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

# **Development Application**



Please check the appr		Application Type: Type(s) of Application(s	) you are requesting	
Zoning	Development Revi		Signs	
☐ Text Amendment (TA)		Review (Major) (DR)	☐ Master Sign Program (MS)	
☐ Rezoning (ZN)		Review (Minor) (SA)	Community Sign District (MS)	
☐ In-fill Incentive (II)	☐ Wash Modific		Other:	
☐ Conditional Use Permit (UP)	Historic Prope		☐ Annexation/De-annexation (AN)	
Exemptions to the Zoning Ordinance	Land Divisions (PP)		General Plan Amendment (GP)	
☐ Hardship Exemption (HE)	Subdivisions		☐ In-Lieu Parking (IP)	
☐ Special Exception (SX)	Condominium	Conversion	Abandonment (AB)	
☐ Variance (BA)	☐ Perimeter Exc	eptions	Other Application Type Not Listed	
☐ Minor Amendment (MA)	☐ Plat Correctio	n/Revision		
Project Name: Knudso	n Res	idence		
Property's Address: 4817 A	1 78th +	lace.	85251	
Property's Current Zoning District Designati	on:	/	V =	
The property owner shall designate an agent		evelonment Application	This person shall be the owner's contact	
for the City regarding this Development App				
information to the owner and the owner app				
Owner: Wayne + Lisa K		Agent/Applicant:		
Company:				
Address: 4817 N 78 P/		Company: Address:		
Phone: 480,305,4741 Fax:		Phone: Fax:		
E-mail: //salotusflowers @gmail.comp-mail:				
Designer:	J	Engineer:		
Company:		Company:		
Address:		Address:		
Phone: Fax:		Phone:	Fax:	
E-mail:		E-mail:		
Please indicate in the checkbox below the r  This is not required for the following applications will be reviewed in a formula for the following applications.	Development Appli	cation types: AN, AB, BA	A, II, GP, TA, PE and ZN. These	
* * • Funanced Application Review.	reby authorize the O dication Review met		iew this application utilizing the Enhanced	
Standard Application Review:	reby authorize the O dication Review met		iew this application utilizing the Standard	
mart good	2			
Owner Signature		Agent/Applican	t Signature	
Official Use Only Submittal Date:		Development Applica		

## **Planning and Development Services**

# **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:

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

# 1.4

# **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.

**Development Application** 

Page 3 of 3

Revision Date: 08/23/2017

# Request for Site Visits and/or Inspections

**Development Application (Case Submittals)** 



This request concerns all property identified in the development application.
Pre-application No: <u>705-PA-</u> <u>2018</u>
Project Name: <u>Fnudson</u> Residence Project Address: <u>4817 N. 78 The Place</u>
Project Address: 4817 N. 78th Place
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.
<ol><li>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.</li></ol>
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.
<ol> <li>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.</li> </ol>
Property owner/Property owner's agent: Lisa V. Knudson  Print Name
May Fruit
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



## 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:
  - o Receive copies of any documents taken during the inspection.
  - o Receive a split of any samples taken during the inspection.
  - o 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:	
Printed Name:		
Check box if signature refused		
Copy of Bill of Rights left at:		

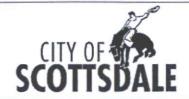
#### A.R.S § 9-833. Inspections; applicability

- 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.
  - 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.
  - 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.
  - Inform each person whose conversation with the municipal inspector or regulator during the inspection is tape recorded that the conversation is being tape recorded.
  - 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.
  - The name and telephone number of a municipal contact person available to answer questions regarding the inspection.
  - 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.
- 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:
  - 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.
  - 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:
  - Constitutes cause for disciplinary action or dismissal pursuant to adopted municipal personnel policy.
  - 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.

# **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. No application shall be accepted without all items marked below.		
Ø		1. Development Review Application Checklist (this list)		
		2. Application Fee - None		
Ø		<ul> <li>Completed Development Application Form (form provided)</li> <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> <li>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.</li> </ul>		
$\square$		4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)		
-7	0	5. 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		

## Planning and Development Services

		applicant that will act on behalf of the property owner. (form provided)
Ø		6. Appeals of Required Dedications or Exactions (form provided)
		7. Deed of Conservation Easement (delayed submittal)
		Must be the original signed document.
		8. 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.
		9. Legal Description: (if not provided in Commitment for Title Insurance)
		• 8-1/2" x 11" – ② copies
Ø		10. Request for Site Visits and/or Inspections Form (form provided)
		11. Historic Preservation Guidelines
		☐ Historic Residential Exterior Rehabilitation Guidelines (forms provided)
		☐ Historic Residential Exterior Rehabilitation Windows Policy (forms provided)
		☐ Historic Preservation Plan for the property (see that City's website at:
		http://www.scottsdaleaz.gov/historiczoning/historicresources)
		12. Historic Residential Exterior Rehabilitation Program Declaration (form provided)
		13. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)
		14. Public Participation
		Step 1: Complete Neighborhood Notification
		<ul> <li>Notify surrounding property owners &amp; HOAs of the project request and description</li> </ul>
		<ul> <li>Document notification on Community Input Certification form (provided)</li> </ul>
		Step 2: City will post public hearing sign and provide other public notification including:
		Mailing out postcards to property owners within 750 feet
		<ul> <li>Posting case information on the City website</li> </ul>
		Posting on social media
	-	Sending to email subscribers
		15. Request for Neighborhood Group Contact information (form provided)
		16. Home Owners' Association Approval Letter
$\square$		17. 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
		8-1/2" x 11" - ② 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.

