

**Correspondence Between
Staff and Applicant
Approval Letter**



4/11/2017

Brett Anderson
Brett Anderson
50 N. McClintock Dr. Ste. 1
Chandler, AZ 85226

RE: 12-DR-2017
Visconti

Dear Mr. Anderson:

The Planning & Development Services Division has completed the review of the above referenced development application submitted on 3/8/2017. The following **1st Review Comments** represent the review performed by our team, and is intended to provide you with guidance for compliance with city codes, policies, and guidelines related to this application.

Zoning Ordinance and Scottsdale Revise Code Significant Issues

The following code and ordinance related issues have been identified in the first review of this application, and shall be addressed in the resubmittal of the revised application material. Addressing these items is critical to scheduling the application for public hearing, and may affect the City Staff's recommendation. Please address the following:

Drainage:

1. Please find the Drainage comments marked on the preliminary site plan. Please revise plan according to Drainage review comments.

Landscaping:

2. Please provide a preliminary landscape plan that complies with the provisions of Zoning Ordinance Section 10.200, and that includes all information as listed on the Plan & Report Requirements for Development Applications. There will be comments regarding the preliminary landscape plan after it has been received and reviewed by staff. Please refer to Zoning Ordinance Section 1.303.

Lighting:

3. Please provide a lighting plan, photometric study, and light fixture cut-sheets that indicate any existing and all proposed lights that will be included with this project. There will be comments regarding the proposed lighting plan, photometric study, and light fixture cut-sheets after it is received and reviewed by staff. Please refer to the Plan & Report Requirements for

Landscaping:

11. Notes on the landscape plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303

Please resubmit the revised application requirements and additional information identified in Attachment A, Resubmittal Checklist, and a written summary response addressing the comments/corrections identified above as soon as possible for further review. The City will then review the revisions to determine if the application is to be scheduled for a hearing date, or if additional modifications, corrections, or additional information is necessary.

PLEASE CALL 480-312-7000 TO SCHEDULE A RESUBMITTAL MEETING WITH ME PRIOR TO YOUR PLANNED RESUBMITTAL DATE. DO NOT DROP OFF ANY RESUBMITTAL MATERIAL WITHOUT A SCHEDULED MEETING. THIS WILL HELP MAKE SURE I'M AVAILABLE TO REVIEW YOUR RESUBMITTAL AND PREVENT ANY UNNECESSARY DELAYS. RESUBMITTAL MATERIAL THAT IS DROPPED OFF MAY NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.

These **1st Review Comments** are valid for a period of 180 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 180 days of the date of this letter (Section 1.305. of the Zoning Ordinance).

If you have any questions, or need further assistance please contact me at 480-312-2836 or at bmoriarity@ScottsdaleAZ.gov.

Sincerely,



Ben Moriarity
Planner

cc: CH VISCONTI AT CAMELBACK COMMUNITIES, LLC
Matthew Moiseve
444 W. BEECH ST STE 300
SAN DIEGO, CA 92101



May 3, 2017

City of Scottsdale, Planning & Development Services Division
Phone: 480-312-2836

Re: Visconti
1st DRB Submittal Review
Project Type: Commercial Subdivision
12-DR-2017

To Mr. Moriarity:

The following are our responses to the 1st Submittal Review.

Review Comments

Zoning Ordinance and Scottsdale Revise Code Significant Issues

Drainage:

Comment 1: Please find the Drainage comments marked on the preliminary site plan. Please revise plan according to Drainage review comments.

Response 1: Existing Drainage and Post-Development Drainage Exhibits have been provided.

Landscaping:

Comment 2: Please provide a preliminary landscape plan that complies with the provisions of Zoning Ordinance Section 10.200, and that includes all information as listed on the Plan & Report Requirements for Development Applications. There will be comments regarding the preliminary landscape plan after it has been received and reviewed by staff. Please refer to Zoning Ordinance Section 1.303.

Response 2: Landscape Plan has been updated and revised.

