

## Case Research



# Pre-Application Request

## Purpose:

The purpose of the Pre-Application submittal, and meeting, is for the applicant and city staff to discuss a proposed Development Application, and the information and process that is necessary for city staff to process the proposal.

In accordance with the Zoning Ordinance, no development application shall be accepted before a Pre-Application has been submitted, and a Pre-Application meeting has been conducted with city staff, unless the Pre-Application meeting has been waived by the Zoning Administrator.

## Submittal:

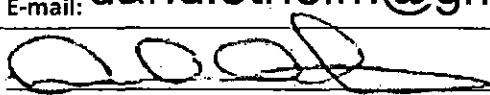
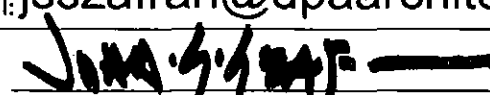
The completed Pre-Application Request form and all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

All checks shall be payable to "City of Scottsdale."

## Scheduling

After the Pre-Application submittal has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

Project Name: NP Note 10, LLC. Office building	
Property's Address: 8650 e. San Alberto	APN: 174-04-934
Property's Zoning District Designation: C-O	
Property Details:	
<input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	
Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    If yes, provide a copy with this submittal	
Owner: Dan Diethelm	Applicant: John S. Szafran
Company: NP Note 10, LLC.	Company: dpa Architects
Address: 6109 Palo Cristi	Address: 7272 e. Indian School Rd.
Phone: 602-692-5650    Fax:	Phone: 480-941-4222    Fax:
E-mail: dandiethelm@gmail.com	E-mail: jsszafran@dpaarchitects.com
	
Owner Signature	Applicant Signature
Official Use Only	Submittal Date: 7.20.16    Application No: 599    PA: 2016
Project Coordinator:	

## Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088



# Pre-Application Request

## Development Application Type:

Please check the appropriate box of the Type(s) of Application(s) you are requesting

Zoning	Development Review	Signs
<input type="checkbox"/> Text Amendment (TA)	<input checked="" type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	<b>Other</b>
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> General Plan Amendment (GP)
<b>Exemptions to the Zoning Ordinance</b>	<b>Land Divisions</b>	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivision (PP)	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Subdivision (Minor) (MD)	<input type="checkbox"/> Adult Care (AC)
<input type="checkbox"/> Variance (BA)		<input type="checkbox"/> Single-Family Residential
<input type="checkbox"/> Minor Amendment (MN)		<input type="checkbox"/> Other:

## Submittal Requirements: (fees subject to change every July)

☒ Pre-Application Fee: \$ 87.00  
(No fees are charged for Historic Preservation (HP) properties.)

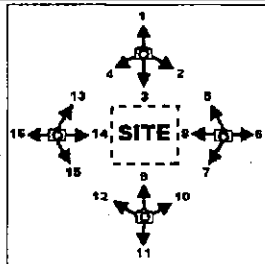
☐ Records Packet Fee: \$ \_\_\_\_\_  
Processed by staff. The applicant need not visit the Records desk to obtain the packet.  
*(Only required when requested by Staff)*

☒ Application Narrative:  
The narrative shall describe the purpose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.

☐ Property Owner Authorization Letter  
*(Required for the SA and MS Pre-Applications)*

☒ Site / Context Photographs  
Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos.

- Photos shall be taken looking in towards the project site and adjacent to the site.
- Photos should show adjacent improvements and existing on-site conditions.
- Each photograph shall include a number and direction.
- Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
- Photos shall be provided 8 1/2 x 11 paper, max. two per page.



☐ Other

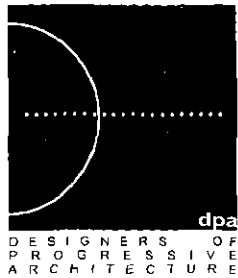
- The following list of **Additional Submittal Information** is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.
- Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.

## Additional Submittal Information

- ☒ Site Plan
- ☐ Subdivision plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Landscape plans
- ☐ H.O.A. Approval letter
- ☐ Sign Criteria Regulations & Language
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).

## Planning and Development Services

7447 E Indian School Road Suite 105 Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088



# L E T T E R   O F   T R A N S M I T T A L

Date: 20 July 2016

Attention: City of Scottsdale  
Planning & Development Services  
7447 E. Indian School Road Suite 105  
Scottsdale, AZ 85251

Reference: NP Note 10 - New Office Building  
8650 E. San Alberto  
Scottsdale, AZ

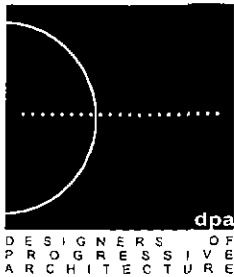
DPA Project No: 16041

From: John S. Szafran  
480.941.4222

Attached: (2) sets of Preliminary site plans  
(1) Context images  
(1) Pre-application request

Comments: For your use,  
Thank you

cc: File



## P R O J E C T   N A R R A T I V E

20 July 2016

Planning & Development Services  
7447 E. Indian School Road Suite 105  
Scottsdale, AZ 85251

Re:    NP Note 10 – new office building

Planning & Development Services,

The NP Note 10 new office building project will consist of a new 3000 square foot masonry with wood joists and built-up roofing building on the vacant parcel located at 8650 e. San Alberto (Please reference attached Architectural Site Plan).

Sincerely,

John S. Szafran, AIA  
jsszafran@dpaarchitects.com  
DPA Architects, Inc.  
480.941.4222

FINAL PLAT OF  
**RANCH OFFICE PARK II AMENDED**

PREVIOUSLY RECORDED IN BK. 279, PG. 11, M.C.R. ALSO BEING

VILLA DE VALLARTA UNIT I A PORTION OF THE S.E. 1/4 SEC. 36, T.3N., R.4E. VILLA DE VALLARTA REVISED  
BK. 220, PG. 20, M.C.R. G. & S.R.B. & M., MARICOPA COUNTY, ARIZONA BK. 215, PG. 14, M.C.R.

283-4  
5-24-85

85 237885

E 1/4 SEC. 36,  
T.3N., R.4E.

STATE OF ARIZONA } ss  
County of Maricopa }

I hereby certify that the within instrument was filed and recorded at request of  
HELPE TITLE COMPANY, INC.

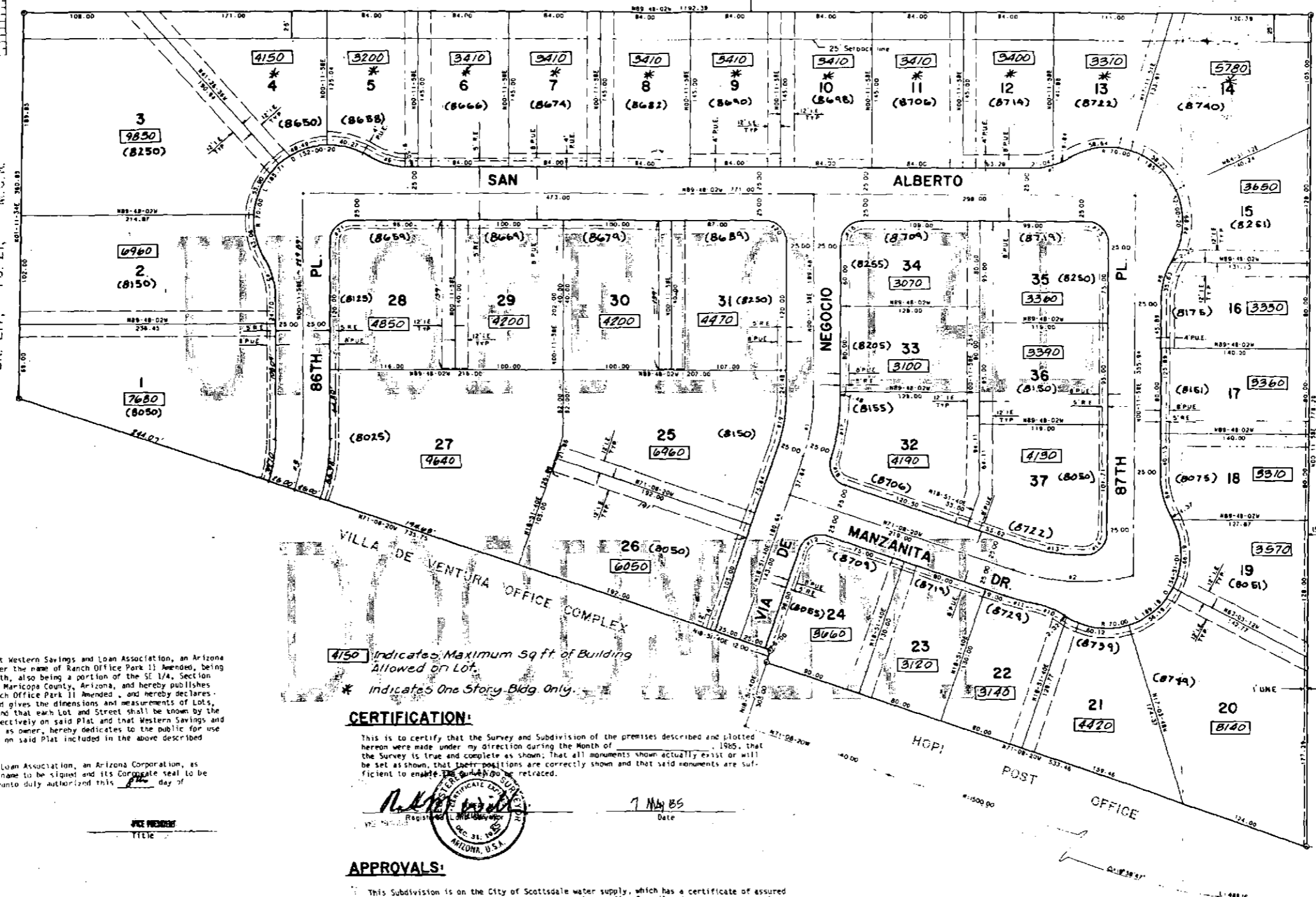
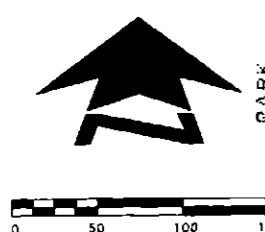
BOOK 283-4

in Book 283-4

on page 4

Witness my hand and official seal the day and year first written.

County Recorder  
HARRY DING  
Deputy Recorder



**DEDICATION:**

STATE OF ARIZONA } ss  
County of Maricopa }

KNOW ALL MEN BY THESE PRESENTS: That Western Savings and Loan Association, an Arizona Corporation, as owner, has subdivided under the name of Ranch Office Park II Amended, being Parcel 58 of McClellan Ranch Phase II South, also being a portion of the SE 1/4, Section 36, T. 3 N., R. 4 E., G. & S. R. B. & M., Maricopa County, Arizona, and hereby publishes this plat as well as for the Plat of said Ranch Office Park II Amended, and hereby declares that said Plat sets forth the location and gives the dimensions and measurements of lots, streets and easements constituting same and that each lot and street shall be known by the number or name that is given to each respectively on said Plat and that Western Savings and Loan Association, an Arizona Corporation, as owner, hereby dedicates to the public for use as shown, the streets, and easements shown on said Plat included in the above described plat.

IN WITNESS WHEREOF: Western Savings and Loan Association, an Arizona Corporation, as owner, has hereunto caused its Corporate name to be signed and its Corporate seal to be affixed by the undersigned officer, thereunto duly authorized this 7th day of May, 1985.

