Case Research

.1

Historic Property

Development Application Checklist



Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's Historic Preservations Plan guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

keq d	Rec'd		scription of Documents Required for Complete Application. No application shall be accepted without all ms marked below.
		1.	Development Review Application Checklist (this list)
		2.	Application Fee - None
	/	3.	Checklist for Minimal Information to be Accepted for Review – Development Applications (form provided)
		4.	 Completed Development Application Form (form provided) The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).
			 If a review methodology is not selected, the application will be review under the Standard Application Review methodology. 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.
	Ð	5.	Request to Submit Concurrent Development Applications (form provided)

*		6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)			
F		7. Affidavit of Authorization to Act for Property Owner (required if the property owner is a			
	. —	corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an			
		applicant that will act on behalf of the property owner. (form provided)			
	8. Appeals of Required Dedications or Exactions (form provided)				
9. Deed of Conservation Easement (delayed submittal)					
		Must be the original signed document.			
┏╍┥	-8	10. Commitment for Title Insurance – No older than 30 days from the submittal date			
		(requirements form provided)			
		• 8-1/2" x 11" – 1 copy			
		Include complete Schedule A and Schedule B.			
8	-8	11. Legal Description: (if not provided in Commitment for Title Insurance)			
	<u> </u>	• 8-1/2" x 11" – 2 copies			
		12. Request for Site Visits and/or Inspections Form (form provided)			
3-		13. Addressing Requirements and Addressing Request Application (forms provided)			
		14. Historic Preservation Guidelines			
		Historic Residential Exterior Rehabilitation Guidelines (forms provided)			
		Historic Residential Exterior Rehabilitation Windows Policy (forms provided)			
Ļ		Historic Preservation Plan for the property (see that City's website at:			
		http://www.scottsdaleaz.gov/historiczoning/historicresources)			
ľ		15. Historic Residential Exterior Rehabilitation Program Declaration (form provided)			
		16. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)			
•		17. Neighborhood Notification Process Requirements: (form provided) COMMETTY USTER			
		Provide one copy of the Neighborhood Notification Report			
		 Provide one copy of the Community Input Certification attached to the Neighborhood 			
		Notification Report			
		If substantial modifications are made to an application, additional notification may be required			
		 If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, Historic Preservation Officer or designee. When required, 			
		by the Zoning Administrator, Historic Preservation Officer or designee. When required,			
	AL I	by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum.			
		by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum. 18. Request for Neighborhood Group Contact information (form provided)			
		by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum. 18. Request for Neighborhood Group Contact information (form provided) 19. Home Owners' Association Approval Letter 20. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper			
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		 by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum. 18. Request for Neighborhood Group Contact information (form provided) 19. Home Owners' Association Approval Letter 20. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper 8-1/2" x 11" - 1 copy of the set of prints See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request. 			
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		 by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum. 18. Request for Neighborhood Group Contact information (form provided) 19. Home Owners' Association Approval Letter 20. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper 8-1/2" x 11" - 1 copy of the set of prints See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers. 8-1/2" x 11" - 11 copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request. 21. 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) 			

Planning and Development Services

7447 É Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088 City of Scottsdale's Website: www.scottsdaleaz.gov

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.					
	~	22. Application Narrative					
-	_	• 8 ½" x 11" – 4 copies					
		 Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan. 					
		 HRER program. The narrative for a Historic Residential Exterior Rehabilitation (HRER) program request shall address the project justification criteria specified in the HRER Guidelines. 					
		23. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)					
		• 8 ½" x 11" – 4 copies					
		24. Site Plan 2					
		• 24" x 36" – 12 copies, folded					
		 11" x 17" – 1 copy (quality suitable for reproduction) 					
		 8 ½" x 11" - 1 copy (quality suitable for reproduction) 					
-	-	25. Site Details					
		(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)					
		 24" x 36" – 2 copies, folded 					
		 11" x 17" – 1 copy (quality suitable for reproduction) 					
		 8 ½" x 11" - 1 copy (quality suitable for reproduction) 					
0	-8-	26. Landscape Plan					
		• 24" x 36" - 2 copies, folded of black and white line drawings					
		(a grayscale copy of the color Landscape Plan will not be accept.)					
		 11" x 17" – 1 copy, folded (quality suitable for reproduction) 					
	-	 8 ½" x 11" - 1 copy (quality suitable for reproduction) 					
U		27. Elevations					
		 24" x 36" – 2 folded black and white line drawing copies 					
		(a grayscale copy of the color elevations will not be accepted.)					
		• 24" x 36" – 2 color copies, folded					
		 11" x 17" – 1 color copy, folded (quality suitable for reproduction) 					
		 11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction) 					
		 8 ½" x 11" – 1 color copy, (quality suitable for reproduction) 					
		 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction) 					

