

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

Application Narrative

AZ Contracting LLC

1753 E Broadway Rd Tempe 85282

Phone: 480-239-1066

E-Mail: Pace@AZ-Contracting.com

Web: WWW.AZ-Contracting.com



September 30th 2017

Scottsdale One Stop Shop

City of Scottsdale

7447 E Indian School Rd, Scottsdale, AZ 85251

Dear One Stop Shop

In regards to the property located at 7656 E Northland Dr. Scottsdale. APN 173-30-203

Our company AZ Contracting has been hired to enclose the existing carport into a garage. The owner of the property, Maureen and Lawrence DeRuyter have contracted our company to reach out to the Pre-Application Committee to describe the work that will be done once a permit is issued.

The property has an existing covered carport, which is built by slump block construction and is structurally sound. This structure has existing footings and will not be altered in anyway.

The size of the existing structure will stay the same. We are simply proposing minor framing work, electrical for the garage door opener and adding an exterior door with a new doorbell.

The carport opening is too large for a garage door as is, so we will frame down to the appropriate size and install an aluminum garage door with new tracks and a new garage door opener. (Framing details attached on a separate sheet).

The interior will be dry walled and insulated to match the existing look. We will add a door next to the garage door so that this will allow access to the main structure through the garage. Much like it has been done at the following address on the same street:

4931 N 77th Pl Scottsdale, AZ 85251 (please see before and after pictures)

We will be doing the same project as was completed at the above address. We will also match the existing paint colors of the HOA and current house.

Please let us know what other information you may need.

Thank you!

Sincerely,

Pace Morby
AZ Contracting
ROC 303463
480-239-1066

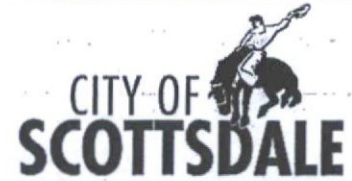
Development Application



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: <u>Carport to Garage Conversion</u>		
Property's Address: <u>7656 E Northland Atter Drive</u>		
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>Maureen DeRuyter</u>	Agent/Applicant:	
Company:	Company:	
Address: <u>7656 E Northland Dr.</u>	Address:	
Phone: <u>920-676-1137</u> Fax:	Phone: Fax:	
E-mail: <u>mocaptiont@gmail.com</u>	E-mail:	
Designer:	Engineer:	
Company:	Company:	
Address:	Address:	
Phone: Fax:	Phone: Fax:	
E-mail:	E-mail:	
Please indicate in the checkbox below the requested review methodology (please see the descriptions on page 2).		
<ul style="list-style-type: none"> This is not required for the following Development Application types: AN, AB, BA, II, GP, TA, PE and ZN. These applications¹ will be reviewed in a format similar to the Enhanced Application Review methodology. 		
<input checked="" type="checkbox"/> Enhanced Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Enhanced Application Review methodology.	
<input type="checkbox"/> Standard Application Review:	I hereby authorize the City of Scottsdale to review this application utilizing the Standard Application Review methodology.	
<u>Maureen DeRuyter</u> 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 Page 1 of 3 Revision Date: 05/18/2015		

10-HP-2018
3/22/2018

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.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Completed Development Application Form (form provided) <ul style="list-style-type: none"> • 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. <p>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.</p>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5. Request to Submit Concurrent Development Applications (form provided)

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Appeals of Required Dedications or Exactions (form provided)
		9. Deed of Conservation Easement (delayed submittal) <ul style="list-style-type: none"> Must be the original signed document.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <ul style="list-style-type: none"> 8-1/2" x 11" – 1 copy Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. Legal Description: (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> 8-1/2" x 11" – 2 copies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13. Addressing Requirements and Addressing Request Application (forms provided)
		14. Historic Preservation Guidelines <ul style="list-style-type: none"> <input type="checkbox"/> Historic Residential Exterior Rehabilitation Guidelines (forms provided) <input type="checkbox"/> Historic Residential Exterior Rehabilitation Windows Policy (forms provided) <input checked="" type="checkbox"/> Historic Preservation Plan for the property (see that City's website at: http://www.scottsdaleaz.gov/historiczoning/historicresources)
<input type="checkbox"/>	<input type="checkbox"/>	15. Historic Residential Exterior Rehabilitation Program Declaration (form provided)
		16. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. Public Participation <p>Step 1: Complete Neighborhood Notification</p> <ul style="list-style-type: none"> Notify surrounding property owners & HOAs of the project request and description Document notification on Community Input Certification form (provided) <p>Step 2: City will post public hearing sign and provide other public notification including:</p> <ul style="list-style-type: none"> Mailing out postcards to property owners within 750 feet Posting case information on the City website Posting on social media Sending to email subscribers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19. Home Owners' Association Approval Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper <ul style="list-style-type: none"> 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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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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) <ul style="list-style-type: none"> <input type="checkbox"/> Airport Data Page <input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form <input type="checkbox"/> Heliport (requires a Conditional Use Permit)
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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Application Narrative <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies 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. 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.
<input type="checkbox"/>	<input type="checkbox"/>	23. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided) <ul style="list-style-type: none"> • 8 ½" x 11" – 4 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Site Plan <ul style="list-style-type: none"> • 24" x 36" – 2 ² copies, <u>folded</u> • 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	25. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.) <ul style="list-style-type: none"> • 24" x 36" – 2 copies, <u>folded</u> • 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26. Landscape Plan <ul style="list-style-type: none"> • 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.) • 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" – 1 copy (quality suitable for reproduction)