Lighting:

Comment 3: Please provide a lighting plan, photometric study, and light fixture cut-sheets that indicate any existing and all proposed lights that will be included with this project. There will be comments regarding the proposed lighting plan, photometric study, and light fixture cut-sheets after it is received and reviewed by staff. Please refer to the Plan & Report Requirements for

Response 3: A photometric study has been provided. Landscape Lighting Plan has been revised and updated. Cut sheets for all proposed and existing light fixtures have been provided.

Significant Policy Related Issues

Site Design:

Comment 4: Driveway does not comply with driveway types as per DSPM 5-3.20 nor driveway spacing per DSPM 5-3.201. Please use CL-1 driveway standard; COS Std. Detail #2256. DSPM 5-3.200; DSPM Sec.5-3.205

Response 4: Not applicable, please see email dated 2017-04-14 from Ben Moriarity.

Comment 5: Sight distance triangles are not shown on site plan nor accounted for. Please Dedicate sight distance triangle easement at each driveway. DSPM Sec. 5-3.119D; Fig. 5.3-26

Response 5: Sight Distance Lines have been added to our plans.

Lighting Design:

Comment 6: Notes on the lighting plan and cut sheets appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Response 6: Landscape Lighting Plan has been revised and updated.

Considerations

Site Design:

Comment 7: Please consider including landscape revisions for all of the E. Camelback Rd. and N. 78th St. frontages.

Response 7: Currently the property owner's concentration and budget is redesigning the entry, leasing office parking lot and adjacent landscape areas. They hope to redesign the street frontages in the future as stated above.

Technical Corrections

Site:

Comment 8: Please provide a site plan and project data that complies with the Plan & Report Requirements for Development Applications. There will be comments regarding the site plan after it has been received and reviewed by staff. Please refer to Zoning Ordinance Section 1.303.

Response 8: The Preliminary Site Plan has been updated and revised.

Comment 9: Please redesign the sidewalk across the driveways to conform with ADA standards. DSPM 5- 3.205

Response 9: The sidewalk is currently 4'-0" wide between the dustpan driveways with a cross slope of <2%.

Comment 10: Show Drainage and Flood Control Easement on Landscape Plans. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Response 10: The Drainage and Flood Control Easement has been added.

Landscaping:

Comment 11: Notes on the landscape plan appear to be 6-point font size, or less. Please revise the notes so that they are 12-point (1/6 inch) font size. Please refer to the Plan & Report Requirements for Development Applications. Please refer to Zoning Ordinance Section 1.303.

Response 11: Landscape Plan has been revised and updated.

Troy Hansen

From: Brett Anderson
Sent: Tuesday, April 18, 2017 5:26 PM
To: Mat Moiseve; Troy Hansen; tluther@colestl.com
Subject: FW: Visconti 12-DR-2017

You can see transportation's response below. It looks to be ok keeping the median.

Thanks,
Brett



andersonbaron

2016 Arizona ASLA Firm of the Year

brett h. anderson, asla | principal

az reg 31268 nv reg 540
ca reg 4309 ut reg 6375834-5301
tn reg 883 tx reg 2965
clarb cert 7594

brett.anderson@andersonbaron.com

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THE INFORMATION CONTAINED IN THIS INTERNET TRANSMISSION IS LEGALLY PRIVILEGED AND CONFIDENTIAL INFORMATION INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPY OF THIS TRANSMISSION OR ANY ATTACHMENTS THERETO IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS E-MAIL IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY E-MAIL OR TELEPHONE AND EITHER DISCARD OR RETURN THE ORIGINAL MESSAGE TO US AT THE ABOVE ADDRESS VIA THE U.S. POSTAL SERVICE.

From: Moriarity, Ben [<mailto:BMoriarity@Scottsdaleaz.gov>]
Sent: Tuesday, April 18, 2017 5:08 PM
To: Brett Anderson <brett.anderson@andersonbaron.com>
Subject: RE: Visconti 12-DR-2017

FYI

From: Moriarity, Ben
Sent: Friday, April 14, 2017 2:59 PM
To: Brett Anderson (brett.anderson@andersonbaron.com)
Subject: FW: Visconti 12-DR-2017

Brett,

Please see the transportation response below.

