

**Application
Narrative
Cash Transmittal
Pre-Application
Pre-App Narrative
Pre-App Cash Transmittal
Project Data Sheet**



Project Pre-Application Questionnaire

The purpose of the Pre-Application process and this questionnaire is to provide preliminary information to the City's Planning Department on your proposed development project. This information and a Pre-Application meeting facilitate discussion on the development review process and related issues most likely applicable to your development project.

Pre-Application Process

Most development proposals are required to go through one or more application and/or entitlement processes, some of which involve public hearings. To process your pre-application and to enable your meeting to be productive, the attached forms and all required materials must be provided. At the pre-application meeting, city staff will highlight areas where you may need to pay particular attention, and which, if any, public hearing process(es) you will be required to go through. More information can be found at www.scottsdaleaz.gov/BldgResources/DevProcess

Completed pre-application application forms, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 E. Indian School Road. Make checks payable to "City of Scottsdale."

After the pre-application packet has been accepted, the request is routed for assignment and scheduling. A staff member will contact you to schedule a pre-application meeting with staff.

Submittal Date: _____ Project No.: 633 -PA- 2012

Project Name: GLASS AND GARDEN COMMUNITY CHURCH HP OVERLAY ZONING
Parcel No(s): 174-10-111 B
Address: THE GARDEN, 8620 E. McDONALD DRIVE Quarter Section(s): 21-48

Property Details:

☐ Single-Family Residential ☐ Multi-Family Residential ☐ Commercial ☐ Industrial ☒ Other

Lot Size: 198,202 S.F. Current Zoning: R1-7 Current Use(s): CHURCH

Has a 'Notice of Compliance' been issued? ☐ No ☐ Yes If yes, provide a copy with this submittal

Application Type:

☐ Abandonment (AB) ☐ In-Lieu Parking Request (IP) ☒ Rezoning (ZN) HP OVERLAY ZONING
☐ Development Review (DR) ☐ Master Plan (MP) ☐ Text Amendment (TA)
☐ ESLO Hardship Exemption (HE) ☐ Master Sign Program (MS) ☐ Use Permit (UP)
☐ ESLO Wash Modification (WM) ☐ Notice of Compliance ☐ Variance (BA)
☐ General Plan Amendment (GP) ☐ Preliminary Plat Subdivision (PP) ☐ Other _____

Owner: c/o DR GENE JAMES

Applicant: CITY-INITIATED / HPC

Company: THE GARDEN

Company: HISTORIC PRESERVATION COMMISSION

Address: 8620 E. McDONALD DRIVE

Address: 7506 E. INDIAN SCHOOL ROAD

Phone: 480-922-8751 Fax: _____

Phone: 480-312-2523 Fax: 480-312-7314

E-mail: DRGENEJAMES@GMAIL.COM

E-mail: DMESEARVE@SCOTTSDALEAZ.GOV

[Signature] for HPC
Signature (circle one): Owner ☐ Applicant ☒

10/12/12
Date

Planning, Neighborhood & Transportation Division

7447 E. Indian School Road Ste 105, Scottsdale, AZ 85251 • Phone 480-312-7000 • Fax 480-312-7088



Project Pre-Application Questionnaire

Submittal Date: _____

Project No.: _____ -PA- _____

Please Note: All projects require a legally-assigned address; 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.** The Address Request form is available on-line at www.scottsdaleaz.gov/bldgresources/records.

All items listed below must be submitted to constitute a complete submittal.

