

**Application  
Narrative  
Cash Transmittal  
Pre-Application  
Pre-App Narrative  
Pre-App Cash Transmittal  
Development Standards**

# Routing Sheet

**1st Submittal**

or

**Resubmittal**

(← circle one)

(Stip Review Added - Except AB)

Public Hearing Case Type (circle one):

Administrative Case Type (circle one):

AB AN BA DR GP HE **HP** II IP PE PP TA UP ZN Other: HP MD MN MS SA WM Oth

Coordinator: Greg B Pre-App #: 171-PA-18 Date Submitted: \_\_\_\_\_  
 Admin Staff: \_\_\_\_\_ Case #: \_\_\_\_\_ Comments Due: \_\_\_\_\_  
 PC/CC Track: \_\_\_\_\_ BOA Track: \_\_\_\_\_  
 DRB Track: \_\_\_\_\_ Other: \_\_\_\_\_

**Review Team:**

(For additional documents, please view the case file.)

		Design Review (Steve Venker)	Engineering Group (Eliana Hayes)	Transportation Eng (Phil Kercher)	Transportation Pln (Greg Davies)	Fire Group (Ricky King)	Drainage (Richard Anderson)	GIS (Tanya H.)	Airport (Sarah Ferrara)	Maps (Eliana Hayes)	Land Survey (Dwayne Haught)	Archaeological (Steve Venker)	Long Range Pln (Taylor Reynolds)	Water Resources name:	Other:
<input type="checkbox"/> Digital File	Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> x2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Digital File	Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> x2	<input type="checkbox"/>	<input type="checkbox"/> x2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Digital File	Alfa Survey		<input type="checkbox"/>												
<input type="checkbox"/> Digital File	Grading & Drainage Plan		<input type="checkbox"/>				<input type="checkbox"/>								
<input type="checkbox"/> Digital File	Context Aerial Site Plan Overlay		<input type="checkbox"/>			<input type="checkbox"/>									
<input type="checkbox"/> Digital File	Phasing Plan		<input type="checkbox"/>			<input type="checkbox"/>									
<input type="checkbox"/> Digital File	Site Details		<input type="checkbox"/>			<input type="checkbox"/>									
<input type="checkbox"/> Digital File	Pedestrian & Circulation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/> Digital File	Bike & Trails Path		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/> Digital File	Trip gen., Traffic Study, TIMA		<input type="checkbox"/>	<input type="checkbox"/> x2	<input type="checkbox"/>										
<input type="checkbox"/> Digital File	Water and/or Wastewater BOD's		<input type="checkbox"/>			<input type="checkbox"/>								<input type="checkbox"/> x2	
<input type="checkbox"/> Digital File	Drainage Report						<input type="checkbox"/> x2								
<input type="checkbox"/> Digital File	Geotech Report		<input type="checkbox"/>												
<input type="checkbox"/> Digital File	Archaeological Report										<input type="checkbox"/>				
<input type="checkbox"/> Digital File	Draft Amended Dev Standards		<input type="checkbox"/>												
<input type="checkbox"/> Digital File	Proposed CC&R's		<input type="checkbox"/>			<input type="checkbox"/>									
<input type="checkbox"/> Digital File	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RE: 6744 E Granada Road  
Pre-application # 177PA18

The proposal will preserve the historic character in the following fashions:

- 1- Repair and preserve the weeping mortar.
- 2- We will keep the existing open design of a carport.
- 3- We will design the front yard with low planters, shrubs, flowers and artificial turf to preserve the traditional landscaping patterns and reduce outdoor water use.

A substantial amount of money will be invested into this project, we do think it will improve the neighborhood.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line that tapers to the right.

Alban Pailloux

# Request for Site Visits and/or Inspections

Development Application (Case Submittals)



This request concerns all property identified in the development application.