## **Planning and Development Services**

		PART II REQUIRED PLANS & RELATED DATA
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Ø		<ul> <li>8 ½" x 11" – 4 copies</li> <li>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>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> </ul>
		Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)     8 ½" x 11" – 4 copies
۵		<ul> <li>20. Site Plan</li> <li>24" x 36" - ② copies, folded</li> <li>11" x 17" - ① copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> </ul>
		<ul> <li>21. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</li> <li>24" x 36" - ② copies, folded</li> <li>11" x 17" - ① copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" - ① copy (quality suitable for reproduction)</li> </ul>
		<ul> <li>22. Landscape Plan</li> <li>24" x 36" – ② copies, folded of black and white line drawings (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>11" x 17" – ① copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> </ul>

# Planning and Development Services

Ø	23. Building Elevations		
	<ul> <li>24" x 36" – ② copies, <u>folded</u> black and white line drawing</li> </ul>		
	(a grayscale copy of the color elevations will not be accepted.)		
	• 24" x 36" – ② color copies, <u>folded</u>		
	<ul> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		
	<ul> <li>11" x 17" – ① copy, folded black and white line drawing (quality suitable for reproduction)</li> </ul>		
	<ul> <li>8 ½" x 11" − ① color copy, (quality suitable for reproduction)</li> </ul>		
	<ul> <li>8 ½" x 11" – ① copy black and white line drawing copy (quality suitable for reproduction)</li> </ul>		
	24. Perspectives		
	• 24" x 36" – ① color copy, <u>folded</u>		
	<ul> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		
	<ul> <li>8 ½" x 11" − ① color copy (quality suitable for reproduction)</li> </ul>		
	25. Streetscape Elevation(s)		
	• 24" x 36" – ① color copy, <u>folded</u>		
	<ul> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		
	8 ½" x 11" − ① color copy (quality suitable for reproduction)		
	26. Window Details		
	• 24" x 36" – ② copies, <u>folded</u>		
	<ul> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		
	8 ½" x 11" – ① copy (quality suitable for reproduction)		
	27. Floor Plans		
	• 24" x 36" – ① copy, <u>folded</u>		
	<ul> <li>11" x 17" - ① copy, folded (quality suitable for reproduction)</li> </ul>		
	28. Sign Details		
	<ul> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		
	<ul> <li>11" x 17" – ① copy, folded black and white line drawing (quality suitable for reproduction)</li> </ul>		
	■ 8 ½" x 11" – ① color copy (quality suitable for reproduction)		
	8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction)		
	29. Exterior Lighting Site Plan (including exterior building mounted fixtures)		
	• 24" x 36" – ① copy, <u>folded</u>		
	• 11" x 17" – ① copy, folded (quality suitable for reproduction)		
	30. Exterior Lighting Photometric Analysis (policy provided)		
	• 24" x 36" – ① copy, <u>folded</u>		
	<ul> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>		

# **Planning and Development Services**

Ø		31. Manufacturer Cut Sheets of All Proposed Lighting  • 24" x 36" - 1) copy, folded 1) 82 × 11 or photo of actual Pixture  • 11" x 17" - 1) copy, folded (quality suitable for reproduction) and name
		32. Other:
		□ 24" x 36" − copy(ies), folded □ 11" x 17" − copy(ies), folded (quality suitable for reproduction)
		8 ½" x 11" – copy(ies), folded (quality suitable for reproduction)
		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.
A		33. Color Cards or Paint Color Drawdowns  1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
		34. Exterior Building Color & Material Sample Board(s):
		8-1/2" x 14" material sample board(s)
		The material sample board shall include the following:
		<ul> <li>A color elevation of one side of the building</li> </ul>
		<ul> <li>3" x 3" Glass samples mounted on the board with reflectivity identify</li> </ul>
		<ul> <li>3" x 3" of each the building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)</li> </ul>
		o 2"x 2" of proposed paint colors
		<ul> <li>All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.</li> </ul>
		• 11" x 17" – ① copy, <u>folded</u> of a printed digital photo of the material board
		PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION
Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
Ø		35. 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; 705-PA-2018.
Ø		36. Submit all items indicated on this checklist pursuant to the submittal requirements.