Ben

From: Kercher, Phillip
Sent: Friday, April 14, 2017 1:52 PM
To: Moriarity, Ben
Subject: RE: Visconti 12-DR-2017

We don't have a driveway standard that quite meets their situation. I was looking at each driveway, entry and exit, as generally meeting the CL-1 driveway standard. Their median can remain in place. Phil

From: Moriarity, Ben
Sent: Friday, April 14, 2017 11:46 AM
To: Kercher, Phillip
Subject: FW: Visconti 12-DR-2017

Phil,

Per the email below, could you please clarify the CL-1 driveway standard as included within the Visconti 12-DR-2017 comment letter?

Thank you,

Ben Moriarity
Planner
Planning & Development Department

CITY OF SCOTTSDALE
7447 E Indian School Rd.
Scottsdale, AZ. 85251
BMoriarity@ScottsdaleAZ.gov
O: 480-312-2836

From: Brett Anderson [<mailto:brett.anderson@andersonbaron.com>]
Sent: Thursday, April 13, 2017 4:12 PM
To: Moriarity, Ben
Subject: Visconti 12-DR-2017

Ben,

After reviewing the comments we wanted some clarification on a couple items.

Lighting

- #3: A Landscape Lighting Plan, and Lighting Details containing Photometrics were submitted for the proposed low-voltage lighting fixtures. The landscape lights are up lighting the trees so a photometric plan showing the ground lighting would not work. Could you please clarify what else is needed on these exhibits?

Site Design

- #4: With the existing driveways currently being split (1-way Ingress and 1-way Egress) with a median in the middle, we understood that the existing driveway Curb Terminations and Aprons should be updated to meet current city standards. Our site plan currently meets Standard Driveway CL-3 and CL-4. The comment states we need to meet the Standard Driveway CL-1, a 2-Way Entry, essentially eliminating the existing median. We desire not to eliminate the

median. If in-order to meet the Standard Driveway CL-1 we have to eliminate the median, we would choose not to revise the current driveways at all if possible. Please clarify.

Please let us know if it would be easier to come in and talk about these items.

Thank You,
Brett Anderson



andersonbaron

2016 Arizona ASLA Firm of the Year

brett h. anderson, asla | principal

az reg 31268 nv reg 540
ca reg 4309 ut reg 6375834-5301
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clarb cert 7594

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ATTACHMENT A
Resubmittal Checklist

Case Number: **12-DR-2017**

Please provide the following documents, in the quantities indicated, with the resubmittal (all plans larger than 8 ½ x11 shall be folded):

- ☒ One copy: COVER LETTER – Respond to all the issues identified in the 1st Review Comment Letter
- ☒ One copy: Revised CD of submittal (DWG or DWF format only)
- ☒ One copy: Results of Alta Survey

☒ Landscape Plan:

Color	<u>0</u>	24" x 36"	<u>1</u>	11" x 17"	<u>1</u>	8 ½" x 11"
B/W	<u>4</u>	24" x 36"	<u>2</u>	11" x 17"	<u>1</u>	8 ½" x 11"

☒ Lighting Site Plan(s):

<u>2</u>	24" x 36"	<u>1</u>	11" x 17"	<u>1</u>	8 ½" x 11"
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☒ Photometric Analysis Plan(s):

<u>2</u>	24" x 36"	<u>2</u>	11" x 17"	<u>1</u>	8 ½" x 11"
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☒ Manufacturer Cut Sheets of All Proposed Lighting:

<u>2</u>	24" x 36"	<u>2</u>	11" x 17"	<u>1</u>	8 ½" x 11"
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February 20, 2017

City of Scottsdale, Planning and Development Services
DRB Application

Project name: Visconti

Location: 7979 East Camelback Road, Scottsdale, AZ 85251

Project type: Multi-family, Leasing Office Parking Lot and Adjacent Landscape Areas Improvements

To Whom It May Concern,

The purpose of this request is to obtain approval from the City of Scottsdale Development Review Board for the redesign of the entry, leasing office parking lot and adjacent landscape areas of Visconti. Visconti is a multi-family development located on Camelback Road between 78th Street and the Indian Bend Wash Corridor.