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

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	35. Manufacturer Cut Sheets of All Proposed Lighting <ul style="list-style-type: none"> 24" x 36" – 1 copy, <u>folded</u> 11" x 17" – 1 copy, <u>folded</u> (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	36. Other: <hr/> <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), folded <input type="checkbox"/> 11" x 17" – _____ copy(ies), folded (quality suitable for reproduction) <input type="checkbox"/> 8 1/2" x 11" – _____ copy(ies) (quality suitable for reproduction) </div>

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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. Paint Color Drawdowns <ul style="list-style-type: none"> 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	38. Exterior Building Color & Material Sample Board(s): 8-1/2" x 14" material sample board(s) <ul style="list-style-type: none"> The material sample board shall include the following: <ul style="list-style-type: none"> 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, <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.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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>781</u>-PA- <u>17</u>.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. Submit all items indicated on this checklist pursuant to the submittal requirements.

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<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. 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.
<input type="checkbox"/>	<input type="checkbox"/>	43. Other: _____ _____ _____
<input checked="" type="checkbox"/>		44. If you have any question regarding this application checklist, please contact your Project Coordinator.
		Coordinator Name (print): <u>Greg Blumenberg</u> Phone Number: <u>480-312-4306</u> Coordinator email: <u>gblumenberg</u> @scottsdaleaz.gov Date: _____ 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: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> 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

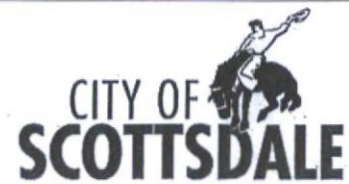
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Development Applications Process

Enhanced Application Review

Historic Property (HP)

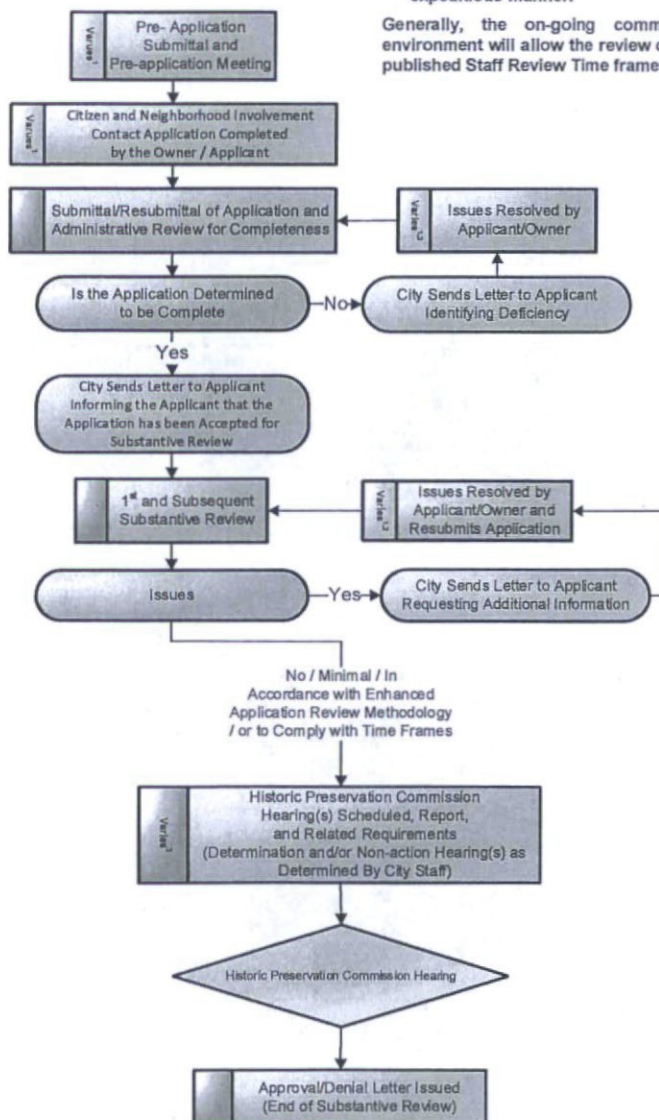


Enhanced Application Review Methodology

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
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ³	

