



Correspondence Between Staff and Applicant

Approval Letter

**Zoning Ordinance and Scottsdale Revise Code Significant Issues**

March 27, 2019

**Site Design:**

1. Please revise the site plan and landscape plan to indicate the locations and heights of all screen walls. Refer to Sections 5.4007, 7.105, 9.106.F and 10.501.H of the Zoning Ordinance.

**RESPONSE:**

**There are no Freestanding Screen wall. All Screen walls are integrated into the building structures. Refer to Sheet 41-1 information and details on wall enclosures or Building elevations 37-2 or 37-3.**

**Building Elevation Design:**

2. Please provide information and details related to devices that will be utilized to screen any mechanical equipment. Parapet walls or louver systems shall be equal to or greater than the height of the tallest roof-mounted unit. Refer to Sections 1.904.A.4 and 7.105.A.3 of the Zoning Ordinance.

**RESPONSE:**

**Refer to Sheet 41-1 for information and details on wall enclosures utilized to screen mechanical equipment.**

3. Please provide information and details related to the roof drainage system. Roof drainage, excluding necessary overflow scuppers, shall be concealed within the structure or architecturally integrated into the design of the building. Refer to Section 7.105.C of the Zoning Ordinance.

**RESPONSE:**

**The roof is internally drained with all roof drainage concealed within the structure.**

**Circulation:**

4. Please revise the site plan and circulation plan to indicate required right-of-way dedications, consistent with the Transportation Master Plan for Planning Unit V (approval pending).

**RESPONSE:**

**Right of ways for all public roads will be shown on the site plan and circulation plan.**

**Landscape Design:**

5. Please revise the landscape plan to include summary data indicating the landscape area (in square feet) of on-site, right-of-way and parking lot landscaping. Refer to Section 10.200 of the Zoning Ordinance.

**RESPONSE:**

**Landscape Data has been added.**

6. Please revise the planting legend to include quantities for all proposed plants and trees. Refer to Section 10.200 of the Zoning Ordinance.

**RESPONSE:**

**Quantities added.**

**Engineering:**

7. Please revise the site plan as needed to indicate parcel boundaries. Platting will be required for new parcel creation and easements will be required for any public infrastructure running through private parcels.

Additionally, a Covenant to Construct assurances will be required for public infrastructure prior to recordation of the final plat. Refer to Section 48-3 and 4 of the Scottsdale Revised Code (SRC).

**RESPONSE:**

**The future proposed parcel lines are shown on the site plan. It is understood that a plat will be required to create the lots. Easements, whether they be public or private will be dedicated as required. It is acknowledged that a Covenant to Construct will be required to approve the plat.**

**A plat for the overall 30 acres has already been submitted (in for second review) which dedicates the ROW.**

8. Private Sewer:

- Private sewers may be installed at the developer's discretion in multi-family developments.

**RESPONSE: Noted.**

- Private sewers shall be installed within all non-subdivided commercial or industrial properties. Private sewers shall not be installed in a public utility easement or right-of-way except to connect to public sewer.

**RESPONSE: Noted.**

- Where private sewer connects to a public sewer, the connection shall be made at a manhole or wye connection located within a public utility easement right-of-way. The sewer line, including any wye connection, is considered private until it enters the manhole or the public sewer in the public right-of-way. The City will maintain the manhole and all public sewers within a public utility easement right-of-way.

**RESPONSE:**

**The sewer system will tie into a City of Scottsdale owned main line that runs along the southern portion of the property. The line will be in a public utility easement. The man hole connection is shown on sheet C211.**

- Two or more buildings located on the same parcel on contiguous lots under different ownership may be provided service through one or more private sewers provided:
  - o There is an established, incorporated association or management firm which is responsible for payment of the sewer service charge;
  - o Each parcel or lot has a City-owned sewer line frontage on at least one side of each parcel or lot; and
  - o The association or management firm does not charge a fee to connect individual parcels to a private sewer line.

**RESPONSE:**

**The parcel will be platted with CCR's creating management of common utilities. Each parcel has a City owned sewer on one side of the lot, and there are no fees for lot owners to connect to the system.**

Fire:

9. Please revise the site plan to confirm access roads extend to within 300 feet of all portions of the building. Refer to Fire Ordinance 4283, 503.1.1.

**RESPONSE:**

**Refer to Exhibit "Phase I Fire Plan".**

Airport:

10. This project falls within the Airport Influence Area AC-1. Per Chapter 5 of the Scottsdale Revised Code (Aviation), the following are required to be completed and submitted prior to or concurrent with the final construction plans submittal (preferable prior to):

- Submittal of a height analysis on FAA appropriate forms for FAA review. FAA response will be required prior to final construction plan approval. Refer to Section 5-354.a of the SRC.
- Fair disclosure must be provided to all prospective residents and tenants in a form acceptable to the Scottsdale Airport. Typically, this is provided on the subdivision plat. Refer to Section 5-3.55.b of the SRC.

**RESPONSE: Noted Project has been submitted and is under review with The FAA.**

### **Significant Policy Related Issues**

#### **Various Plans:**

11. Notes and dimensions on a 24 X 36 sheets appear to be 6-point font size or less. Please revise notes and dimensions are a minimum of 12-point font size (1/6 of an inch). Refer to the Plan and Report Requirements for Development Applications (PRRDA) and Section 1.305 of the Zoning Ordinance.

**RESPONSE: Noted.**

#### **Site Design:**

12. With the next submittal, please provide design details of the hardscape and pavement design, shade devices and materials and pedestrian amenities.

**RESPONSE:**

**Refer to Sheet 41-2 for details of entry feature shade devices.**

13. Perimeter and site walls shall be constructed with 6- or 8-inch wide concrete masonry block, 8-inch wide brick, stone or similar solid and durable material to match the building. Stucco and paint surface of concrete block walls to match the building, unless they are split-faced, grid or similar decorative block type. Grade breaks shall be located at the top of the wall at piers or corners whenever possible. Include varied setbacks, alignments and/or heights and/or piers or buttresses for walls over 200 feet in length. Vary the horizontal and vertical alignment of the wall for visual interest. Refer to Section 2-1.205.A of the DSPM.
14. Please revise the site plan and project data to include the following (Refer to PRRDA):
  - Written scale
  - Gross and net lot area in square feet/acres
  - Allowed/provided floor area ratio w/supporting calculations
  - Location of existing/proposed street lights, traffic control devices, irrigation standpipes, drainage structures, overhead utility lines, etc.

**RESPONSE:**

**Written scale added to the site plan. Gross and net calculations for each lot is shown on sheet EX#23-0. FAR calculations have been added to sheet EX#23-0.**

#### **Circulation:**

15. Please note: all transportation requirements, i.e. street cross-sections, access locations access restrictions, traffic control, etc., shall be in conformance with the Transportation Master Plan for Planning Unit V (approval pending).

**RESPONSE: Noted.**

16. Please revise the site plan and circulation plan to indicate all existing and proposed sidewalk widths. Internal sidewalks should be a minimum of six feet in width (five feet acceptable if there are physical constraints).

**RESPONSE:**

**Dimensions have been added to the Site Plan and the Circulation Plan as requested.**

17. Please revise the site plan and circulation plan to indicate required traffic safety triangles at the site driveways on Hayden Road, Claret Drive and Cavasson Blvd. Refer to Section 5-3.123 and Figure 503.27 of the DSPM.

**RESPONSE:**

**Safety triangles added to the Driveways as requested on the Site Plan and the Circulation Plan.**

Building Elevation Design:

18. Please provide color elevations with the next submittal. Elevations shall include the following: color and material legend (key-noted to the elevations), locations for any wall-mounted light fixtures, written and bar scale and the proposed building height from lowest floor elevation. Also provide color perspectives from various angles and streetscape elevations. Refer to the PRRDA and the Development Review Development Application Checklist.

**RESPONSE:**

**Comments have been incorporated. Refer to Sheets 37-1 through 37-3 for B&W and color elevations. Refer to Sheets 39-1 through 39-2 for color perspectives.**

- **Color elevations**

- **Color and material legend**
- **Note wall-mounted light fixtures**
- **Written and bar scale**
- **Building height from lowest floor elevations**

19. In order to approve readability of the elevations, please add number notations (0.0, +1.5, -0.5) to indicate differences in planer surfaces, or utilize thicker and thinner line to indicate portions of the building that are nearer or farther from view. Refer to Section 1.305 of the Zoning Ordinance.

**RESPONSE:**

**Number notations have been incorporated to the elevations to indicate differences in planer surfaces. Refer to Sheets 37-1 through 37-3, and 37-7.**

20. Please provide window sections confirming all exterior window glazing will be recessed a minimum of 50% of the exterior wall thickness, including glass curtain walls or windows within any tower/clerestory elements. Demonstrate amount of recess by providing dimensions from the face of the exterior wall to the face of glazing, exclusive of any external detailing. Refer to Sensitive Design Principle 9, the Commercial Design Guidelines and/or the Design Guidelines for Office Development.

**RESPONSE:**

**Refer to Sheet 41-3 for relationship of exterior window glazing to exterior wall.**

21. Please provide door sections confirming all exterior doors will be recessed a minimum of 30% of the exterior wall thickness. Demonstrate amount of recess by providing dimensions from the face of the exterior wall to the face of the door frame or panel, exclusive of external detailing. Refer to the Sensitive Design Principle 9, the Commercial Design Guidelines and/or the Design Guidelines for Office Development.

**RESPONSE:**

**Refer to Sheet 41-3 for relationship of exterior door to exterior wall.**

22. Please provide section drawings for any proposed exterior shade devices. Provide information describing shadow/shade that will be accomplished by the device, given the vertical dimension of the wall opening. All shade devices should be designed so that the shade material has a density of 75% or greater in order to maximize the effectiveness of the device. Refer to Sensitive Design Principle 9 and/or the following link: <http://www.scottsdaleaz.gov/design/shading>.

**RESPONSE:**

**The shade device is integrated into the aluminum window system by attaching directly to the mullion and consists of a material that has a density greater than 75%. Refer to Sheet 41-3 for illustration of shadow/shade that will be accomplished by device.**

23. Please revise the applicable building elevation to indicate and illustrate the location of the electrical service entrance section (SES) or electrical meters and service panels. The SES or electrical meters and panels shall be incorporated into the design of the building, either in a separate utility room or with the face of the SES flush with the building face. An SES that is incorporated into the building design shall not be located on the side of a building that is adjacent to a public right-of-way or private street. Refer to Section 2-1.402 of the DSPM.

**RESPONSE:**

**All SES/electrical meters and service panels are located in the garage and office service yards screened by wall enclosures. Refer to Sheets 33-2 and 42-1 for location of SES/electrical meters and service panels.**

24. All exterior mechanical, utility or communications equipment shall be screened by a parapet wall that matches the architectural characteristics, color and finish of the building. Parapet height for roof-mounted units shall be equal or greater than the height of the tallest unit. Refer to Section 2-1.404a of the DSLM.

**RESPONSE:**

**All exterior mechanical, utility or communications equipment is screened by wall enclosures that match the architectural characteristics, color and finish of the building. Refer to Sheet 41-1 for information and details of wall enclosures utilized to screen exterior equipment.**

Floor Plans:

25. Please provide a floor plan or roof plan that indicates and illustrates the location of any roof access ladders. Refer to Section 2-1.405.5 of the DSPM.

**RESPONSE:**

**There are no roof access ladders. Access to the roof is through STAIR 1, the West stair on the North wing. Refer to Sheet 44 for location of roof access stair.**

26. Please revise the garage floor plans to include typical dimensions for aisles, standard parking spaces and accessible spaces (including access path). Refer to Section 9.106.A of the Zoning Ordinance.

**RESPONSE:**

**Refer to Sheets 33-1 through 33-7.**

Open Space:

27. Please revise the open space plan to include square footages for each type of open space, i.e. frontage open space vs. other open space, supporting calculations and graphic symbols for each type of open space. Refer to the PRRDA.

**RESPONSE:**

**Refer to updated Open Space plan for changes as requested.**

Landscape Design:

28. Please add a note to the Scottsdale City Notes on the landscape plan as follows: Thorny trees, shrubs and cacti shall be planted so the mature size/canopy will be at least four feet from any walkways or parking area curbing. Refer to Section 2-1.501.L of the DSPM.

**RESPONSE:**

**Note added.**

29. Due to thorny spines on the following plants, please revise the landscape plan so that the *Agave Americana* (Century Plant), *Echinocactus grusonii* (Golden Barrel) and *Opuntia engelmannii* (Engelmann's Prickly Pear) will be a minimum of four feet from the edge of any walkways and/or pedestrian areas, measured to the edge of the mature plant. Refer to Section 2-1.501.L of the DSPM.

**RESPONSE:**

**Plants relocated and note added.**

Lighting Design:

30. Please provide a photometric analysis for exterior lighting with the next submittal. Analysis shall include a table that identifies each fixture type, average and maximum foot candle output, lumens, wattage and any special features, i.e. shielding, recessing of light source in housing, etc. refer to the PRRDA.
31. Please revise the fixture cut sheets to identify each fixture with the letter indicated on the lighting site plan. Refer to the PRRDA.

Material and Color Board:

32. Please provide paint color drawdowns and revise the Material and Color Board to be consistent with the Development Review Development Application Checklist, Part III – Samples & Models. It may be necessary to provide more than one board. Consider using a thicker foam core board, or multiple layered foam core board so that heavier material samples can be recessed into the board.

**RESPONSE:**

**Material and Color Boards were submitted to the City of Scottsdale on March 25, 2019.**

Water and Waste Water:

33. As of the date of this letter, the master plan has not been approved due to incorrect water distribution system model. As indicated by the fire flow tests, system pressures will not be as high as those shown in the modeling results. Please revise BOD accordingly.

**RESPONSE:**

**Basis of Design report has been updated as requested with correct elevation set at fire hydrant.**

34. Minimum velocity in full-flowing pipe should not be less than 2.5 FPS. This results in the minimum slope of an 8-inch pipe being 0.0052 ft/ft. Please address with the revised BOD. Refer to Section 7-1.404 of the DPSM.

**RESPONSE:**

**Basis of Design report has been updated as requested to reflect these changes.**

35. The BOD indicates on page 6 that fire flow test results are “included in Appendix A”, and that the Pump Definition Report for Fire Flow Model “can be found in Appendix B”; however, flow test results are not in Appendix A and Pump Definition Report is not included. Please revise the BOD accordingly.

**RESPONSE:**

**Basis of Design report has been updated as requested.**

Drainage:

36. The preliminary drainage report has not been accepted. Please refer to the redlined report and redlined grading & drainage plan for comments.

**RESPONSE:**

**Preliminary drainage report has been updated based on redline comments and discussions with Narijus Baronas on what information is required for Preliminary approval.**

Engineering:

37. Please revise the site plan to demonstrate compliance with the following (Section 2-1.311 of the DSPM):
  - Non-residential, mixed-use and multi-family residential developments shall provide refuse enclosures in accordance with the table below. These developments are also encouraged to incorporate recycling or reusable refuse material within the design of a building.

**RESPONSE:** The refuse enclosure for the Nationwide Office Building is contained in the loading dock area (reference site plan EX#23-1 Notes 19 and 20). For the Parking Structure, the refuse area is contained in a Screened Enclosure (reference site plan EX#23-1 Notes 19 and 20). Both Screen Enclosures are full incorporated into the building elevations and of same building material as surrounding walls. (For the Nationwide Office Building reference 37-2 west elevation. For the Parking Structure Reference 37-3)

38. Compactors may be used as an alternative to refuse or recycling containers. To determine adequacy and site location of compactors (if proposed), please provide the following on a separate refuse plan:
- Type of compactor
  - Capacity – state on plan compactor capacity conversion equating to the City’s required on enclosure for every 20 units with no recycling or two enclosures for every 30 units with recycling. Although recycling is not a requirement, it has been determined to be an amenity for residents looking for this type of development.
  - Location – place compactor and approach pad so that the refuse truck route to and from the public street has a minimum unobstructed vertical clearance of 13’6” and an unobstructed minimum vertical clearance above the approach slab of 25 feet. Additionally, the compactor should be placed in a location that does not require the compactor to be maneuvered or relocated from the storage location to be loaded onto a refuse truck. Approach area should have a minimum width of 14 feet and a minimum length of 60 feet in front of the compactor.

**RESPONSE:** Site Plan drawings have been revised to show locations for both building locations. In Discussion with David Gue of Scottsdale. On Site plan drawing EX#23-1 Note 19 points to a 30-yard compactor and Note 20 points to a 30-yard compactor. The containment has a vertical clearance Greater than the required 13’-6”. (Approximately 16’ of actual clearance)

39. For non-residential, mixed-use and multi-family residential projects, refuse and recycling enclosures shall be located and positioned as follows (refer to Section 2-1.309 of the DSPM). Please revise the site plan accordingly:
- Approach pad should be located so that the refuse truck route to and from the public street has a minimum unobstructed vertical clearance of 13’6”, and an unobstructed minimum vertical clearance above the approach slab of 25 feet.
  - Enclosures should be in a location that is easily accessible and does not require refuse truck to “backtrack”.
  - There should be a maximum distance of 100 feet from the building service exit to the enclosure.
  - Refuse trucks should not have to back up a distance greater than 35 feet.
  - Path of travel for the refuse truck accommodates a minimum vehicle turning radius of 45 feet and a vehicle length of 40 feet.
  - Approach pad should be level, with a maximum slope of two percent.

**RESPONSE:**

**Site plan and circulation plan has been updated as requested.**

40. (22) Please revise the site plan and circulation plan to indicate accessible pedestrian connections with a minimum width of six feet from the main building entry to abutting private and public streets, as well as future surrounding development. Refer to Section 2-1.310 and 2-1.808 of the DSPM.

**RESPONSE:**

**Site plan and circulation plan has been updated as requested.**

41. (23) The 2008 Transportation Master Plan identifies a trail along this site’s Loop 101 Frontage Road frontage that needs to be constructed. Please revise the site plan to call out the required trail. Also refer to Section 2-1.311 of the DSPM.

**RESPONSE:**

**Per conversation with Greg Davies in the Transportation Planning department the existing 6’ sidewalk along the Loop 101 Frontage Road will serve as required connective trail with the understanding that an 8’ wide sidewalk is being installed on the west side of Hayden Road.**



42. (24) Please revise the site plan, circulation plan and civil plans to indicate a minimum eight-foot wide sidewalk along the Hayden Road frontage, detached from street curb. Refer to the 2008 Transportation Master Plan and Section 5-3.102 of the DSPM.

**RESPONSE:**

**Sidewalk is 8' wide along Hayden and is detached were it is permissible outside of the right turn lane movement.**

43. (25) Please update the civil plans to include cross-sections of Claret Drive and Cavasson Blvd. Cross-section to include minimum 13-foot wide travel lanes, seven-foot wide bike lanes (inclusive of roll curb), raised median and six-foot sidewalks on both sides of the street. Refer to Section 5-3.105 of the DSPM.

**RESPONSE:**

**Per the zoning case the attached cross sections were approved for this project.**

44. (26) Please revise the site plan to indicate cross-access and emergency/service vehicles access easements at any future locations where the drive aisles will cross over on to abutting parcels. Refer to Section 5-3.201 of the DSPM.

**RESPONSE:**

**The future proposed parcel lines are shown on the site plan. It is understood that a plat will be required to create the lots. Easements, whether they be public or private will be dedicated as required. It is acknowledged that a Covenant to Construct will be required to approve the plat. There will be covenants written for the development which grants all cross access. The developer has a standard REA that they use on all developments.**

45. (27) Please update the site plan and circulation plan to indicate unobstructed directional ramps at all street intersections. Refer to Section 5-8.205 of the DSPM.

**RESPONSE:**

**Site plan and circulation plan backgrounds updated to show ramping. On Public street intersections and driveway intersections COS Detail 2234 is being used and its use was approved by Emily Appleton on October 18th, 2018.**

46. (28) Water lines located outside the public right-of-way or private street tract must be placed in a minimum 20-foot wide easement. The site plan currently indicates 12-foot wide easements for water lines. Horizontally, a minimum of six feet is required between the water line and the edge of the easement and the easement will need to be free of obstructions, shall not be fenced in and shall be accessible to City service equipment such as trucks or backhoes. Easements outside of paved area must have a 10-foot wide hardened patch with a cross-slope no greater than 10% and a longitudinal slope of no more than 20%. Please revise the site plan accordingly. Refer to Section 6-1.419 of the DSPM.

**RESPONSE:**

**Plan updated to show a 20' wide easement.**

47. (29) Please note: If sewer within Cavasson will be public then it needs to be designed per COS requirements; otherwise what has been provided is acceptable for private sewer. For the public sewer, please update sewer BOD accordingly. Slope of 8" needs to be increased (see graphic on following page).

**RESPONSE:**

**BOD has been updated and calculation table is updated. Slope is now 0.00525 ft/ft minimum.**

Fire:

48. (30) Please revise the site plan to demonstrate the following:
- Fire lane surface will support 83,000 lbs. gross vehicle weight, including any bridge or culvert crossing (Section 2-1.303.3 of the DSPM)

**RESPONSE:**

**Note added to site plan that fire lane, bridges and culverts will hold the required vehicle weight. In order to clearly delineate the fire access and routing an additional plan exhibit has been produced.**

- Commercial turning radii (25' inner, 49' outside, 55' bucket swing) (Section 2-1.303.5 of the DSPM)

**RESPONSE:**

**Turning radii added to site plan and fire access plan.**

- Turnaround for emergency vehicles is provided at the end of any dead-end driveway exceeding 300' in length (Section 2-1.303.8 of the DSPM)

**RESPONSE:**

**300' dimension added to Site Plan and fire access plan.**

- Location of fire riser room for both the office building and garage (Section 6-1.504 of the DSPM)

**RESPONSE:**

**Response: Fire Riser room added to Site Plan and fire access plan.**

**Technical Corrections**

Site Design:

49. (40) Please relocate the proposed bike racks closer to the main building entrance. Refer to Section 9.106.C.2 of the Zoning Ordinance.

**RESPONSE:**

**Refer to Submittal Sheet 33-0. After discussion with Greg Davie, Senior Transportation Representative with Scottsdale, We have relocated 10 of the required 100 bikes to within 50' of the fitness entrance of the Nationwide building. This would allow for the total required bikes to be located in a campus planning, with an appropriate number of bikes within the required distance. The bike racks will conform with Scottsdale standards and will use Detail No. 2285 for spacing, clearances, and attachments.**

Fire:

50. (41) Please revise the site plan to demonstrate the following:
- All fire lands are a minimum of 24 feet in width (Fire Ordinance 4283, 503.3)
  - Location of FDC (Fire Ordinance 4283, 912)
  - Key switch/pre-emption sensor for any gated accessways (Fire Ordinance 4283, 503.6)

**RESPONSE:**

**All fire lanes as shown are confirmed to be 24' wide.**

**Location of FDC is now called out.**

**There are no gated accessways.**

Circulation:

51. (42) Please relocate the pedestrian crosswalk to the Hayden Road intersection where pedestrians can continue in the sidewalk alignment and drives can see pedestrians. Revise site plan and circulation plan accordingly.

**RESPONSE:**

**Site and Circulation Plan updated accordingly.**

52. (43) Bike lane striping needs to continue across the driveway, not skip as shown on the site plan. Please revise site plan and circulation path accordingly.

**RESPONSE:**

**Site and Circulation Plan updated accordingly.**

53. (44) Please coordinate with the City's GIS Department to confirm proposed street names have been approved and designated. Presently, proposed street names (Claret Drive and Cavasson Blvd.) are not consistent with the regional street naming system. Contact: Tanya Hazelhurst, 480-312-4134, [thazelhurst@scottsdaleaz.gov](mailto:thazelhurst@scottsdaleaz.gov).

**RESPONSE:**

**Called Tanya 3/20/19, a copy of the plat was requested by her. The plat has been sent over and we are awaiting a response.**

54. (45) Please revise the site plan and circulation plan to identify lane use designations (right-turn, left-turn, etc.) for all multi-lane driveway approaches to public streets.

**RESPONSE:**

**Striping designations added to site plan and circulation plan.**

55. (46) Please revise the site plan and circulation plan to show painted crosswalks at all driveway intersections with public streets.

**RESPONSE:**

**Painted crosswalk designations added to site plan and circulation plan as requested.**

56. (47) Please eliminate landscape symbols and the building floor plan from the lighting site plan. As submitted, plan is too "busy" and difficult to read. Refer to PRRDA and Section 1.305 of the Zoning Ordinance.

**RESPONSE: Noted.**

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To all Arizona State Registrants and Designers,

Scottsdale Fire Dept. has started a program to better help our fire Operations group with their “Pre-Emergency Planning” (P.E.P.) program. This program allows a building’s information to be loaded into the Valley’s 911 CAD system allowing responding crews the capability to pull up the specific structure on their “mobile command terminals” (MCT’s) while in route to an emergency. This allows for a better understanding of where they are going once on scene both interior and exterior.

We are now requiring a CAD drawing(s) of new and Tenant Improvement commercial buildings over 3K sq. ft., all multi-family builds (to include condos/townhomes) as well as Big Box Single Family Residential (BB-SFR).

The drawings are basic in request. We ask for a site plan to include the paved access and parking areas, the building footprint and basic rooms to include, hallways, access points (doorways), stairwells and elevators for each floor.

We request only CAD files in DWG, .DXF or .DGN file format, please no raster formats such as .TIF, .PDF, etc.

These drawings will be secured in the Valley’s “911” system. Information will not be shared with any other entities outside Emergency Response personnel.

Please email all files to [DoWilson@scottsdaleaz.gov](mailto:DoWilson@scottsdaleaz.gov) and [SStanek@scottsdaleaz.gov](mailto:SStanek@scottsdaleaz.gov)

Thank you.

**Doug Wilson  
Scott Stanek**  
Fire & Life Safety  
Scottsdale Fire Dept.

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