records Check’ Report Only</p> <p>Copies of Previous Archaeological Research</p>
		<b>15. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000-foot radius of the runway; information packet provided) <p>Short Form</p> <p>Height Analysis (search “Notice Criteria Tool” on the FAA web page:  <a href="https://oeaaa.faa.gov/oeaaa/external/portal.jsp">https://oeaaa.faa.gov/oeaaa/external/portal.jsp</a>)</p>

**PART II -- REQUIRED PLANS & RELATED DATA**

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>16. Application Narrative</b> <p>The application narrative shall specify how the proposal separately addresses each of the applicable Development Review Board criteria. (Form provided)</p> <p>The application narrative shall specify how the proposal separately addresses each of the applicable Conditional Use Permit criteria. (Form provided)</p>
		<b>17. Plans (Site Plan, Elevations, Details, Landscape)</b>
<input checked="" type="checkbox"/>		<b>18. Map of the service area for this proposed facility</b>
<input checked="" type="checkbox"/>		<b>19. Map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application.</b>
		<b>20. Photo simulations of current and proposed antenna</b> <ul style="list-style-type: none"> <li>• ① color copy sets for inclusion in DRB packets (DRB submittal only)</li> </ul>

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	<p><b>21. Drainage Report</b> (Information Provided)</p> <p>See the city’s <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Drainage Report. The report must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans.</p>
<input checked="" type="checkbox"/>	<p><b>22. A written report verifying that, at its maximum load, including cumulative effects of multiple facilities, the WCF meets or exceeds the Federal Communication Commission’s radio frequency safety standards.</b></p>
	<p><b>23. Native Plant Submittal:</b> (information provided)</p> <p>(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <p>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</p>

**PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION**

Req’d	Rec’d	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		<b>24. Notify your coordinator by email 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>
		<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>
		<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.
		<p><b>28. If you have any questions regarding this application checklist, please contact your Project Coordinator.</b></p> <p><b>Coordinator Name</b> (print): _____ <b>Phone Number: 480-312-</b>_____</p> <p><b>Coordinator email:</b> _____ <b>@scottsdaleaz.gov</b>          <b>Date:</b> _____</p> <p><b>Coordinator Signature:</b> _____</p> <p><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></p> <p>This application needs a:    New Project Number, or                      A New Phase to an old Project Number: _____</p> <p><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></p> <p>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</p>

