

Type 3 WCF Development Review

Development Review Board

Development Application Checklist



OFFICIAL USE ONLY

City Staff Contact: _____ Phone: _____ Email: _____

Project Name:	
Property's Address:	A.P.N.:
Property's Zoning District Designation:	
Application Request:	
Owner:	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>

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

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
--------------------------	------------------------------------

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__	_____

Planning and Development Services

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

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

City Use Only:	
Submittal Date: _____	Case number: _____
Planning and Development Services 7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ www.ScottsdaleAZ.gov	