

# Type 1 or 2 WCF Development Review (Minor)

## Administrative Staff Approval Development Application Checklist



OFFICIAL USE ONLY		
City Staff Contact: _____	Phone: _____	Email: _____

<b>Project Name:</b>	
<b>Property's Address:</b>	<b>A.P.N.:</b>
<b>Property's Zoning District Designation:</b>	
<b>Application Request:</b>	
<b>Owner:</b>	<b>Applicant:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>E-mail:</b>	<b>E-mail:</b>

**Submittal Requirements:**  
Please submit materials requested below. **All digital files must be uploaded in PDF format.**  
Project No.: \_\_\_\_\_ -PA- \_\_\_\_\_ Key Code: \_\_\_\_\_  
**Submit digitally at:** <https://eservices.scottsdaleaz.gov/bldgresources/Cases/DigitalMenu>

<b>Completed Application (this form) and Application Fee</b> \$_____ (fee subject to change every July)	<b>Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below.</b>
<b>Narrative</b> – the WCF request. This shall include efforts made to minimize the visual impact of the antennas and equipment cabinets.	<b>Preliminary Drawings</b> - Include site survey, site plan, existing and proposed elevations, detail sheet of antennas, radio equipment, and cabinets.
<b>Request to Submit Concurrent Development Applications</b>	<b>Material Samples</b> – branches, fronds, etc.
<b>Request for Site Visits and/or Inspections form</b>	<b>Map of service area for proposed WCF</b>
<b>Color photographs of site</b> – include area of request	<b>Map showing other existing or planned WCF's that will be used by Provider making the application</b> (describe height, mounting style & number of antennas on WCF).
<b>Photo Simulations of WCF.</b> In ESL areas, include photosim from nearest single family lots.	
<b>Property Owners Association Input</b>	<b>RF - EME Study</b>
<b>Community Notification Documentation.</b> Notify all property owners within 750 feet of site. Submit names and addresses of all properties that were notified, submit a copy of the letter that was sent and the date that letter was mailed. Letters shall be mailed at least 15 days prior to submittal.	<b>Other:</b> _____ _____ _____ _____

**Please indicate in the checkbox below the requested review methodology (see the descriptions on Page 2):**

<b>Enhanced Application Review:</b> I hereby authorize the city of Scottsdale to review this application utilizing the Enhanced Application Review methodology.	
<b>Standard Application Review:</b> I hereby authorize the city of Scottsdale to review this application utilizing the Standard Application Review methodology.	

_____ Owner Signature	_____ Agent/Applicant Signature
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# Development Review

## Methodologies and Required Notice



### Review Methodologies

The city of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the city of Scottsdale provides two methodologies from which an owner or agent may choose to have the city process the application. The methodologies are:

#### **1. 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.

#### **2. 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.

### Required Notice

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 and Development Services Division shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director 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 and Development Services Division's 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

## Planning and Development Services

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# Development Application Process

## Enhanced Application Review

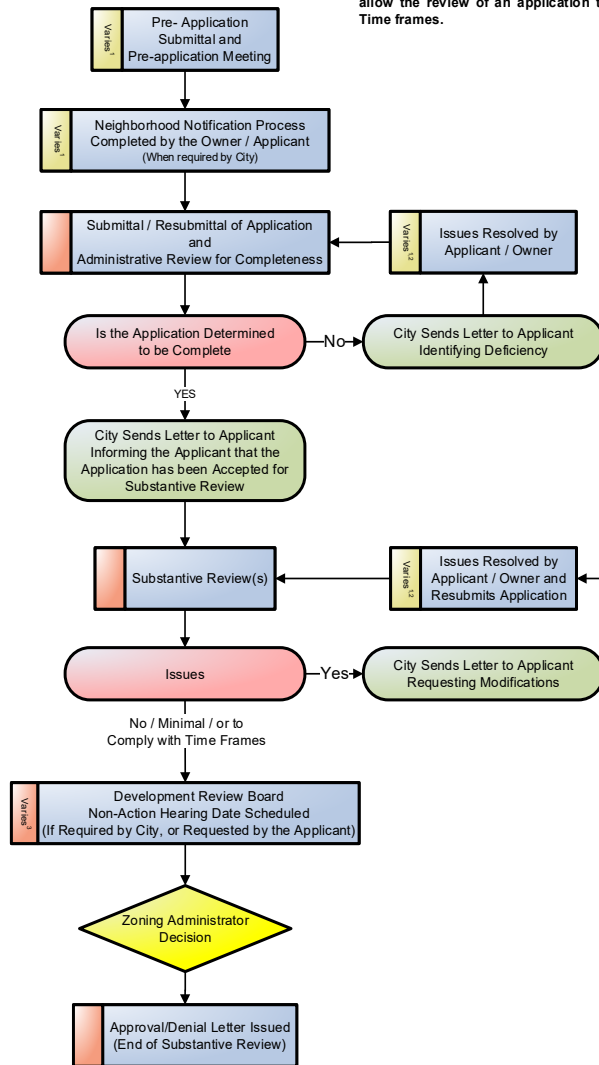
Staff Approval (SA), Wash Modification (WM), & Preliminary Plat (PP)