# Development Application Process

## Enhanced Application Review Development Review (DR and PP)

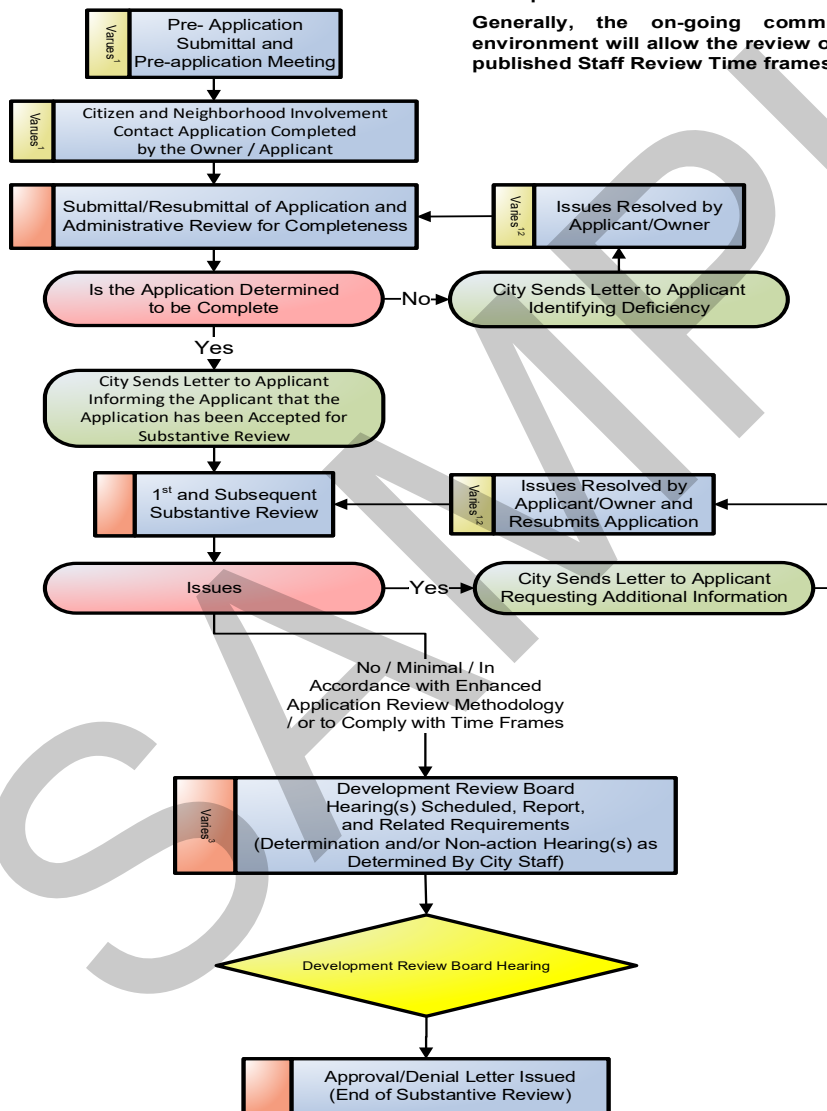


### Enhanced Application Review Methodology

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.



### Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a 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 50 percent

### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
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# Development Application Process

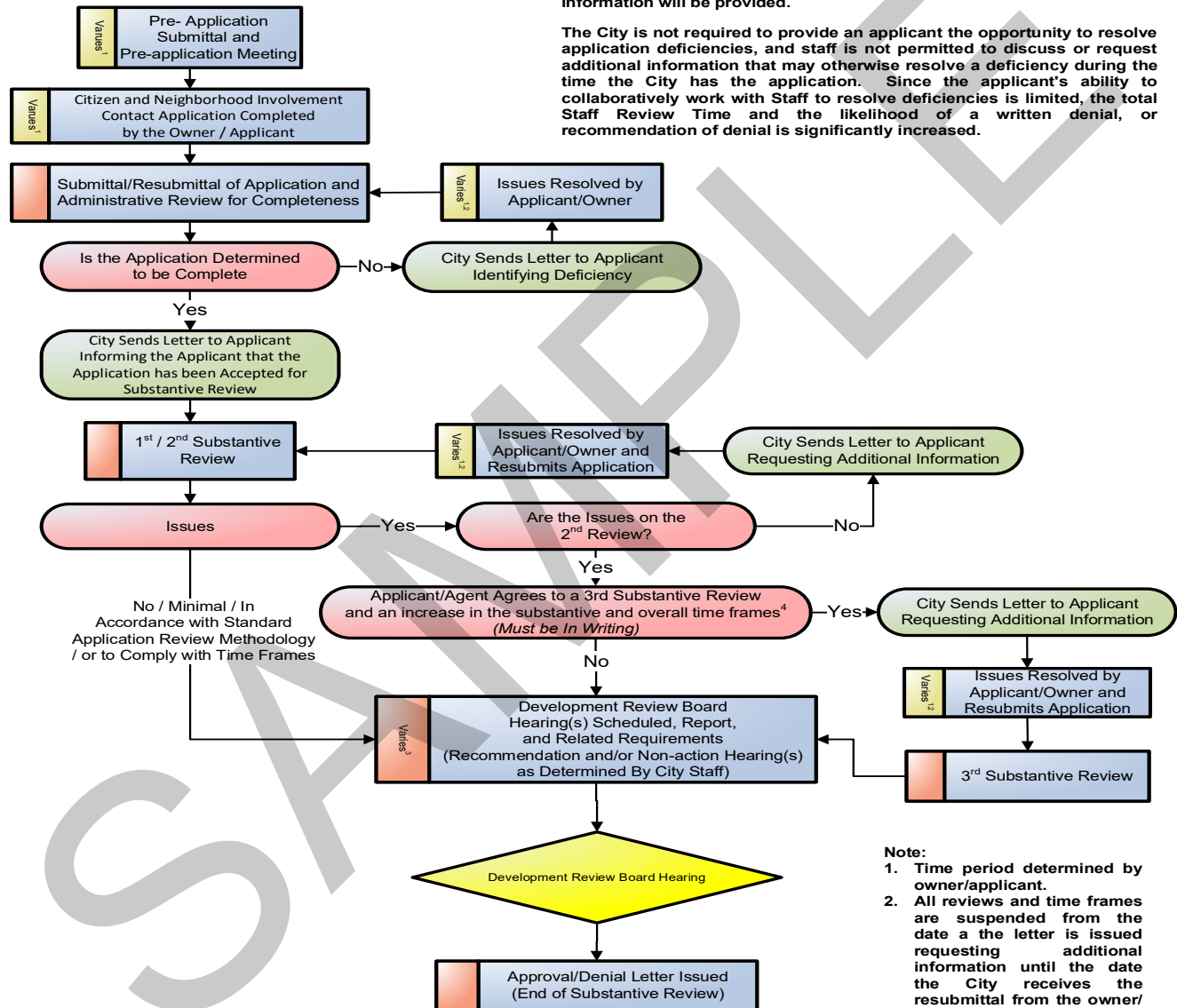
## Standard Application Review Conditional Use Permit (UP)