Submittal Requirements:

- ☒ **1. Completed Project Pre-Application Questionnaire & Fee** _____
(Fees subject to change every July)

- ☒ **2. Records Packet Fee** _____
The Records Packet Fee will be processed by staff. The applicant need not visit the Records desk to obtain the packet.
(Fees subject to change every July)

- ☒ **3. Conceptual Drawing(s)** – One (1) copy of conceptual site plan, plot plan, or schematic drawing representing your request (not required for Abandonments). If requesting Development Review Board approval, include elevations showing architectural character.
(24" x 36", 11" x 17", or 8.5" x 11" paper sizes only)

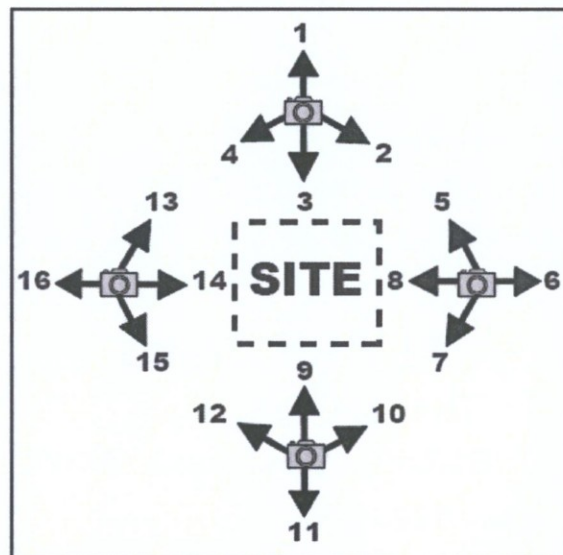
- ☒ **4. Project Narrative** – Attach a detailed descriptive narrative of the site layout that includes the following information:

- Purpose of this request
- Describe any and all pertinent information related to the request including, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.
- Any improvements and uses that currently exist on the property or on neighboring properties.
- Explain how your proposal is compatible with the surrounding area.
- Describe any unusual characteristics that may restrict or affect your development.
- Targeted date to begin construction.

- ☒ **5. Site / Context Photographs**

Provide color photographs showing the site and the surrounding buildings/properties in order to provide city staff with a visual impression of the current site conditions. Use the guidelines below for photos.

- Photos are to be taken looking in towards the project site and adjacent to the site.
- Photos should show adjacent improvements and existing on-site conditions.
- Refer to photograph number and direction of view.
- If your site is greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
- Do not mount photos on large poster boards, cork boards, etc.



FOR ADMINISTRATIVE USE ONLY

☐ A Pre-application meeting with Planning Staff has already occurred with _____. Date: _____

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THE GLASS & GARDEN COMMUNITY CHURCH
HP OVERLAY ZONING
S-HP-2012/14-2N-2012

Project Pre Application Number 633 2012 -PA-



Rezoning Application Checklist

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal.

PART I -- GENERAL REQUIREMENTS

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form (form provided) <ul style="list-style-type: none"> Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Proposition 207 information handout (sample agreement provided).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Zoning Application Fee \$ <u>0</u> (subject to change every July) CITY-INITIATED *
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. NA: CITY-INITIATED BY HPC PER ORDINANCE Letter Of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Citizen Review Process Requirements: (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Current Title Report (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Legal Description: (if not provided in Title Report) <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies IT & LEGAL WILL REVIEW LEGAL DESCRIPTION BASED ON DEED.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Site Location Map: <ul style="list-style-type: none"> 8-1/2" x 11" - 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Assessor's Map: (obtain from Records) identifying parcel(s); project location is to be <u>clearly marked</u> <ul style="list-style-type: none"> 8-1/2" x 11" - 2 copies

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Rezoning Application Checklist

☒ ☐ 11. Provide a Combined Context Aerial and Context Site Plan:

- 24" x 36"- **FOLDED-2** color copies
- 11" x 17" – 1 color copy

Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of: NA

_____ 750 feet
_____ 1/4 mile radius from site
_____ 1 mile radius from site
_____ Other:

Show the proposed site plan in relation to surrounding development including the following:

- Building footprints and other site improvements such as drives, parking areas, site walls (indicate height of buildings and site walls);
- Label surrounding zoning and land uses;
- Streets including sidewalks, and any surrounding driveways or intersections;
- Show bike paths and trails; and
- Development plans approved by the Development Review Board during the past year that have not been constructed. (Approved plans are available at the Scottsdale Records Division at 7447 E. Indian School Road, Suite 105).

Massing Model: Scaled model indicating building masses on the site plan and the mass of any building within 500 feet (or other distance as required by the Project Coordinator).

☒ ☐ 12. Existing Conditions Photo Exhibit: Mounted or Printed on 8-1/2"x11" Paper (Printed digital photos are OK)

- Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.
- See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.
- Provide 1 color original set and 1 - 8-1/2" x 11"

☒ ☐ 13. Project Narrative (form provided)

☐ ☐ 14. Draft Development Agreement (if applicable)

15. Proposed Amended Development Standards (see provided sample)

☐ ☐ should meet Maricopa County recording requirements
_____ Proposed amended development standards justification (provided)

☒ ☐ 16. School District Notification – map provided (see Community Input Certification form)

☐ ☐ 17. Completed Airport Vicinity Development Checklist – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)

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Rezoning Application Checklist

☒ ☐ 18. Policy for Appeal of Required Dedications or Exactions (copy provided to applicant) **NA**

☐ ☐ 19. Archaeological Resources (information sheets provided) **NA**

- Certificate of No Effect / Approval Application Form (provided)
- Archaeology Survey and Report - 3 copies
- Archaeology 'Records Check' Report Only - 3 copies
- Copies of Previous Archeological Research - 1 copy

☒ ☐ 20. Historic Property (existing or potential historic property)
Narrative describing proposal to preserve the historic character or compliance with property's existing Historic Preservation Plan

☒ ☐ 21. Site Posting Requirements (decals provided) and

- Affidavit of Posting for Project Under Consideration - **DONE**
(Affidavit must be turned in no later than 14 days after application submittal)
- Affidavit of Posting for Public Hearing - **DATES TBD**
(Affidavit must be turned in 20 days prior to P.C. hearing)

NA

PART II -- REQUIRED PLANS & RELATED DATA

All Graphics And Plans Shall Be To Scale And Dimensioned.

NO PROJECT

☒ ☐ 1. Site Plan: (include all existing or approved site plan data on all adjacent property within 100+ feet of the site- see attached Plan and Report Requirements) **USE AERIAL**

SEE 11. ABOVE

- 24" x 36" - 12 copies, **FOLDED**
- 11" x 17" - 1 copy (quality suitable for reproduction)
- Digital - 1 copy (See Digital Submittal Plan Requirements)

☐ ☐ 2. Project Data Sheet (form provided)

☐ ☐ 3. Site Plan Worksheet including calculations (sample provided)

- 24" x 36" - 1 copy **FOLDED**

☐ ☐ 4. Conceptual Elevations: **NA**

- 24" x 36" - 1 color copy **FOLDED**
- 11" x 17" - 1 color copy
- Digital - 1 copy (See Digital Submittal Plan Requirements)

☐ ☐ 5. Conceptual Landscaping Plan:

- 24" x 36" - 1 copy **FOLDED**
- 11" x 17" - 1 copy

☐ ☐ 6. Floor Plans

- 24" x 36" - 1 copy **FOLDED**
- 11" x 17" - 1 copy (quality suitable for reproduction)

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Rezoning Application Checklist

- ☐ ☐ 7. **Floor Plan Worksheet** including calculations
- 24" x 36" – 1 copy **FOLDED**
 - Digital -1 copy (See Digital Submittal Plan Requirements)
- ☐ ☐ 8. **Drainage Report**
- See the City's Design Standards & Policies Manual for specific submittal and content requirements for drainage report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial/topo maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.
- Demonstrate compliance with Army Corp. of Engineers with 404 compliance
 - Demonstrate compliance with National Pollutant Discharge Elimination Systems (NPES)
 - 8-1/2" x 11" – 2 copies of the Drainage Report including full size plans/maps in pockets
 - Digital- 1 copy (See Digital Submittal Plan Requirements)
- Planning & Development Services will not process project applications until the Drainage Report contains sufficient information in detail, scale and clarity for review.**
- ☐ ☐ 9. **Water Sampling Station**
- Show location of sample stations on the preliminary plat.
 - Fax 8- 1/2 " x 11" copy of the preliminary plat with sampling stations to the Water Quality Division. Attn: Craig Miller- Fax: 480-312-5615, Phone: 480-312-5016