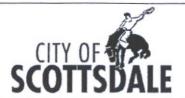
## **Planning and Development Services**

Ø	37. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
Ø	38. 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.
	39. Other:
Ø	40. If you have any question regarding this application checklist, please contact your Project Coordinator.
	Coordinator Name (print): Jeff Barnes  Phone Number: 480-312-2376  Coordinator email: Joannes @scottsdaleaz.gov Date: 9/21/18
	Coordinator Name (print): Jeff Barnes Phone Number: 480-312-2376  Coordinator email: Jearnes @scottsdaleaz.gov Date: 9/21/18
	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:   New 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: <a href="http://www.scottsdaleaz.gov/bldgresources/forms">http://www.scottsdaleaz.gov/bldgresources/forms</a> .
	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**

# **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:

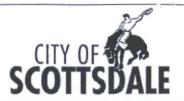
- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review,
- City staff and the applicant to collaboratively work together regarding an

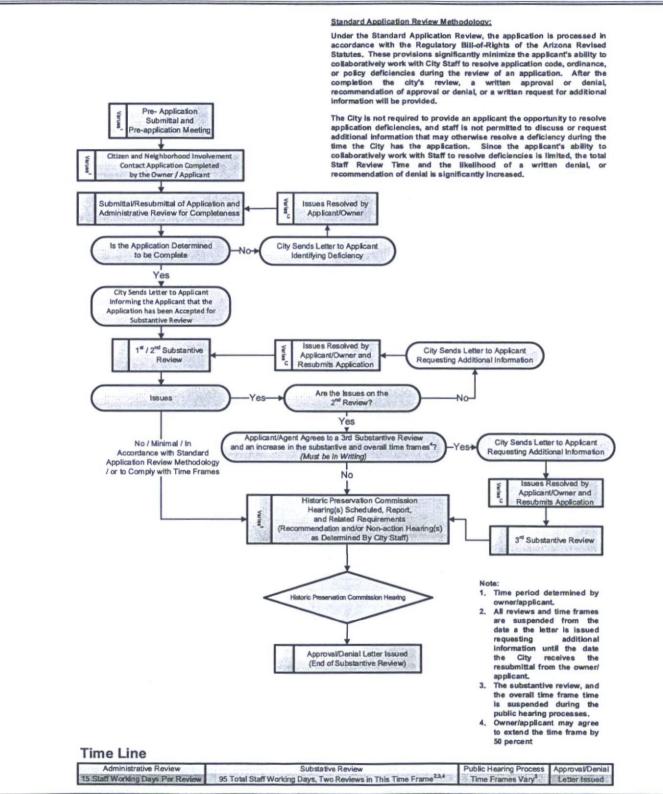
application; and City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner. Generally, the on-going communication and the collaborative work Pre- Application Submittal and environment will allow the review of an application to be expedited within the -application Meeting published Staff Review Time frames. Contact Application Completed by the Owner / Applicant Submittal/Resubmittal of Application and Issues Resolved by Administrative Review for Completeness Applicant/Owne Is the Application Determined City Sends Letter to Applicant to be Complete Identifying Deficiency Yes City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review Issues Resolved by 1st and Subsequent Applicant/Owner and Substantive Review Resubmits Application City Sends Letter to Applicant Issues Requesting Additional Information No / Minimal / In Accordance with Enhanced Application Review Methodology / or to Comply with Time Frames Historic Preservation Commission Hearing(s) Scheduled, Report, Note: and Related Requirements 1. Time period determined by (Determination and/or Non-action Hearing(s) as owner/applicant. Determined By City Staff) 2. All reviews and time frames are suspended from the date a the letter is issued requesting addition al information until the date the City receives the resubmittal from the owner/ Historic Preservation Commission Hearing applicant. 3. The substantive review, and the overall time frame time is suspended during the public hearing processes. Approval/Denial Letter Issued 4. Owner/applicant may agree (End of Substantive Review) to extend the time frame by 50 percent Time Line Substative Review Administrative Review Public Hearing Process | Approval/Denial 95 Total Staff Working Days, Multiple Reviews in This Time Frame<sup>2,3,4</sup> 15 Staff Working Days Per Revi Time Frames Vary

## Planning and Development Services

# **Development Applications Process**

# Standard Application Review Historic Property (HP)





## **Planning and Development Services**

June 24, 2016 Sept 5, 2018

The proposed project is a living room addition at an existing 1,955 SF single family attached home located at 4817 North 78th Place in Scottsdale, Arizona. The residence is located in the Villa Monterey subdivision, which has been designated as a historic district by the City of Scottsdale.

The subject property is on the south-southeast corner of North 78th Place and East Highland Avenue, and the proposed one story addition will be in the rearmost corner of the property. 380 The 616 SF addition will enlarge the family "great room" area and increase the useable space of the living/dining area which is open to the kitchen. The addition will be enclosed by property line CMU walls on two sides, with stucco-clad frame walls facing the rear yard. The stucco finish and paint will match the existing home, and windows have been selected from the same manufacturer to match the existing frames.

> Over the years, many homes in Villa Monterey have been similarly altered to extend the living room/dining room/kitchen "great room" into the rear yard. The Home Owners Association has reviewed this project and found it to be consistent with previously approved projects within Villa Monterey.

> Please find the attached contact photos and architectural plans which document the existing conditions and proposed addition.

Jason Comer **TRUESPACE** 

Line Knudson 5 Sept 2018