### 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 to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



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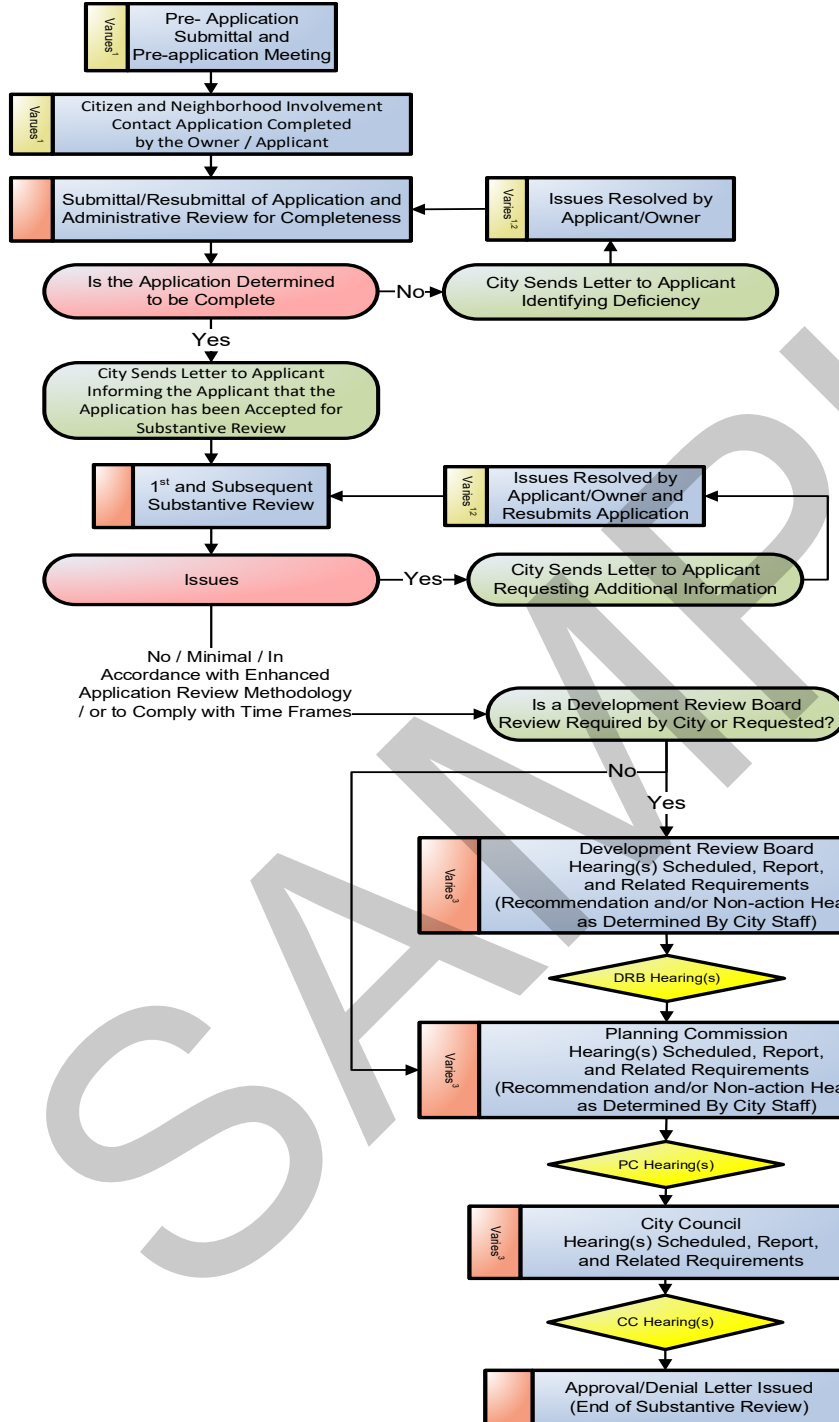
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# Development Application Process