Planning and Development Services

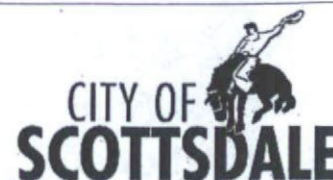
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Development Applications Process

Standard Application Review

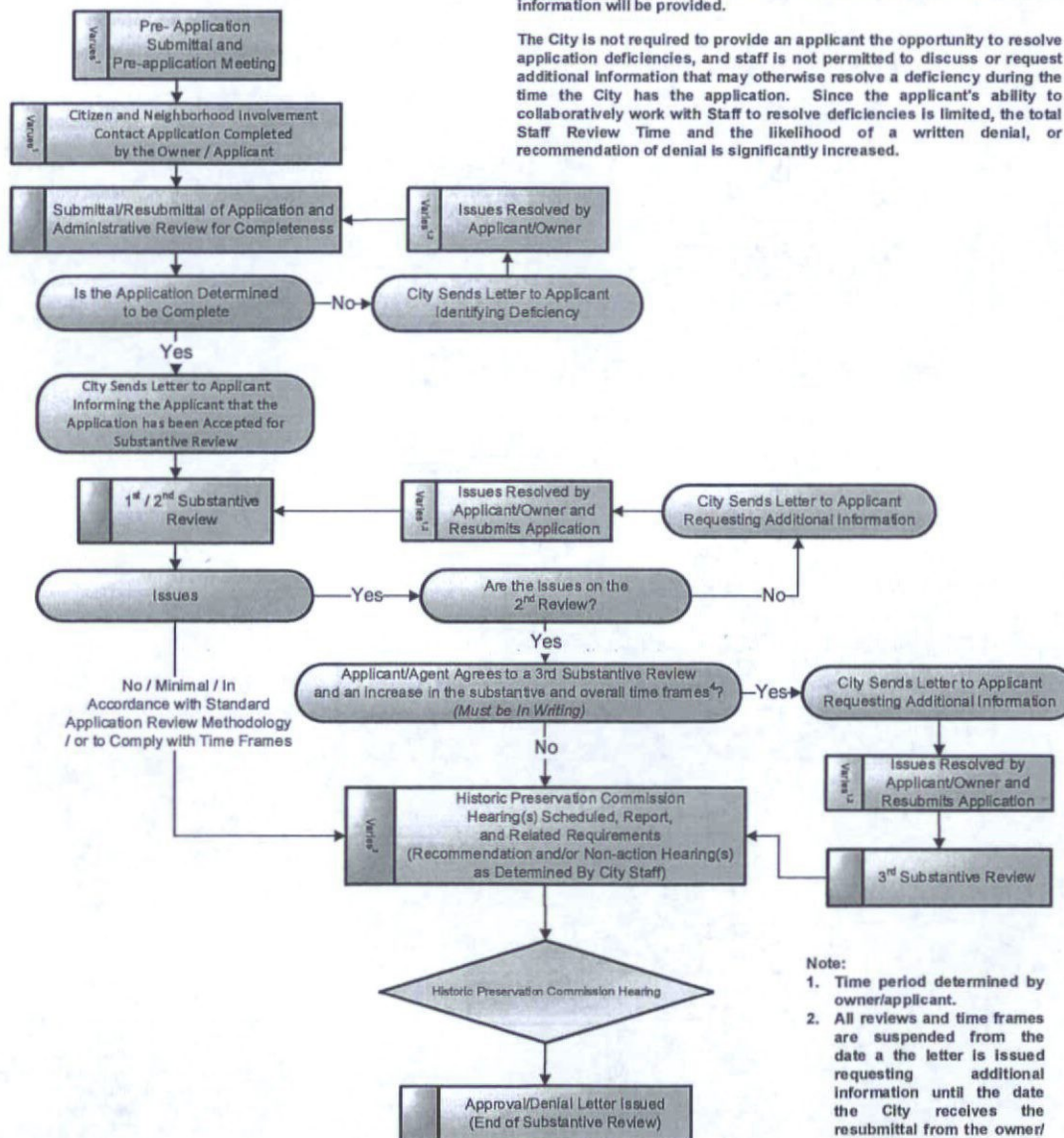
Historic Property (HP)



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 of 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	Substantive Review	Public Hearing Process	Approval/Denial Letter Issued
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame ^{2,3,4}	Time Frames Vary ²	

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