The existing entry includes right-in, right-out driveways leading into a small front parking area with 5 spaces. The plant material at the entry and in front of the adjacent buildings has deteriorated and grown sparse. There are few trees, and large expanses of turf. The pavers at the entry are worn and discolored, and the entry signage is dated.

The proposed improvements will update and revitalize the entry while also improving the function of the space. This redesign will alter the alignment of the right-in, right-out driveways to create more efficient traffic movements off of and onto Camelback Road. The redesign of the parking lot will also provide two additional parking spaces and an overhead shade structure to provide protection from the intense summer sun. The pavers will be replaced with new linear pavers for a more contemporary aesthetic. The view fence adjacent to the leasing office will be replaced with a "green screen" fence to create visual interest at the front of the development as well as to provide privacy for the residents.

In addition to the parking lot, the landscape and entry monument have been redesigned employing contemporary elements and materials as well as an updated plant palette with drought-tolerant species. The revised landscape design will provide shade trees and palm trees for added comfort and visual relief. Another benefit of the proposed redesign will be to reduce the amount of unusable turf along Camelback Road and establish hardy, drought-tolerant plant material that will require less water and reinforce the contemporary character of the entry. The new entry monument will be slightly elevated from the landscape around it by terraced steel planters. The slatted sign wall will present an attractive platform for the identity of the community. The existing balcony railing will also receive added slatting to match the sign wall.

Development Review Board Criteria:

The proposed improvements meet the Development Review Board Criteria as follows:

Ordinances, Master Plans, General Plan and Standards

Describe how the proposed development will comply with:

- *The design and character elements of the General Plan;*

Because the proposed improvements are relatively minor and do not propose any new development, many of the goals stated within the Character and Design Elements section of the General Plan do not apply. However, the design specifically upholds the following goals:

Goal 4: Encourage "streetscapes" for major roadways that promote the city's visual quality and character, and blend into the character of the surrounding area.

This design will improve the visual quality of the streetscape and reinforce the existing character of the surrounding area by incorporating high quality materials and contemporary elements in order to revitalize the dated landscape and signage that currently exists.

Goal 6: Recognize the value and visual significance that landscaping has upon the character of the community and maintain standards that result in substantial, mature landscaping that reinforces the character of the city.

The proposed design incorporates a varied plant palette that promotes the Sonoran Desert character of the City arranged in lush, dense swaths along the street frontage. The planting design employs grouping and layering techniques that will create an interesting and inviting aesthetic. The plant material will be installed with appropriate sizing and spacing allowing it grow and fill out efficiently without causing overcrowding or maintenance issues.

Goal 7: Encourage sensitive outdoor lighting that reflects the needs and character of different parts of the city.

Major light sources within the design area will remain unaltered by the improvements. The design proposes the addition of LED landscape and pathway lighting, however; the applications are all low to the ground and cast downward causing little to no spillover or light pollution.

- *The appropriate character area plan;*
Visconti is not located within a Character Area Plan.
- *All applicable city-wide master plans;*
Due to the small scale and limited scope of the proposed improvements, none of the citywide master plans directly apply to the project.
- *The zoning ordinance development standards;*
The proposed design complies with the development standards and requirements included in the zoning ordinance of the City of Scottsdale.
- *The Design Standards and Policies Manual;*
Due to the small scale and limited scope of the proposed improvements, few of the objectives detailed in The Design Standards and Policies Manual directly apply to the project; however, the project aligns with the landscape goals described in Section 8-1: Landscaped Medians and ROWs. The provided plant list includes only plants either included on or closely related to those species listed within this section as appropriate materials for the regionals climate and in high traffic areas.
- *All applicable city-wide design guidelines; and*

The proposed design complies with the applicable design guidelines set forth by the City of Scottsdale.

- *The appropriate Master Environmental Design Concept Plan.*

No Master Environmental Design Concept Plans apply to the site.

The regulatory components and documents listed above are, for the most part, intended to instruct and guide the development of much larger projects involving new development or redevelopment, and therefore do not profoundly relate to the proposed improvements; however, the design aligns itself with the general intent of each of these sets of regulations and guidelines. The project will incorporate high quality materials, environmentally sensitive plant materials, more efficient traffic movements, additional parking, additional shade elements and a stronger design character and community identity. All of these items are either generally or specifically listed in the goals and objectives of the regulatory tools set forth by the City of Scottsdale listed above.