## Enhanced Application Review Conditional Use Permit (UP)



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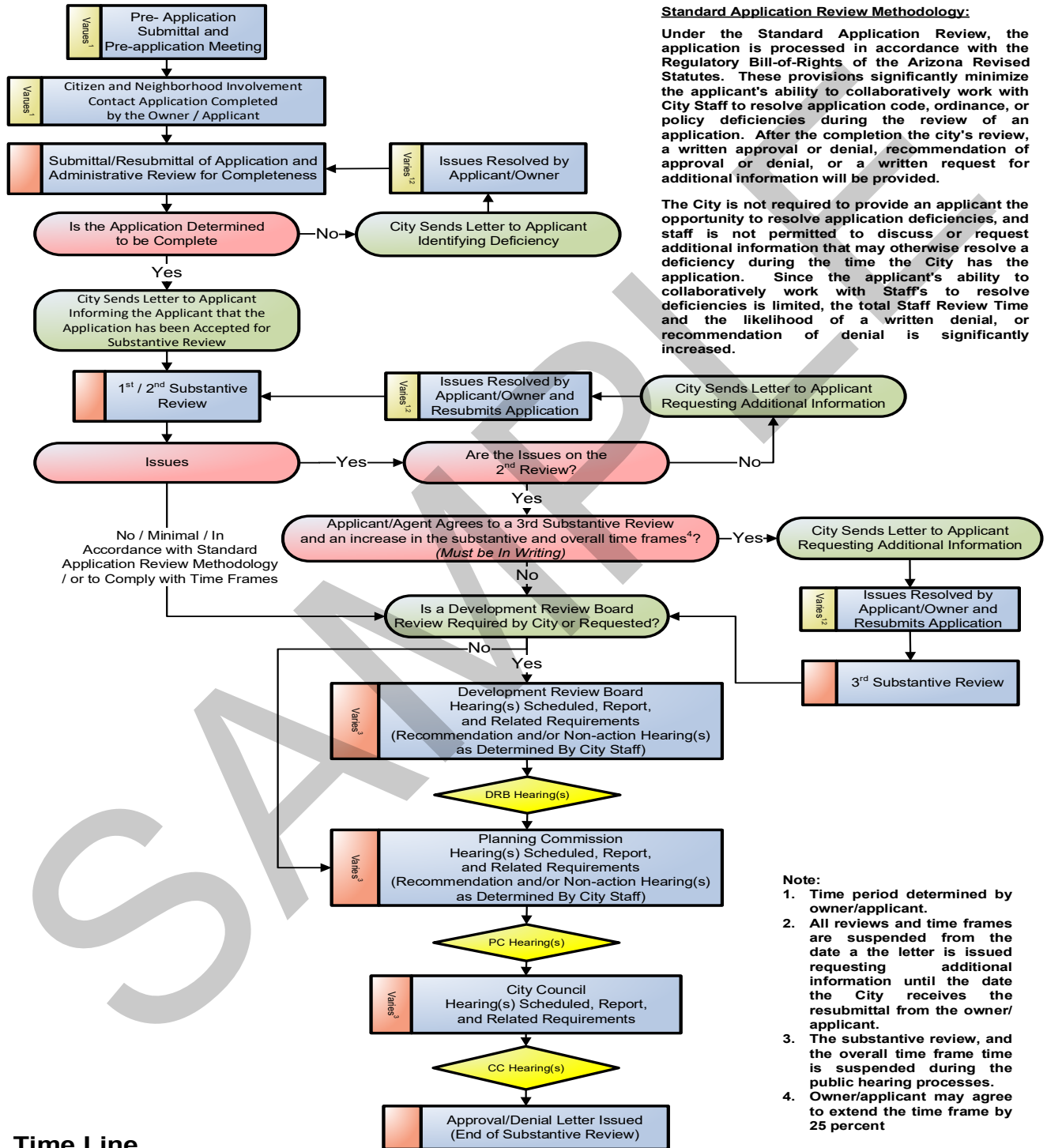
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# Public Participation

-Wireless Communications Facilities (WCF)



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 Neighborhood Involvement Outreach

### Complete Standard Neighborhood Involvement Outreach

- Mail Neighborhood Notification 1st Class Letter to property owners & HOAs within 750', tenants, employees, parents of students (school properties only), the City's standard interested parties list, and to the City project coordinator a minimum of 15 calendar days prior to formal application submittal (include the following information):
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Zoning
  - Conceptual site plan/elevations
  - Applicant and City contact names, phone numbers, and email addresses

- OR -

### For WCF's requiring Conditional Use Permits (UP), applicants are required to hold a minimum of 1 Open House Meeting (at least 2 weeks prior to formal application submittal)

- Send invite via 1st Class Letter to property owners & HOAs within 750', tenants, employees, parents of students (school properties only), the City's standard interested parties list, and to the City project coordinator at least 10 calendar days prior to open house meeting (include the following information):
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Zoning
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- Email open house information to the Project Coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting.
- Avoid holding the Open House meeting on holidays, weekends, and during working hours
- 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

-Wireless Communications Facilities (WCF)



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**Step 2: Document your Project Notification efforts as follows:**

- Provide a list of names, phone numbers/addresses of contacted parties
- Provide a map showing where notified neighbors are located
- Provide the dates contacted, and the number of times contacted
- Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery
- Provide copies of letters or other means used to contact parties
- Provide originals of all comments, letters, and correspondence received

**Step 3: For CUP, 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 post public hearing sign notices (except for CUP) and conduct additional public notification**

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet
- Publishing legal ad in newspaper
- Posting case information on the City website
- Posting on social media
- Sending to email subscribers

**Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements