

### City of Scottsdale Pre-Application Information Sheet (Cont'd)

Project Name: SCOTTSDALE ASSOCIATION OF REALTORS  
 Location/Address: 4221 N. SCOTTSDALE ROAD.  
 Parcel Number: 173-51-05-07 Q.S. 17-45  
 Current Zoning: C-2  
 Net lot size: \_\_\_\_\_ SF \_\_\_\_\_ AC  
 Gross lot size\*: 24,800 SF .57 AC (\*fill in if proposing Residential)  
 Building Height: EXIST. 24'-10"  
PROP. 27'-0"

#### Describe Your Request

Please provide a descriptive narrative that describes the site layout in detail. This should include circulation, parking and design, drainage, architecture, and proposed land use in detail. What improvements and uses currently exist on the property? Explain how your proposal is compatible with the surrounding area. Are there any unusual characteristics that may restrict or affect your development? (You may attach a separate sheet if you need additional space)

#### Project Narrative:

— THIS REMODEL COMPRISES OF THE ADDITION  
 OF A NEW LOBBY/RECEPTION AREA.  
 AND THE RECONSTRUCTION OF THE WEST FACADE.  
 THERE WILL BE SOME INTERIOR CHANGES  
 TO ACCOMMODATE THE LOBBY RECONSTRUCTION.  
 OTHER ELEVATIONS WILL BE FINISHED TO MATCH  
 THE WEST STREET FRONT CORNER.

Kina/Greg  
 Jeff/Dan

Team mtg.  
 Wed 4/16  
 4pm  
 Monson

Prago mtg.  
 Tuesday  
 May 6  
 9pm  
 4/18  
 CD #1

**City of Scottsdale Pre-Application Information Sheet**

Current Planning Services (480) 312-7000

Website: [www.ScottsdaleAZ.gov](http://www.ScottsdaleAZ.gov)

Fax (480) 312-7088

Applicant/Firm Name: BOLLINGER + CARDENAS ARCHITECTSContact Name: KEVIN BOLLINGERAddress: 7350 E. EVANSCity: SCOTTSDALEPhone: (602) 510-2299 FAX: (480) 951-7121Email: Kevin.bollinger@mccorp.comProperty Owner: SCOTTSDALE ASSOCIATION OF REALTORSAddress: 4224 N. SCOTTSDALE RD.City: SCOTTSDALEPhone: (480) - FAX: (480) 994-2492Email: SARWED.COMCompliance Order Issued? ☒ No? ☐ Yes? By Whom: \_\_\_\_\_Is this property owned by the State Land Department? ☒ No? ☐ Yes?

Please check the appropriate box below for your request:

**Lot Tie/Split**☐ Lot Tie/Split- for the division or the combination of property.**Board of Adjustment**☐ Appeal- a request for an appeal of an administrative decision.☐ Variance- a request for a variance from the zoning ordinance.**Development Review Board**☒ Development Review - a request to develop a commercial, or residential parcel.☐ Preliminary Plat - a request to develop a subdivision.Water Features? ☐ No? ☐ Yes?

If using water features, you must contact Water Resources at 480-312-5659 regarding requirements for water features.

**Planning Commission/City Council**☐ Abandonment - a request for the City to release its interest in public right-of-way, roadway easement and alleys.☐ General Plan Amendment - a request to change the general plan from current land use designations to another designation.☐ Municipal Use Master Site Plan - a request for all city projects over 1 acre.☐ Rezoning - a request to rezone from current zoning district to another district.☐ Use Permit - a request for a use listed as "conditionally permitted" in the zoning district.☐ Other - to be filled in by city staff \_\_\_\_\_

Target date to begin construction: \_\_\_\_\_

Applicant Signature: [Signature]Date: 4/3/03.



## Preliminary Application Submittal Packet

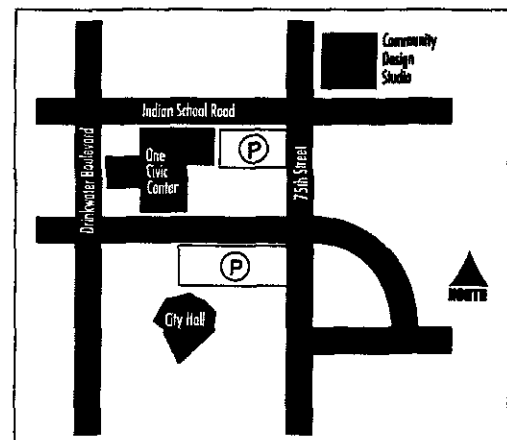
### The Process:

The first step is to submit a preliminary application to allow staff time to begin reviewing your request. Afterwards, a preliminary application meeting is scheduled with a Project Coordinator. This meeting will occur a few weeks after the preliminary application is submitted.

To process your preliminary application in a timely manner, we recommend the forms be completed with all required materials attached. Submitting all of the required items will help your meeting be productive and efficient.

### How to Submit:

Submit only the forms that have a **grey heading** – all other papers are yours to keep. Present the **grey heading** forms for verification of completeness to the Planning & Development Services receptionist located in Suite 105 of One Civic Center. Then, submit the entire packet of information, along with the \$68 preliminary application fee to the One Stop Shop. Make checks payable to The City of Scottsdale.



7447 E. Indian School Rd.

### How to Find Us:

You can access One Civic Center from the east entrance doors. Underground and surface level parking is available around the building.

### Questions:

If you have any questions about the forms, or the application process, please feel free to call (480) 312-7000. You can also access these forms on the City's web site at <http://www.ScottsdaleAZ.gov>. Go to Planning, Building & Zoning, and click on Building Resource Center. Select Developer Resources, and then click on Pre-application meeting requirements.

Throughout this process, feel free to provide input on ways we can improve. Customer feedback cards are available at service counters or by calling (480) 312-2647.

## Preliminary Application Checklist

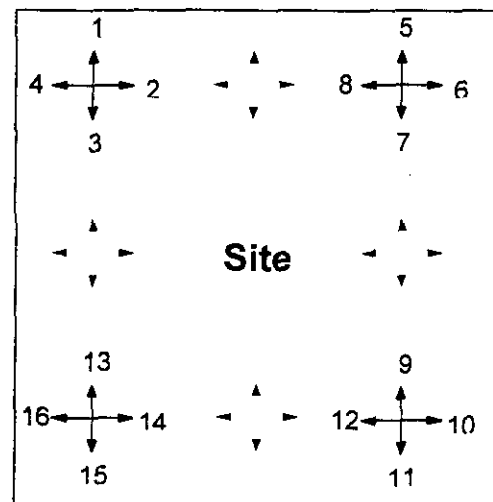
- **Preliminary Application Information Packet** - Complete the preliminary application questionnaire form on the following pages. ✓
- **Provide Conceptual Drawings** - Provide a conceptual site plan, plot plan, boundary survey, or schematic drawing that graphically represents your development request. *This is not required for Abandonments.* ✓  
 If requesting Development Review Board approval, include elevations showing architectural character.
- **Transparency** - Provide a clear film transparency of the proposed site plan at 1" = 100' scale. *This is not required for Abandonments.* ✓
- ✓ **Title Report** - No older than 30 days. *This is required for lot tie/splits only.*  
~~Not required~~
- **Records Packet** - The Records Packet can be purchased from the City of Scottsdale Records Division, located at 7447 E Indian School Rd, or can be downloaded at <http://eservices.scottsdaleaz.gov/cosmap/dmcinfo.asp>. If you have questions regarding this packet, please call 480-312-2356.
  - **Address for the property** - If an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. This may take up to 5 days.
- ✗ **Assessor map.**
  - **Quarter Section Maps** (50% reduced) of Water & Sewer and Right-of-Way, ✓
  - **Zoning map** (50% reduced) - *This is not required for Abandonments.* ✓
  - **Aerial Map** - City produced Full size 1" = 100' scale -- no older than 1999. ✓
- ✓ **Plat Map** - This is only required for Lot tie/splits and Abandonments located in a subdivision. ~~Not required~~

\*\*\*Highlight the location of your project on all maps listed above.\*\*\*

- **Provide Context/Site Photographs** - provide photographs showing the site and the context of surrounding buildings/properties from street view. These photographs are necessary to aid in understanding the relationship between your request and the character of surrounding development. *This is optional for Abandonments and Lot tie/splits.*

### Please comply with the following instructions regarding photographs:

- Photos are to be taken at the curb and along the property boundaries as shown to the right.
- Photos should show adjacent improvements and existing on-site conditions.
- If your site is greater than 500ft in length, also take the photo locations shown in the dashed line.
- DO NOT mount photos on large poster boards, cork boards, etc.
- Photos are to be mounted—maximum size 8 ½" by 11"
- DO NOT submit "panoramic view" size photos.
- Refer to photograph number and direction of view.