Pre-application No: 177-PA-18

Project Name: Arrows

Project Address: 6744 E Granada Road

### STATEMENT OF AUTHORITY:

1. I am the owner of the property, or I am the duly and lawfully appointed agent of the property and have the authority from the owner to sign this request on the owner's behalf. If the land has more than one owner, then I am the agent for all owners, and the word "owner" refer to them all.
2. I have the authority from the owner to act for the owner before the City of Scottsdale regarding any and all development application regulatory or related matter of every description involving all property identified in the development application.

### STATEMENT OF REQUEST FOR SITE VISITS AND/OR INSPECTIONS

1. I hereby request that the City of Scottsdale's staff conduct site visits and/or inspections of the property identified in the development application in order to efficiently process the application.
2. I understand that even though I have requested the City of Scottsdale's staff conduct site visits and/or inspections, city staff may determine that a site visit and/or an inspection is not necessary, and may opt not to perform the site visit and/or an inspection.

Property owner/Property owner's agent: Alban Pailloux  
Print Name

[Signature]  
Signature

### City Use Only:

Submittal Date: \_\_\_\_\_ Case number: \_\_\_\_\_

Planning and Development Services  
7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-7000 ♦ Fax: 480-312-7088



Current Planning Services  
Long Range Planning Services

**NOTICE OF INSPECTION RIGHTS**  
**A.R.S. § 9-833**

**You have the right to:**

- Have the City staff member present a photo ID.
- Have the City staff member state the purpose for the planning inspection and legal authority to conduct it.
- Know the amount of inspection fees if applicable.
- An on-site representative may accompany the City staff member during the inspection except during confidential interviews and may:
  - Receive copies of any documents taken during the inspection.
  - Receive a split of any samples taken during the inspection.
  - Receive copies of any analysis of the samples taken when available.
- Be informed if statements are being recorded.
- Be given notice that any statements may be used in an inspection report.
- Be presented with a copy of your inspection rights.
- Be notified of the due process rights pertaining to an appeal

**You are hereby notified and informed of the following:**

- The inspection is conducted pursuant to the authority of A.R.S § 9-462.05. and/or Scottsdale Revised Code, Appendix B, Article I. Section 1.203.
- Any statements made by anyone interviewed during this inspection may be included in the inspection report.
- Information on appeal rights related to this inspection is found under Scottsdale Revised Code, Appendix B, Article I. Section 1.801.
- There is no inspection fee associated with this inspection.

I acknowledge I have been informed of my inspection rights. If I decline to sign this form, the inspector(s) may still proceed with the inspection.

If I have any questions, I may contact the City staff member, \_\_\_\_\_  
at the following number \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 3/20/18

Printed Name: Alban Pailloux

Check box if signature refused

Copy of Bill of Rights left at: \_\_\_\_\_

A.R.S § 9-833. Inspections; applicability

- A. A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:
  1. Present photo identification on entry of the premises.
  2. On initiation of the inspection, state the purpose of the inspection and the legal authority for conducting the inspection.
  3. Disclose any applicable inspection fees.
  4. Except for a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews.
  5. Provide notice of the right to have:
    - (a) Copies of any original documents taken from the premises by the municipality during the inspection if the municipality is permitted by law to take original documents.
    - (b) A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, where appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive.
    - (c) Copies of any analysis performed on samples taken during the inspection.
  6. Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  7. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report.
- B. On initiation of, or two working days before, an inspection of any premises of a regulated person, except for a food and swimming pool inspection that has up to one working day after an inspection, a municipal inspector or regulator shall provide the following in writing or electronically:
  1. The rights described in subsection A of this section.
  2. The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  3. The due process rights relating to an appeal of a final decision of a municipality based on the results of the inspection, including the name and telephone number of a person to contact within the municipality and any appropriate municipality, county or state government ombudsman.
- C. A municipal inspector or regulator shall obtain the signature of the regulated person or on-site representative of the regulated person on the writing prescribed in subsection B of this section indicating that the regulated person or on-site representative of the regulated person has read the writing prescribed in subsection B of this section and is notified of the regulated person's or on-site representative of the regulated person's inspection and due process rights. The municipality shall maintain a copy of this signature with the inspection report. Unless the regulated person at the time of the inspection is informed how the report can be located electronically, the municipality shall leave a copy with the regulated person or on-site representative of the regulated person. If a regulated person or on-site representative of the regulated person is not at the site or refuses to sign the writing prescribed in subsection B of this section, the municipal inspector or regulator shall note that fact on the writing prescribed in subsection B of this section.
- D. A municipality that conducts an inspection shall give a copy of, or provide electronic access to, the inspection report to the regulated person or on-site representative of the regulated person either:
  1. At the time of the inspection.
  2. Notwithstanding any other state law, within thirty working days after the inspection.
  3. As otherwise required by federal law.

- E. The inspection report shall contain deficiencies identified during an inspection. Unless otherwise provided by law, the municipality may provide the regulated person an opportunity to correct the deficiencies unless the municipality determines that the deficiencies are:
  - 1. Committed intentionally.
  - 2. Not correctable within a reasonable period of time as determined by the municipality.
  - 3. Evidence of a pattern of noncompliance.
  - 4. A risk to any person, the public health, safety or welfare or the environment.
- F. If the municipality allows the regulated person an opportunity to correct the deficiencies pursuant to subsection E of this section, the regulated person shall notify the municipality when the deficiencies have been corrected. Within thirty working days of receipt of notification from the regulated person that the deficiencies have been corrected, the municipality shall determine if the regulated person is in substantial compliance and notify the regulated person whether or not the regulated person is in substantial compliance, unless the determination is not possible due to conditions of normal operations at the premises. If the regulated person fails to correct the deficiencies or the municipality determines the deficiencies have not been corrected within a reasonable period of time, the municipality may take any enforcement action authorized by law for the deficiencies.
- G. A municipality's decision pursuant to subsection E or F of this section is not an appealable municipal action.
- H. At least once every month after the commencement of the inspection, a municipality shall provide the regulated person with an update, in writing or electronically, on the status of any municipal action resulting from an inspection of the regulated person. A municipality is not required to provide an update after the regulated person is notified that no municipal action will result from the municipality's inspection or after the completion of municipal action resulting from the municipality's inspection.
- I. This section does not authorize an inspection or any other act that is not otherwise authorized by law.
- J. This section applies only to inspections necessary for the issuance of a license or to determine compliance with licensure requirements. This section does not apply:
  - 1. To criminal investigations and undercover investigations that are generally or specifically authorized by law.
  - 2. If the municipal inspector or regulator has reasonable suspicion to believe that the regulated person may be or has been engaged in criminal activity.
  - 3. Inspections by a county board of health or a local health department pursuant to section 36-603.
- K. If a municipal inspector or regulator gathers evidence in violation of this section, the violation shall not be a basis to exclude the evidence in a civil or administrative proceeding, if the penalty sought is the denial, suspension or revocation of the regulated person's license or a civil penalty of more than one thousand dollars.
- L. Failure of a municipal employee to comply with this section:
  - 1. Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  - 2. Shall be considered by the judge and administrative law judge as grounds for reduction of any fine or civil penalty.
- M. A municipality may adopt rules or ordinances to implement this section.
- N. This section:
  - 1. Shall not be used to exclude evidence in a criminal proceeding.
  - 2. Does not apply to a municipal inspection that is requested by the regulated person.

# Development Application



### 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 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)	Other:
<input type="checkbox"/> Conditional Use Permit (UP)	<input checked="" type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> Annexation/De-annexation (AN)
Exemptions to the Zoning Ordinance	Land Divisions (PP)	<input type="checkbox"/> General Plan Amendment (GP)
<input type="checkbox"/> Hardship Exemption (HE)	<input type="checkbox"/> Subdivisions	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Condominium Conversion	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Variance (BA)	<input type="checkbox"/> Perimeter Exceptions	Other Application Type Not Listed
<input type="checkbox"/> Minor Amendment (MA)	<input type="checkbox"/> Plat Correction/Revision	<input type="checkbox"/>

Project Name: Granada

Property's Address: 6744 East Granada Rd

Property's Current Zoning District Designation:

The property owner shall designate an agent/applicant for the Development Application. This person shall be the owner's contact for the City regarding this Development Application. The agent/applicant shall be responsible for communicating all City information to the owner and the owner application team.

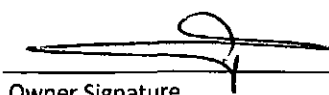
Owner: <u>Alban Pailoux</u>	Agent/Applicant:
Company: <u>Northcott Investments LLC</u>	Company:
Address: <u>6501 E Greenway Parkway</u>	Address:
Phone: <u>602 315 0889</u> Fax:	Phone: Fax:
E-mail: <u>Alban357@gmail.com</u>	E-mail:
Designer: <u>Abraham Garcia</u>	Engineer: <u>Matthew Sheard</u>
Company: <u>2nd Dimension Design Audio LLC</u>	Company: <u>4 Peaks Structural LLC</u>
Address: <u>12690 W Flower St</u>	Address: <u>11439 N 65th St, Scottsdale 85254</u>
Phone: <u>623 694 6834</u> Fax:	Phone: <u>602 616 4474</u> Fax:
E-mail: <u>Agarcia@2dimensiondesign.com</u>	E-mail: <u>info@4peaksstructural.com</u>

Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).

- This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications will be reviewed in a format similar to the Enhanced Application Review methodology.

**Enhanced Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.

**Standard Application Review:** I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.



Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

### Planning and Development Services

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

City of Scottsdale's Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)

# Development Application

## Review Methodologies



### Review Methodologies

The City of Scottsdale maintains a business and resident friendly approach to new development and improvements to existing developments. In order to provide for flexibility in the review of Development Applications, and Applications for Permitting, the City of Scottsdale provides two methodologies from which an owner or agent may choose to have the City process the application. The methodologies are:

#### **1. Enhanced Application Review Methodology**

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

#### **2. Standard Application Review Methodology:**

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff's to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

In addition to the information above, please review the Development Application, and/or the Application for Permitting flow charts. These flow charts provide a step-by-step graphic representation of the application processes for the associated review methodologies.

#### Note:

1. Please see the Current Planning Services and Long Range Planning Services Substantive Policy Statements and Staff Review Timeframes for Development Applications, number III.

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# Development Application

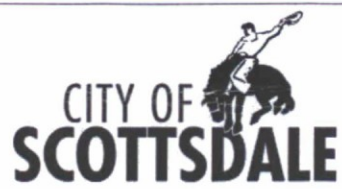
## Arizona Revised Statues Notice



### §9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

# 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.

## PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Development Review Application Checklist (this list)
<input type="checkbox"/>	<input type="checkbox"/>	2. Application Fee - None
<input type="checkbox"/>	<input type="checkbox"/>	3. Checklist for Minimal Information to be Accepted for Review – Development Applications (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Completed Development Application Form (form provided) <ul style="list-style-type: none"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> 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 checked="" type="checkbox"/>	5. Request to Submit Concurrent Development Applications (form provided)

### Planning and Development Services

# Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6.	<b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7.	<b>Affidavit of Authorization to Act for Property Owner</b> (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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8.	<b>Appeals of Required Dedications or Exactions</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	9.	<b>Deed of Conservation Easement</b> (delayed submittal) <ul style="list-style-type: none"> <li>• Must be the original signed document.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.	<b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <i>Title Report ok AS</i> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11.	<b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12.	<b>Request for Site Visits and/or Inspections Form</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	13.	<b>Addressing Requirements and Addressing Request Application</b> (forms provided)
<input type="checkbox"/>	<input type="checkbox"/>	14.	<b>Historic Preservation Guidelines</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Historic Residential Exterior Rehabilitation Guidelines (forms provided)</li> <li><input type="checkbox"/> Historic Residential Exterior Rehabilitation Windows Policy (forms provided)</li> <li><input checked="" type="checkbox"/> Historic Preservation Plan for the property (see that City's website at: <a href="http://www.scottsdaleaz.gov/historiczoning/historicresources">http://www.scottsdaleaz.gov/historiczoning/historicresources</a>)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	15.	<b>Historic Residential Exterior Rehabilitation Program Declaration</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	16.	<b>Historic Residential Exterior Rehabilitation Program Agreement</b> (delayed submittal)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17.	<b>Public Participation</b> <p><b>Step 1: Complete Neighborhood Notification</b></p> <ul style="list-style-type: none"> <li>• Notify surrounding property owners &amp; HOAs of the project request and description</li> <li>• Document notification on Community Input Certification form (provided)</li> </ul> <p><b>Step 2: City will post public hearing sign and provide other public notification including:</b></p> <ul style="list-style-type: none"> <li>• Mailing out postcards to property owners within 750 feet</li> <li>• Posting case information on the City website</li> <li>• Posting on social media</li> <li>• Sending to email subscribers</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	18.	<b>Request for Neighborhood Group Contact information</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	19.	<b>Home Owners' Association Approval Letter</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20.	<b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• See attached <u>Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). 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.</li> </ul>