Historic Property Application Checklist

City of Scottsdale's Website: www.scottsdaleaz.gov

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	-	28. Perspectives					
		• 24" x 36" – 1 color copy, folded					
		 11" x 17" - 1 color copy, folded (quality suitable for reproduction) 					
		 8 ½" x 11" - 1 color copy (quality suitable for reproduction) 					
		29. Streetscape Elevation(s)					
		• 24" x 36" - 1 color copy, folded					
		 11" x 17" - 1 color copy, folded (quality suitable for reproduction) 					
		 8 ½" x 11" - 1 color copy (quality suitable for reproduction) 					
		30. Window Details					
		• 24" x 36" – 2 copies, folded					
		 11" x 17" - 1 copy (quality suitable for reproduction) 					
		• 8 ½" x 11" – 1 copy (quality suitable for reproduction)					
4	4	31. Floor Plans					
		• 24" x 36" – 1 copy, folded					
		 11" x 17" - 1 copy, folded (quality suitable for reproduction) 					
-		32. Sign Details					
		 11" x 17" - 1 color copy, folded (quality suitable for reproduction) 					
		 11" x 17" - 1 black and white line drawing copy, folded (quality suitable for reproduction) 					
		 8 ½" x 11" – 1 color copy (quality suitable for reproduction) 					
		• 8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)					
	-0-	 33. Exterior Lighting Site Plan (including exterior building mounted fixtures) 					
		• 24" x 36" – 1 copy, folded					
		 11" x 17" – 1 copy, folded (quality suitable for reproduction) 					
-	-0-	34. Exterior Lighting Photometric Analysis (policy provided)					
		• 24" x 36" – 1 copy, folded					
		 11" x 17" – 1 copy, folded (quality suitable for reproduction) 					
-0		35. Manufacturer Cut Sheets of All Proposed Lighting					
		• 24" x 36" – 1 copy, folded					
		 11" x 17" - 1 copy, folded (quality suitable for reproduction) 					
8		26. Other:					
		□ 24" x 36" copy(ies), folded					
		11" x 17" – copy(ies), folded (quality suitable for reproduction)					
		■ 8 ½" x 11" – copy(ies) (quality suitable for reproduction)					

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		PART III – SAMPLES & MODELS
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		 37. Paint Color Drawdowns 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		 38. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board shall include the following: A color elevation of one side of the building 3" x 3" Glass samples mounted on the board with reflectivity identify 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.) 2"x 2" of proposed paint colors All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation. 11" x 17" – 1 copy, folded of a printed digital photo of the material board
Req'd	Rec'd	PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Z		39. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; 455PA- 2019
đ		40. Submit all items indicated on this checklist pursuant to the submittal requirements.
đ		41. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
		42. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
		43. Other:

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City of Scottsdale's Website: www.scottsdaleaz.gov

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Ø	44. If you have any question regarding this application checklist, please contact your Project Coordinator.
	Coordinator Name (print): Coordinator email: Murille @scottsdaleaz.gov Date: Hurille Date: Phone Number: 480-312- 7849 Date: Hurille
	Coordinator email:
	Coordinator Signature:
	If the Project Coordinator is no longer available, please contact the Current Planning Director at the
	phone number in the footer of this page if you have any question regarding this application checklist.
	This application need a: INew Project Number, or
	A New Phase to an old Project Number:
	Required Notice
	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 Director, 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. All such requests must be submitted in
	accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's
	website: http://www.scottsdaleaz.gov/bldgresources/forms.
	Planning and Development Services
	One Stop Shop
	Planning and Development Services Director
	7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251
	Phone: (480) 312-7000
	Planning and Development Services
	7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7088

