

**Request for a Clarification of an Interpretation or Application of a Statute, Ordinance, Code, or Policy Statement, Including a Request for an Interpretation of the Zoning Ordinance**  
**Request Submittal Requirements and Application**



**General Information:**

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. Zoning Administrator or designee will respond within thirty (30) days of the receipt of the written request with a written interpretation, explanation of its interpretation or application as specified in the written request.

**Submittal Requirements:**

All such requests must be submitted in accordance with this checklist.

**1. Contact Information:**

<b>Owner:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>	

<b>Applicant/Agent:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>E-mail:</b>	

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Agent/Applicant Signature

**2. Specify the statute, ordinance, code or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification (including the any Zoning Ordinance section that an interpretation is being requested).**

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**Planning and Development Services**

7447 East Indian School Road Suite 105, Scottsdale, Arizona 85251 • [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

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**3. Specify any facts relevant to the requested ruling.**

(Additional facts may be attached. Check the Box if attachments are included )

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**4. Specify the proposed interpretation of the applicable statute, ordinance, code or authorized substantive policy statement or part of the statute, ordinance, code or authorized substantive policy statement that requires clarification.**

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**5. Specify whether, to the best knowledge of the applicant/agent, the issues or related issues are being considered by the municipality in connection with an existing application, permit, or other license application.**

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Official Use Only:	Submittal Date: _____	Application No.: _____
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