## Planning and Development Services

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# Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>21. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>
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## PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>22. Application Narrative</b></p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> </ul> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. HRER program. The narrative for a Historic Residential Exterior Rehabilitation (HRER) program request shall address the project justification criteria specified in the HRER Guidelines.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>23. Historic Residential Exterior Rehabilitation Scope of Work and Estimates</b> (form provided)</p> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – 4 copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>24. Site Plan</b> <span style="margin-left: 20px;">2 AB</span></p> <ul style="list-style-type: none"> <li>• 24" x 36" – <del>12</del> 12 copies, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>25. Site Details</b></p> <p>(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>26. Landscape Plan</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, <u>folded of black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>

# Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>27. Elevations</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, <u>folded</u> black and white line drawing (a grayscale copy of the color elevations will not be accepted.)</li> <li>• 24" x 36" – 2 color copies, <u>folded</u></li> <li>• 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy, (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy black and white line drawing copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>28. Perspectives</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, <u>folded</u></li> <li>• 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>29. Streetscape Elevation(s)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 color copy, <u>folded</u></li> <li>• 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>30. Window Details</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 2 copies, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>31. Floor Plans</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>32. Sign Details</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – 1 color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 11" x 17" – 1 copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 color copy (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – 1 copy black and white line drawing (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>33. Exterior Lighting Site Plan (including exterior building mounted fixtures)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>34. Exterior Lighting Photometric Analysis (policy provided)</b></p> <ul style="list-style-type: none"> <li>• 24" x 36" – 1 copy, <u>folded</u></li> <li>• 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>

## 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](http://www.scottsdaleaz.gov)

# Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>35. Manufacturer Cut Sheets of All Proposed Lighting</b> <ul style="list-style-type: none"> <li>• 24" x 36" – <b>1 copy</b>, folded</li> <li>• 11" x 17" – <b>1 copy</b>, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>36. Other:</b> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> 24" x 36" – _____ copy(ies), folded</li> <li><input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction)</li> <li><input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)</li> </ul>

## PART III – SAMPLES & MODELS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>37. Paint Color Drawdowns</b> <ul style="list-style-type: none"> <li>• 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>38. Exterior Building Color &amp; Material Sample Board(s):</b> 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> <li>• The material sample board shall include the following:               <ul style="list-style-type: none"> <li>○ A color elevation of one side of the building</li> <li>○ 3" x 3" Glass samples mounted on the board with reflectivity identify</li> <li>○ 3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> <li>○ 2" x 2" of proposed paint colors</li> <li>○ All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul> </li> <li>• 11" x 17" – <b>1 copy</b>, folded of a printed digital photo of the material board</li> </ul>

## PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>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; <u>177</u> -PA- <u>18</u>.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>40. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>