City of Scottsdale's Website: www.scottsdaleaz.gov

Revision Date: 12/10/2014



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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: 7607 Front Property Emchancements					
Property's Address: 7607 & Nonthland Dailie Scottsdele S29 APN:					
Property's Zoning District Designation:					
Property Details:					
Single-Family Residential 🗌 Multi-Family Residential 🗌 Commercial 🗌 Industrial 🗌 Other					
Has a 'Notice of Compliance' been issued? Yes No If yes, provide a copy with this submittal					
Owner: CATHERING & WARENDACH Applicant: Some					
Company: Sel					
Address: 7607 & Wonthland Drille Address: Some					
Phone: 480.423.9205 Fax: 602.202.761 Phone: SOME Fax:					
E-mail: Kandyiii a). Com E-mail: Some					
Some.					
Owner Signature					
Official Use Only Submittal Date: 472311 Application No.: 450 -PA-201					
Project Coordinator:					
Planning and Development Services					

7447 E Indian School Road Suite 105, Scottsdale, Arizona 85251 Phone: 480-312-7000 Fax: 480-312-7088 Revision Date 05/05/2016



Pre-Application Request

Please check the appro				
Zoning	Development Revi	ew	Signs	
Text Amendment (TA)	Development	Review (Major) (DR)	Master Sign Program (MS)	
Rezoning (ZN)	and the second se	Review (Minor) (SA)	Community Sign District (MS)	
In-fill Incentive (II)	Wash Modific		Other	
Conditional Use Permit (UP)	Historic Prope	rty (HP)	General Plan Amendment (GP)	
exemptions to the Zoning Ordinance	Land Divisions		In-Lieu Parking (IP)	
Hardship Exemption (HE)	Subdivision (P	and the second se	Abandonment (AB)	
Special Exception (SX)	Subdivision (N	linor) (MD)	Adult Care (AC)	
Variance (BA)			Single-Family Residential	
Minor Amendment (MN)			Other:	
ubmittal Requirements: (fees subject to chan	ge every July)			
 Pre-Application Fee: \$ No fees are changed for Historic Preservation Records Packet Fee: \$ Processed by staff. The applicant need not desk to obtain the packet. (Only required when requested by Staff) 		 The following list of Additional Submittal Information is not required for a Pre-Application meeting, <u>unless</u> 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. 		
 all pertinent information related to the req not limited to, site circulation, parking and architecture, proposed land use, and lot de Property Owner Authorization Letter (Required for the SA and MS Pre-Applicati 	design, drainage, sign.	 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, ma 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. (48 312-2356), or the Maricopa County Recorder's Office (GOZ 506-3535). A copy of the General Land Office (GLO) feder patent roadway easement may be purchased from the 		
 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 condition Each photograph shall include a number ar Sites greater than 500 ft. in length, also tak locations shown in the dashed lines. Photos shall be provided 8 ½ x 11 paper, m Other 	14 SITE			

Planning and Development Services

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Page 2 of 2

Revision Date 05/05/2016

Catherine R. Wagenbach 7607 E. Northland Drive Scottsdale, AZ 85251 480-423-9205 (H) 623-202-7691 (C) <u>Kandyiii@aol.com</u>

June23, 2017

Resort Park Association, Inc. 7667 E. Northland Drive Scottsdale, AZ 85251

Dear Resort Park Association Board Members:

I am submitting this letter and 2 pictures that show how my house looks now and the enhancements I would like to add. Enclosed are (7) copies of the Plan and this letter for each of the Board members to use when making a decision on this request for changes to my home at 7607 East Northland Drive.

Plans call for painting the house a deep gold color. Window covering and a retractable shade will be added to the windows and the carport in a deep brown canvas material. The driveway and carport will be refinished in a Concrete stain in a reddish-brown color. Swatches for these colors are attached to the picture with the current look.

I would also like permission to repaint the street number on the curb in the original black and white 7607.

These picture have been submitted to the City of Scottsdale Planning and Historical Department for approval.

Please let me know if you have questions or concerns.

Sincerely,

Catherine R Wagenberh

Catherine (Kandy) R. Wagenbach





Catherine (Kandy) Wagenbach 7607 E. Northland Drive Scottsdale, AZ 85251 480-423-9205 (H) 623-202-7691 C) Kandyiii@aol.com

This is the current look. I am requesting adding window covers, new paint, a cement stain for the driveway and a retractable awning for the carport. I am also asking to repaint the numbers on the curb at the front of the house. I will stay with the current look of White and Black

The house color will be Homestead Gold

The Stain will be Malay Tan



The Window covering and retractable awning will be Deep Brown





REQUESTED REVISIONS



aint Glidden Wood Thrush Gold Fl Awnings –Arizona Awnings Design Southwestern/Color Terracotta



Driveway Grey Acid Stain Coating



6-HP-2018 02/28/18

Terracotta