BCA

3428 F. Indian School Road  
Phoenix, Arizona 85018  
Tel: (602) 957-9205  
Fax: (602) 954-9577  
E-mail: Info@bcaarch.com

Bollinger + Cardenas Architects, Inc.  
Architecture Planning Interiors Project Management

TO CITY OF SCOTTSDALE

# LETTER OF TRANSMITTAL

DATE <u>4/04/03</u>	JOB NO. <u>85102</u>
ATTENTION	
RE <u>PRELIMINARY APPLICATION</u>	

GENTLEMEN:

WE ARE SENDING YOU ☒ Attached ☐ Under separate cover via BCA the following items:  
☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications  
☐ Copy of letter ☐ Change order ☐ \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1		4	Context Site Plan, Site Plan, Floor Plan & Elevations
1		1	CHECK # 53054 \$ 68.00
1		1	11x17 Colored Elevations
1		1	100' SCALE Site transparency
1		6	Records Packet
1		4-4	16 photographs for Context Site Plan

THESE ARE TRANSMITTED as checked below:

☐ For approval ☐ Approved as submitted ☐ Resubmit \_\_\_\_\_ copies for approval  
☐ For your use ☐ Approved as noted ☐ Submit \_\_\_\_\_ copies for distribution  
☐ As requested ☐ Returned for corrections ☐ Return \_\_\_\_\_ corrected prints  
☒ For review and comment ☐ \_\_\_\_\_  
☐ FOR BIDS DUE \_\_\_\_\_ 19\_\_\_\_ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPY TO FILE

SIGNED: MISAEEL GANA

# City of Scottsdale Cash Transmittal

33979  
DEVS 204 0010 0000045.  
Prod1 04/04/2003 LDR2  
Crrp1 04/04/2003 4:23PM  
Lwr 165.00

Transmittal # : 33979

Transmittal Date : 4/4/2003

Received From :

Bill To :

Bollinger & Cardenas Architects  
7350 E EVANS RD STE C101  
SCOTTSDALE, AZ 85260  
480-315-5426

Reference # : 164-PA-2003

Paid Date : 4/4/2003

Address : 4221 N SCOTTSDALE RD

Payment Type : CHECK

MCR : 066-03 Subdivision : WINFIELD SCOTT PLAZA

Lot # :

Marketing Name :

BMP : 173-51-005 QS : 17-45 Water Zone : County : NO Metes/Bounds : NO

Water Type : Sewer Type :

Gross Lot Area : 0 NAOS Lot Area : 0 Net Lot Area : 0

# of Units : 1 Density : Meter Size :

Owner Information :

SCOTTSDALE ASSOCIATION OF REALTORS  
4221 N SCOTTSDALE RD  
SCOTTSDALE, AZ 85251  
480-945-2651

Code Description	Additional	Qty	Amount	Account Number
3168 PRE-APPLICATION / DR		1	\$68.00	100-14510-44221
		<b>Total</b>	\$68.00	

Applicant Signature

(When a credit card is used as payment I agree to pay the above total amount according to the Card Issuer Agreement.)

**TO HAVE WATER METER SET - CALL 312-5650 AND REFER TO TRANSMITTAL # 33979**



DEVELOPMENT  
CONFERENCE

164-PA-2003

5/6/03  
Preapp Mtg.

PROJECT NAME SCOTTSDALE ASSOCIATION OF REALTORS

PROJECT LOCATION 4221 N SCOTTSDALE RD

PROJECT USE

PARTICIPANTS

KIRA WAUWIE/GREG WILLIAMS

BOLLINGER & CARDENAS ARCHITECTS

DISCUSSION

- Lot Tie & require no build easement for lots 14 thru 20 as that is parking for the bldg on lots 5 to 7  
Lot Tie 5 to 7 & Lot Tie 14-20
- Arch. Style = similar to Galleria
- Drainage <sup>Grading & drainage</sup> need to have Civil site plan - show that matching existing ff & drainage statement of existing conditions & <sup>how</sup> how handle new conditions being created. <sup>drainage</sup> Will need <sup>drainage</sup> ~~drainage~~ #610-  
& Need to certify dry well.

CONCLUSION

DATE TUESDAY, MAY 6 @ 9 AM

7447 E. INDIAN SCHOOL RD. • SCOTTSDALE, ARIZONA 85251 • (480) 312-7000

Street Scape Elevations

5/7/03 DRC

Gateway lower scale, less massive

Arch is not found in this block

Material selection - Brick

- ① Brick/Stone not EHs on Base Mass
- ② frame stairs w/ pedestrian scale
- ③ Covered pedestrian comfort

Dimensions, Texture

Depth

Shadow & columns ~~not~~ ok w/ enc. permits ok

How to Better

Hang over onto adj. property

Called Kevin on 5/7/03

\$ advised of the above.