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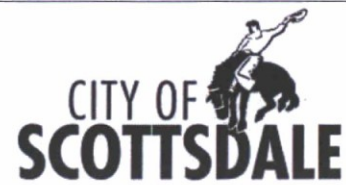
## Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. <b>Delayed Submittal.</b> 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.
<input type="checkbox"/>	<input type="checkbox"/>	43. <b>Other:</b> _____ _____ _____
<input checked="" type="checkbox"/>		44. If you have any question regarding this application checklist, please contact your Project Coordinator.
		Coordinator Name (print): <u>Greg Bloembergen</u> Phone Number: <u>480-312-4306</u> Coordinator email: <u>gbloembus@</u> @scottsdaleaz.gov Date: _____ Coordinator Signature: _____
		<p>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.</p> <p>This application need a:    <input type="checkbox"/> New Project Number, or                                                 <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></p> <p>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: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a>.</p> <p>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</p>

# Development Applications Process

## Enhanced Application Review

### Historic Property (HP)

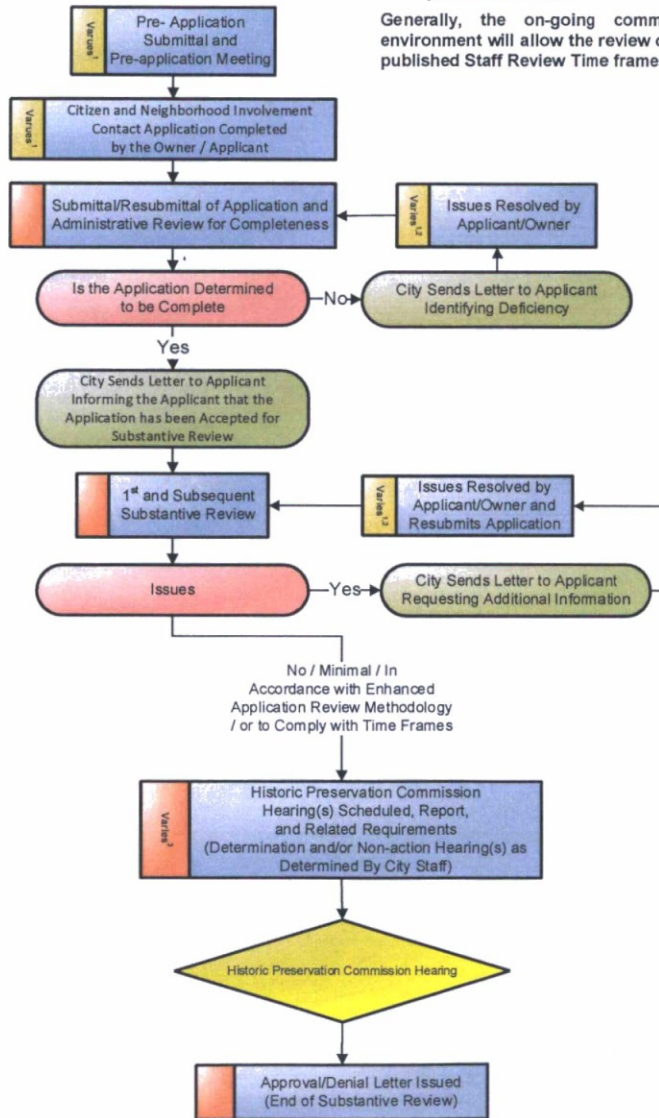


#### Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city's reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the on-going communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.



#### Note:

1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

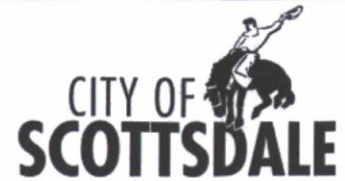
#### Time Line

Administrative Review	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
35 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	

