

Accessory Dwelling Unit (AD)

Development Application Checklist



Official Use:

City Staff Contact: _____

Phone: _____

Staff Signature: _____

Email: _____

Project Name: _____

Property's Address: _____

A.P.N.: _____

Property's Zoning District Designation: _____

Application Request: _____

Owner: _____

Applicant: _____

Company: _____

Company: _____

Address: _____

Address: _____

Phone: _____

Email: _____

Phone: _____

Email: _____

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) along with all items checked on this form	Conceptual Grading & Drainage Plan – show existing, proposed drainage flows, channels, retention, etc.
Fee - \$ _____ fee to be paid after application is determined to be administratively complete (fee subject to change every July)	Floor Plan(s) – show additions, alterations, or new structures. The floor plan shall be dimensioned and clearly delineate existing and proposed construction and building gross square footage.
Affidavit of Authority to Act for Property Owner, letter of authorization, or signature below	Copy of recorded private deed restriction for any Restricted-Affordable ADU
Site Cross Sections	Letter(s) from utility provider(s), if applicable
Homeowners or Property Owners Association Approval	Color photographs of site – include area of request
Signed Owner Certification Acknowledging Receipt of Notice of Right to Appeal Exactions and Dedications	Request for Site Visits and/or Inspections form
	Narrative – describing nature of request

<input checked="" type="checkbox"/> Site Plan – identify the following items: <ul style="list-style-type: none"> The extent and location of the existing main single-family residential dwelling, any accessory buildings, and proposed ADU Dimensions for all provided building setbacks and distances between buildings All required setbacks Utility locations and connections Gross floor area of the existing main single-family residential dwelling and the proposed ADU The location and dimensions of the proposed ADU's private outdoor living space The location of parking for the main single-family residential dwelling on the lot The location of the exterior entrance to the ADU and the path of ingress and egress travel from the ADU to the main street frontage of the lot
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Request to Submit Concurrent Development Applications

Other: _____

Elevation Drawings – indicate building height of proposed ADU

Please indicate in the checkbox below the requested review methodology (please 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
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Planning and Development Services

7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

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/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

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Development Application Process

Enhanced Application Review

Accessory Dwelling Unit (AD), Multi-Family Conversion (MC)



Enhanced Application Review Methodology

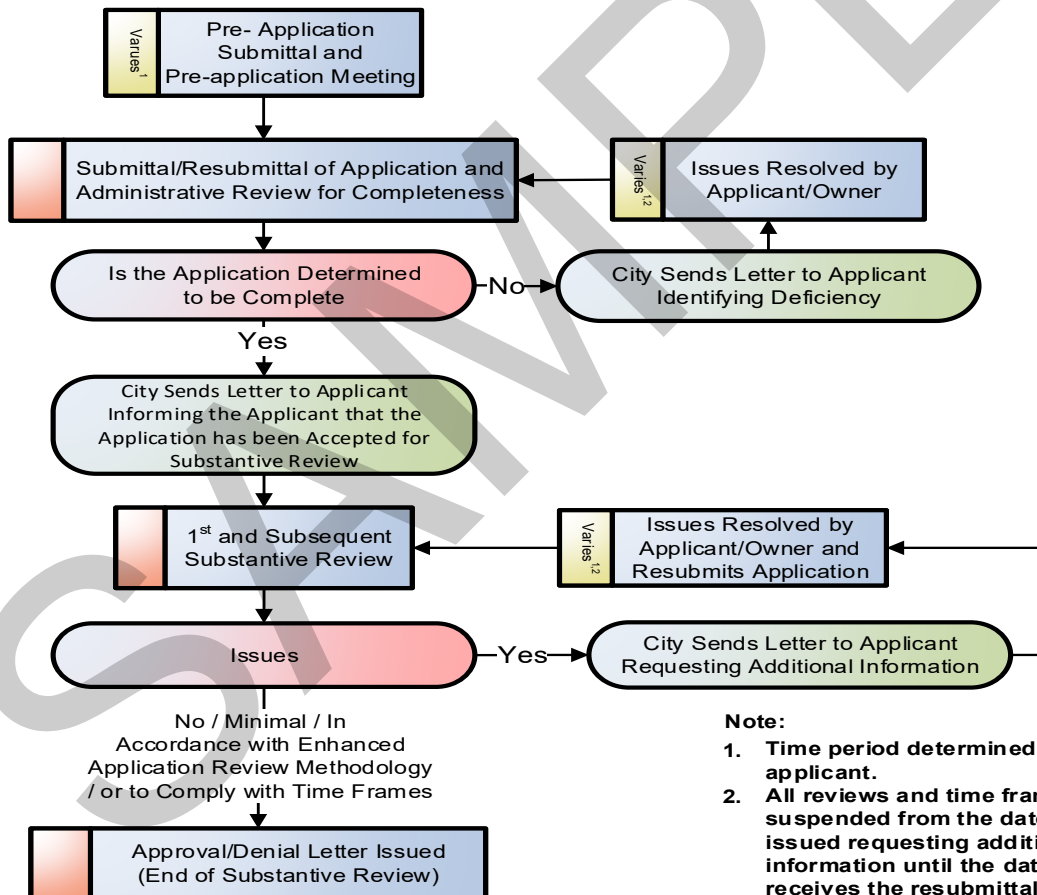
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Note:

1. Time period determined by owner/ applicant.
2. All reviews and time frames are suspended from the date a the 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 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 ^{2,3}	Approval/Denial Letter Issued
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Development Application Process

Standard Application Review

Accessory Dwelling Unit (AD), Multi-Family Conversion (MC)



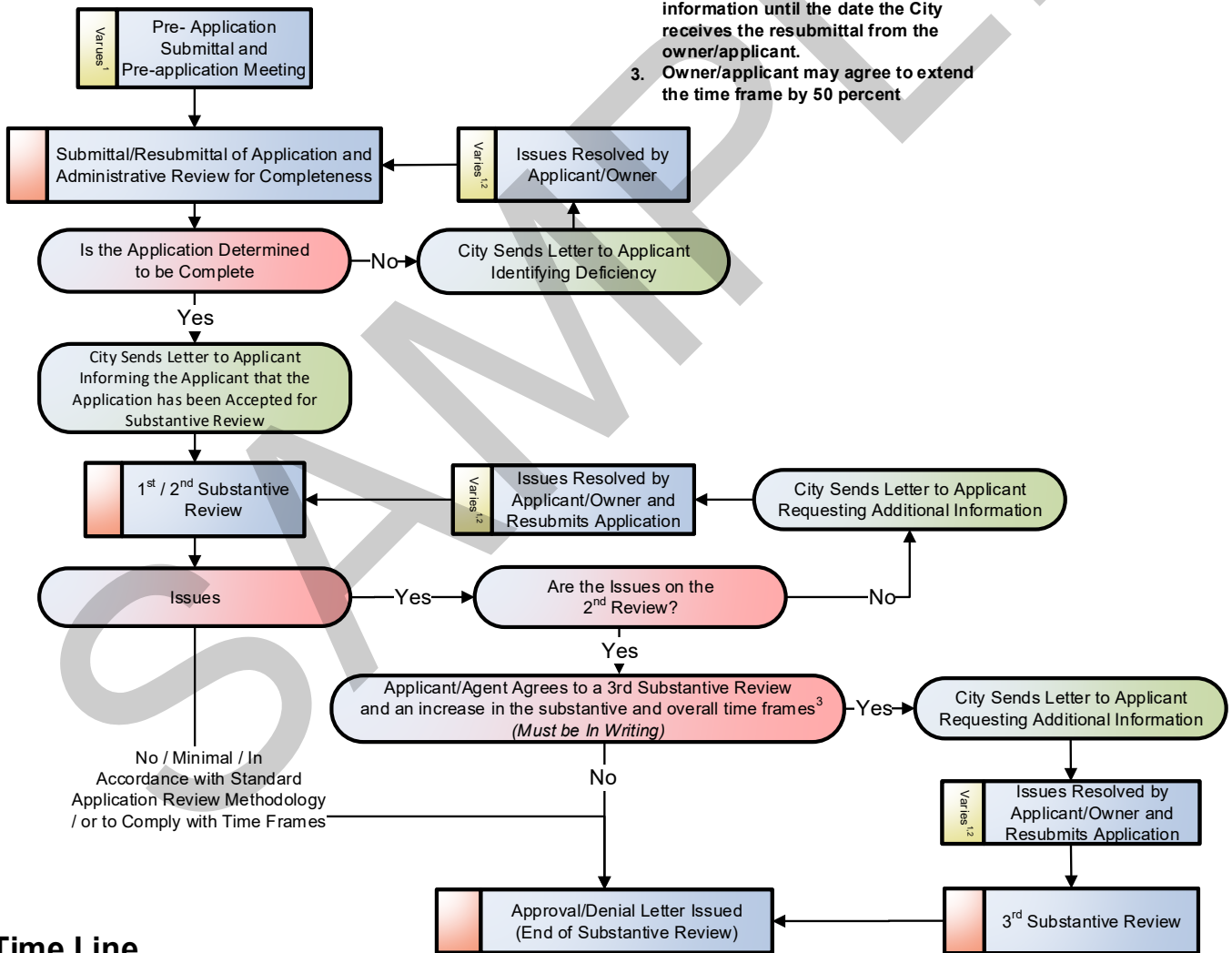
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Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3}	Approval/Denial Letter Issued
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Development Application Process

Accessory Dwelling Unit (AD)

Arizona Revised Statutes Notice



§9-834. Prohibited acts by municipalities and employees; enforcement; 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 municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12820.01 or 12820.02.

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