Part III. Additional Requirements

- ☒ ☐ 1. **Results of Alta Survey (42" x 36") FOLDED**
- 1 copy, shall not be more than 30 days old
- ☐ ☐ 2. **Topography Map:** (include 2'-0" minimum contours except where slopes exceed 15%)
- 24" x 36" 1 – copy **FOLDED**
 - 11" x 17" 1 – copy
- ☐ ☐ 3. **Site Cross Sections**
- Show existing and proposal grade lines, and all finished floor elevation of adjacent sites (at locations specified by Project Coordination Manager)
- 24" x 36" 1 – copy **FOLDED**
 - 8-1/2" x 11"- 1 copy (quality suitable for reproduction)
- ☐ ☐ 4. **Transportation Impact & Mitigation Analysis (TIMA):** Contact the TIMA Coordinator, _____ at _____, for TIMA requirements.
- _____ Name _____ Phone _____
- At time of submittal, provide letter from the TIMA coordinator.
- _____ **Trip Generation Analysis- 3 copies**
- _____ **Traffic Impact Study- 3 copies**
- _____ **Traffic Evaluation- 3 copies (for Bars, Live Entertainment)**

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Rezoning Application Checklist

- ☐ ☐ 5. **Parking Analysis**
- 3 – copies (required for reduction of Ordinance requirements)
- ☐ ☐ 6. **Parking Master Plan**
- 3 – copies (required for reduction of Ordinance requirements)
- ☐ ☐ 7. **Native Plant Submittal:** identifying significant concentrations on vegetation
- 24" x 36" 1 – copy **FOLDED** (aerial with site plan overlay to show spatial relationships of existing protected plants to proposed development)
 - See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.
- ☐ ☐ 8. **Phasing Plans** showing the proposed infrastructures and access to each phase of the development.
- 24" x 36" 1 – copy **FOLDED**
- ☐ ☐ 9. **PRD Addendum** (refer to Zoning Ordinance) – 2 copies (see sec. 6.204)
- ☐ ☐ 10. **PCD Addendum** (refer to Zoning Ordinance) – 2 copies (see sec. 5.2100)
- ☐ ☐ 11. **PBD Addendum** (refer to Zoning Ordinance) – 2 copies (see sec. 5.3061)
- ☐ ☐ 12. **ESL Addendum** (refer to Zoning Ordinance) – 2 copies (see sec. 6.1010)
- ☐ ☐ 13. **Preliminary Art Plan & Schematic Design** showing location, type and scale of artwork (Required of Downtown Planned Block Developments)
- ☐ ☐ 14. Other _____
- ☒ 16. Submit all items pursuant to the Submittal Instructions provided.
- ☒ 17. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _____-PA-_____.

Dup 1/4/12

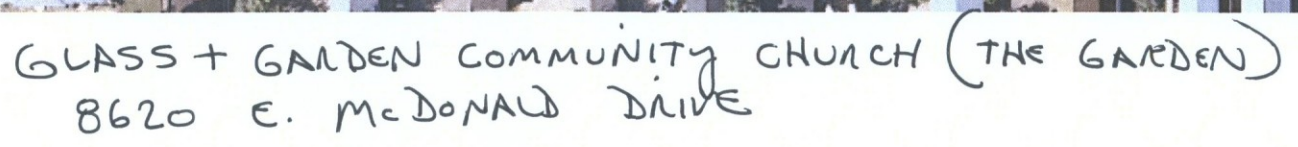
Coordinator Signature

12/14/12
Date

This application needs a: ☐ New Project Number or ☐ Old Project Number: _____

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GLASS + GARDEN COMMUNITY CHURCH (THE GARDEN)
8620 E. McDONALD DRIVE