Architectural Character, Landscaping and Site Design

Explain how the proposed development has been designed so that it:

- *Promotes a desirable relationship of structures to one another, to open spaces and topography, both on the site and in the surrounding neighborhood;*

The proposed improvements promote a desirable relationship between the development and the streetscape by providing a more formal hierarchy created using landscape elements. The terraced entry monument, "green screen" fencing, trellis structure and layered plant materials will serve to accent and emphasize the entry while also better defining the space. The design includes elements

- *Avoids excessive variety and monotonous repetition;*

Through careful selection of plant and hardscape materials, the proposed design ensures a variety of colors and textures for visual interest at both pedestrian and vehicular scales, while incorporating layering and patterning that creates a soothing and organized aesthetic. The renovated entry tastefully accents the streetscene along Camelback Road without overstimulating passersby with cluttered or chaotic masses.

- *Recognizes the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;*

Currently, the landscape at the front of Visconti along Camelback Road lacks character and uses a large amount of turf. Part of the intent of this application is to replace the current landscaping with hardy desert species that will require less water while also incorporating a strong design identity that reflects the Sonoran Desert character of the region.

- *Conforms to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and*

The site is not located within the ESL Overlay District.

- *Incorporates unique or characteristic architectural features, including building height, size, shape, color, texture, setback, or architectural details, in the Historic Property Overlay District.*

The site is not located within the Historic Property Overlay District.

Ingress, Egress, On-Site Circulation, Parking, and Pedestrians

The proposed improvements will not alter ingress or egress to Visconti nor the on-site or pedestrian circulation. The design includes slight modifications to the right-in, right-out driveways to ease traffic movements off of and onto Camelback Road, but will not affect existing traffic routes. The design includes the addition of two parking spaces in the front parking lot.

Mechanical and Utility Equipment

The proposed improvements do not affect or require any existing or new mechanical equipment, appurtenances or utilities.

Downtown Area

The site is not located within the Downtown Area.

Location of Artwork

The site is not required to participate in the Cultural Improvement Program or Public Art Program.

The proposed improvements will allow for Visconti to better represent itself to the community and to reintegrate with the thriving surrounding area. We request your approval.

PROJECT TRACKING SHEET

Policy and Design Related Issues:

13.

Technical Corrections to be resolved prior the next application or final plans submittal:

14.

FIRE COMMENTS:

SUBSTANTIVE REVIEW:

- | | |
|--|--|
| 1 ST REVIEW COMPLETED BY DOUG WILSON ON 3/13/17 . | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |
| 2 ND REVIEW COMPLETED BY ????? ON ??/??/??. | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |
| 3 RD REVIEW COMPLETED BY ????? ON ??/??/??. | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |

ALL COMMENTS **MUST** INCLUDE THE ORDINANCE, POLICY, OR DSPM SECTION NUMBERS; PLEASE INITIAL AND DATE AT THE END OF EACH OF YOUR COMMENTS.

Ordinance Issues:

15. **Demonstrate minimum drive width of 24' (Fire Ord. 4045, 503.2.1)**

Policy and Design Related Issues:

16. **Demonstrate FD turning radius (25' inner/49' Outside /55' Bucket Swing) (DS&PM 2-1.802(5))**
 17. **Demonstrate fire lane surface will support 83,000 lbs. GVW (DS&PM, 2-1.802(3))**

Technical Corrections to be resolved prior the next application or final plans submittal:

18. **No Issues**

AVIATION COMMENTS:

SUBSTANTIVE REVIEW:

- | | |
|--|--|
| 1 ST REVIEW COMPLETED BY ????? ON ??/??/??. | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |
| 2 ND REVIEW COMPLETED BY ????? ON ??/??/??. | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |
| 3 RD REVIEW COMPLETED BY ????? ON ??/??/??. | READY TO BE DETERMINED? No <input type="checkbox"/> YES <input type="checkbox"/> |

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Ordinance Issues:

19. **(For hanger projects and parcels with taxi-lanes that do not require a public hearing process, please make sure to require the owner/developer to submit a copy of the Airport Vicinity Development Guidelines and Checklist Short form with the construction documents. This form shall be approved by the Scottsdale Aviation Director).**
20. **The property is within the Airport Influence Area, please provide a copy of the signed and completed Airport Vicinity Development Guidelines and Checklist-Short Form with the next submittal (If the Part 77 Tool in ArcView shows any structures proposed penetrate the 100:1, please send out the Airport Vicinity Development Guidelines and Checklist-Short form with the first review comment letter).**
21. **Box A.1 in the Airport Vicinity Development Guidelines and Checklist-Short Form submitted with the application indicates a Part77 (100:1 slope) penetration; therefore, a copy of the FAA**

February 20, 2017

City of Scottsdale, Planning and Development Services
DRB Application

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Through careful selection of plant and hardscape materials, the proposed design ensures a variety of colors and textures for visual interest at both pedestrian and vehicular scales, while incorporating layering and patterning that creates a soothing and organized aesthetic. The renovated entry tastefully accents the streetscene along Camelback Road without overstimulating passersby with cluttered or chaotic masses.
- *Recognizes the unique climatic and other environmental factors of this region to respond to the Sonoran Desert environment, as specified in the Sensitive Design Principles;*
Currently, the landscape at the front of Visconti along Camelback Road lacks character and uses a large amount of turf. Part of the intent of this application is to replace the current landscaping with hardy desert species that will require less water while also incorporating a strong design identity that reflects the Sonoran Desert character of the region.
- *Conforms to the recommendations and guidelines in the Environmentally Sensitive Lands (ESL) Ordinance, in the ESL Overlay District; and*
The site is not located within the ESL Overlay District.
- *Incorporates unique or characteristic architectural features, including building height, size, shape, color, texture, setback, or architectural details, in the Historic Property Overlay District.*

The site is not located within the Historic Property Overlay District.

Ingress, Egress, On-Site Circulation, Parking, and Pedestrians

The proposed improvements will not alter ingress or egress to Visconti nor the on-site or pedestrian circulation. The design includes slight modifications to the right-in, right-out driveways to ease traffic movements off of and onto Camelback Road, but will not affect existing traffic routes. The design includes the addition of two parking spaces in the front parking lot.

Mechanical and Utility Equipment

The proposed improvements do not affect or require any existing or new mechanical equipment, appurtenances or utilities.

Downtown Area

The site is not located within the Downtown Area.

Location of Artwork

The site is not required to participate in the Cultural Improvement Program or Public Art Program.

The proposed improvements will allow for Visconti to better represent itself to the community and to reintegrate with the thriving surrounding area. We request your approval.



Community & Economic Development Division
Planning, Neighborhood & Transportation

7447 East Indian School Road
Scottsdale, Arizona 85251

Date: _____

Contact Name: _____

Firm name: _____

Address: _____

City, State Zip: _____

RE: Minimal Submittal Comments

_____ - PA- _____

Dear _____:

It has been determined that your Development Application for _____
does not contain the minimal information, and has not been accepted for review.

Please refer to the application checklist and the Minimal Information to be Accepted for Review Checklist, and the Plan & Report Requirements pertaining to the minimal information necessary to be accepted for review.

PLEASE CALL 480-312-7000 TO SCHEDULE A RESUBMITTAL MEETING WITH ME PRIOR TO YOUR PLANNED RESUBMITTAL DATE. DO NOT DROP OFF ANY RESUBMITTAL MATERIAL WITHOUT A SCHEDULED MEETING. THIS WILL HELP MAKE SURE I'M AVAILABLE TO REVIEW YOUR RESUBMITTAL AND PREVENT ANY UNNECESSARY DELAYS. RESUBMITTAL MATERIAL THAT IS DROPPED OFF MAY NOT BE ACCEPTED AND RETURNED TO THE APPLICANT.

These **Minimal Submittal Comments** are valid for a period of 180 days from the date on this letter. The Zoning Administrator may consider an application withdrawn if a revised submittal has not been received within 180 days of the date of this letter (Section 1.305. of the Zoning Ordinance).

Sincerely,

Name: _____

Title: _____

Phone number: _____

Email address: _____