# Development Applications Process

## Standard Application Review

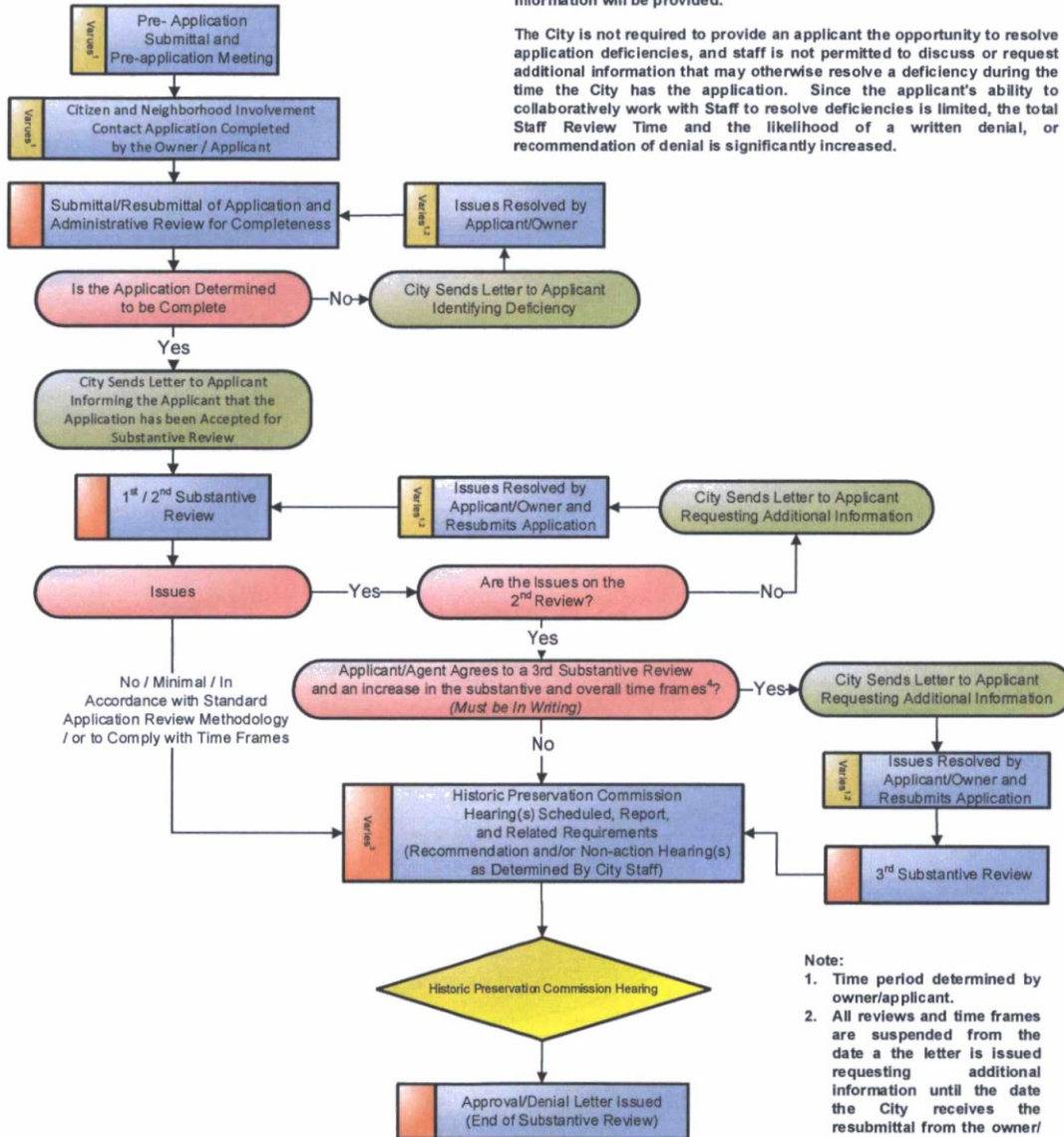
### Historic Property (HP)



#### Standard Application Review Methodology:

Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant's ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city's review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant's ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.



- Note:
1. Time period determined by owner/applicant.
  2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/ applicant.
  3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
  4. Owner/applicant may agree to extend the time frame by 50 percent

#### Time Line

Administrative Review 15 Staff Working Days Per Review	Substantive Review 95 Total Staff Working Days, Two Reviews in This Time Frame <sup>2,3,4</sup>	Public Hearing Process Time Frames Vary <sup>3</sup>	Approval/Denial Letter Issued
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## Planning and Development Services