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 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:

- Development Review – Minor (SA)
- Wash Modifications (WM)
- Land Divisions – Condominium Plat (PP)
- Land Division – Minor Subdivision (PP)

### 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. 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>2,3,4</sup>	Approval/Denial Letter Issued
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# Development Application Process

## Standard Application Review

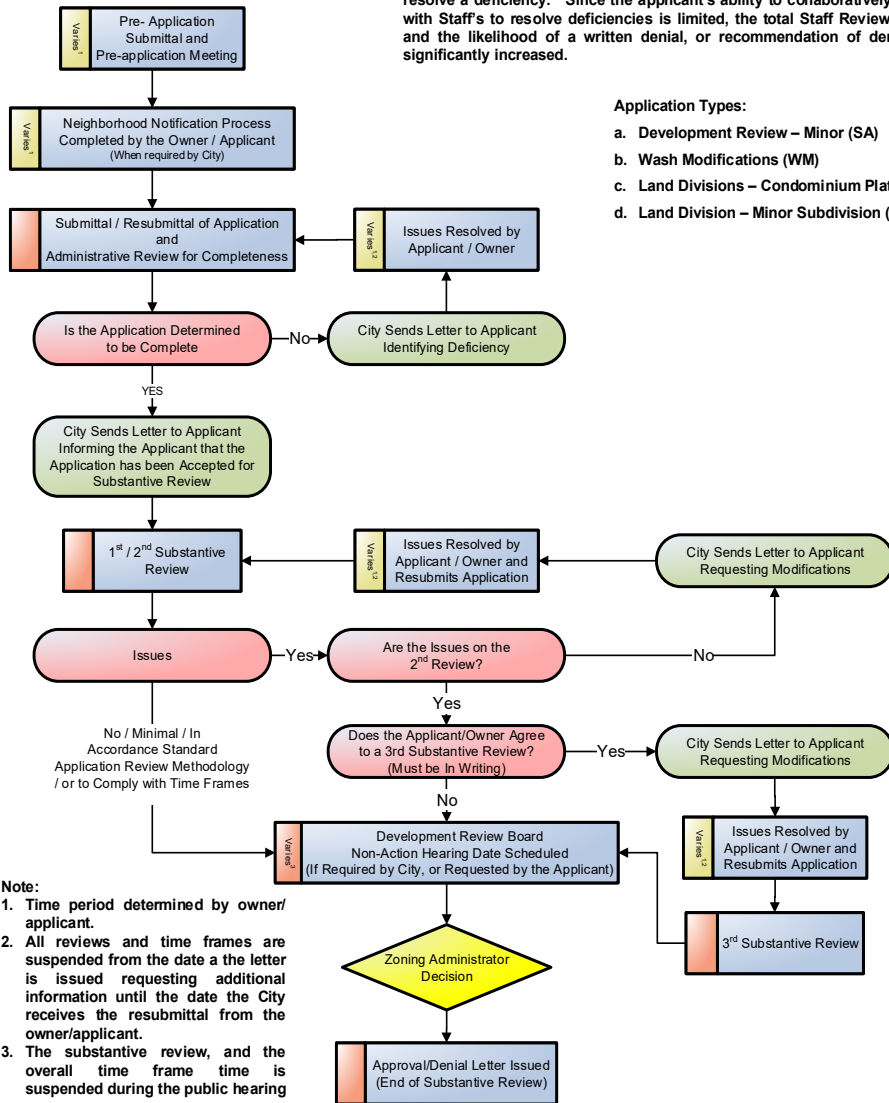
Staff Approval (SA), Wash Modification (WM), & Preliminary Plat (PP)



### Standard Application Review Methodology:

Under the Standard Application Review, the application is processed accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with 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 or supplemental information will be provided.

The City is not required to provide an applicant the opportunity resolve application deficiencies, and staff is not permitted to discuss or request additional information while reviewing the application that may otherwise resolve a deficiency. 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. Development Review – Minor (SA)
- b. Wash Modifications (WM)
- c. Land Divisions – Condominium Plat (PP)
- d. Land Division – Minor Subdivision (PP)

### 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 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>2,3,4</sup>	Approval/Denial Letter Issued
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# **Type 1 or 2 WCF Development Review (Minor)**

**Administrative Staff Approval**

**Arizona Revised Statutes Notice**



- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipalities adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

## **Planning and Development Services**

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# Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:
  - a. Street Address: \_\_\_\_\_
  - b. County Tax Assessor's Parcel Number: \_\_\_\_\_
  - c. General Location: \_\_\_\_\_
  - d. Parcel Size: \_\_\_\_\_
  - e. Legal Description: \_\_\_\_\_  
 (If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)
2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)	Date	Signature
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____
_____	_____, 20__	_____

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# Request for Site Visits and/or Inspections Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: \_\_\_\_\_-PA-\_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

<b>City Use Only:</b>	
Submittal Date: _____	Case number: _____
<b>Planning and Development Services</b> 7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ <a href="http://www.ScottsdaleAZ.gov">www.ScottsdaleAZ.gov</a>	