

Master Sign Program (MS)

Development Application Checklist



Official Use:
Case Number: _____ - MS - _____
City Staff Contact: _____ **Staff Signature:** _____
Phone: _____ **E-mail:** _____

Please check one of the following: **New Master Sign Program** **Amendment to Existing Master Sign Program**

Project Name: _____

Property's Address: _____ **Zip Code:** _____

Property's Zoning District: _____ **A.P.N. :** _____ **Quarter Section:** _____

Application Request: _____

Associated Case(s): _____

Owner:	Agent/Applicant:
Company:	Company:
Address:	Address:
Phone:	Phone:
E-mail:	E-mail:

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>

<input checked="" type="checkbox"/> Completed Application (this form)	Context Photos
Application Fee – \$ _____ (fee subject to change every July)	Site Plan indicating extent and location of all signs and existing buildings; provide dimensions for all freestanding signs.
Request to Submit Concurrent Development Applications	Floor Plan Layout of existing building or buildings. The plan shall show all tenant suites within a development.
Context Aerial and/or Site Location Map	Elevation Plan(s) of all buildings with sign locations indicated; rendering of all freestanding signs.
Narrative describing nature of request or scope of work	Other: _____ _____ _____ _____
Property Owner Approval Letter	
Homeowners/Property Owners Association Approval Letter (if applicable)	
Sign Criteria Written Regulations	

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

Enhanced Application Review: I hereby authorize the city of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

Standard Application Review: I hereby authorize the city of Scottsdale to review this application utilizing the Standard Application Review methodology.

_____	_____
Owner Signature	Agent/Applicant Signature

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.

Notice

1. 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/building-resources/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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