By: *R. Campbell Jones*  
VICE PRESIDENT

**ACKNOWLEDGEMENT:**

STATE OF ARIZONA } ss  
County of Maricopa }

On this the 7th day of MAY, 1985, before me the undersigned person personally appeared *R. CAMPBELL JONES*, who acknowledged himself to be an officer of Western Savings and Loan Association, an Arizona Corporation, and that he as an officer being duly authorized so to do, executed the foregoing instrument for the purpose therein contained by signing the name of the Corporation, by himself as an officer.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

*200 R. J. 226*  
Notary Public

My Commission Expires: 7-19-86

4150 Indicates Maximum Sq. ft. of Building Allowed on Lot.

\* Indicates One Story Bldg. Only.

**CERTIFICATION:**

This is to certify that the Survey and Subdivision of the premises described and plotted herein were made under my direction during the Month of May, 1985, that the Survey is true and complete as shown. That all monuments shown actually exist or will be set as shown, that their positions are correctly shown and that said monuments are sufficient to enable the boundaries to be retraced.

*Robert J. Roberts*  
Registered Professional Engineer  
No. 31,105  
ARIZONA, U.S.A.

7 May 85  
Date

**APPROVALS:**

This Subdivision is on the City of Scottsdale water supply, which has a certificate of assured water supply; this plat was previously approved by the City Council under the name of Ranch Office Park II, on the 6th day of August, 1984.

By: *H. H. Roberts*  
Mayor

Attest: *Judy Hamm*  
City Clerk

I hereby certify that this Plat substantially conforms to the approved final Plat.

*James L. Roberts*  
Planning Director

5/13/85  
Date

I hereby certify that the engineering conditions and requirements of the ordinance have been complied with.

*G. S. Shivani*  
Engineering Services Director

5/13/85  
Date

**NOTE:**

All utilities to be installed underground. Construction within easements shall be limited to utilities and wood, wire or removable section type fencing.

**LEGEND:**

- Indicates Public Utility Easement.
- Indicates 5' Roadway Easement.
- Indicates 12' Ingress & Egress Easement.

(S.E. COR. SEC. 36,  
T.3N., R.4E  
FND. STONE  
UNDER PVMT.)



## Planning Department

### Ordinance Requirements

☒ 1. SCREENING:

☒ THE HEIGHT OF THE PARAPET OR OTHER SCREENING DEVICE SHALL BE EQUAL TO OR HIGHER THAN THE HEIGHT OF THE AIR CONDITIONING UNIT OR OTHER MECHANICAL APPURTENANCES.

☒ ALL EQUIPMENT, UTILITIES, APPURTENANCES ATTACHED TO THE BUILDING SHALL BE AN INTEGRAL PART OF THE BUILDING DESIGN IN TERMS OF FORM, COLOR AND TEXTURE.

☐ PARKING LOT TO BE SCREENED FROM BY A THREE (3) FOOT WALL, LANDSCAPING, BERMING, OR A COMBINATION OF THE THREE.

☒ 2. CURBS:

☒ PROVIDE SIX (6) INCH VERTICAL CONCRETE CURB BETWEEN ANY DRIVEWAYS OR PARKING AREAS AND LANDSCAPE ARE.

☒ 3. BUILDING SETBACK:

• A BUILDING SETBACK OF AT LEAST 25 FT. IS REQ'D ALONG THE NORTH SIDE OF EACH LOT THAT ABUTS THE R-S ZONE WHICH IS SITUATED NORTH OF THIS SUBDIVISION.

☐ 4. OPEN SPACE: THERE SHALL BE A MINIMUM OF 10 FT BETWEEN 2 MAIN BUILDINGS

☐ 5. WALLS:

☐ 6. LANDSCAPING:

☐ TREES SHALL BE PROVIDED AT A RATE OF \_\_\_\_\_ TREES PER DWELLING UNIT (MINIMUM 15 GALLON SIZE) OF WHICH \_\_\_\_\_ SHALL BE MATURE (24" BOX OR LARGER) OF THE TOTAL TREES PROVIDED. AT LEAST ONE TREE TO BE PLACED IN FRONT YARD OF EACH UNIT.

☒ 7. OTHER:

• Comply with conditions of Case No. (s) 19-277 & 23-281  
• PROVIDE 1' VINE ON LOTS WHICH ABUT PIMA

• GREEN PLANT