

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

Historic Residential Exterior Rehabilitation (HRER) Program Application



Date: _____

I. Property Information

Property Address: 6708 E Cypress St. Scottsdale, AZ 85257
Historic District: Village Grove
Owner: Brian Basiliere
Mailing Address: 6708 E Cypress St Scottsdale, AZ 85257
Telephone: (Home) ~~617-5~~ Daytime: 617-548-7899
E-mail address: brianbasiliere@gmail.com

II. Project Information

Scope of Work: Describe the work you plan to do (Attach separate sheet if needed).

Replace existing windows

III. Project Justification:

On an attached sheet, titled "Project Justification" explain how the work will stabilize, preserve or enhance the home. Describe how visible the work will be and how it will contribute to the views of the property and/or surrounding streetscape.

If the proposed project will repair a maintenance problem explain how it will improve the physical condition of the property.

If the project will improve the energy efficiency of the home explain how this will be accomplished without adversely affecting its character-defining features.

If the project will restore missing architectural features or remove incompatible additions, explain the changes which occurred and the rationale for the planned work.

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

Provide any additional information as to why your project should be funded.

IV. Request for Funding:

Itemize the specific work items and materials for eligible improvements planned for this project and the associated costs. To justify the budgeted amount provide 2 estimates for each work item from qualified contractors, tradesperson or building product supply establishments as attachments to this application.

Scope of Work Items (Attach a separate sheet if necessary)	First Estimate	Second Estimate
1. <u>See attached</u>	<u>7,827.27</u>	<u>5,943.22</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Total Estimates 1) _____ 2) _____

Requested City Share (maximum of 50% of higher estimate) 3,913.50

V. Attachments

1. Photographs

Submit at least 2 sets photographs or digital images, minimum size 3" x 5," for each aspect of the planned work that illustrates the need for the work to be undertaken. Show the level of deterioration; the location for the planned rehabilitation and/or improvement and the effect the deterioration or work will have on the building.

Provide additional photographs as needed to show the relationship of the house to adjacent properties, the visibility of the improvement and/or the contribution the work will make to the streetscape.

2. Drawings

A. Site plan: *Drawings need not be professionally done but should be correct in scale and detailed enough to illustrate the proposed scope of work. The site plan should include:*

- An outline or "footprint" of all existing building and structures on the lot
- The location of property lines, streets, alleys and easements

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- The location of driveways, parking areas, sidewalks, patios, fencing, walls and other major landscape or site improvements
- The location of the proposed work with notes referencing the scope of work described in Section III of the application

B. Elevations: *Include line drawings of the exterior elements of the building that will be impacted by the proposed work. Depending upon the nature of the work the drawings should show:*

- Wall and roof configurations,
- Location and size of window and/or door openings
- Style and configuration of windows
- Notations as to materials to be used

C. Replacement Window Details: If you are proposing to replace windows, include the following information:

- Note on the site plan or floor plan the location of each window being replaced and any new window locations; label each location with a number (1,2,3) or letter (a,b,c) and use the same label for photos and drawings of each window
- Include photos of each original window being replaced and label each photo with a number or letter and identify which side of the house it is on (front, side, back)
- Describe the types of windows proposed including how each operates (casement, sliders, double-hung, fixed), the material used for the frame, whether it is single pane or double-pane, and how the appearance of each replacement window compares to (is similar to) each original window.
- Include elevations, drawings or photo simulations of each replacement window, and list the dimensions of each window including the width of the frame/sash and the width of the muntins (grille)
- List the manufacturer and the product line proposed and include, if available, a brochure of the product proposed.
- Describe the muntin/grille pattern for each replacement window and whether it is on the outside of the glass (preferred), or if it is also between the panes (on double-pane) and on the inside of the window.
- Provide EPA energy efficiency rating for the proposed window (U factor of .40 or less and SHCC rating of .40 or less)

D. Archival Documents: *If you are planning to reconstruct or replicate a feature originally on the house or historically found within the subdivision, provide documentation on which you are basing the planned work. Documentation can include:*

- Original plans or footprints
- Historic photographs
- Contemporary photographs showing evidence of the original structure or feature

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3. Building Product Information

Include product information materials for items to be used including manufacturer's specification, product brochures or other items which detail materials, appearance, finishes and installation requirements. This information will be used to determine the appropriateness of replacement materials or features.

VI. Submission Requirements

The original signed application, two sets of photographs, one set of drawings and one set of the 2 required cost estimates.

**City of Scottsdale
One Stop Shop
7447 East Indian School Road, Suite 105
Scottsdale, Arizona 85251**

Incomplete applications will be returned to the applicant and not reviewed.

I declare that I have reviewed the Historic Residential Exterior Rehabilitation Program Guidelines and I understand its contents and I am submitting this application in accordance with that guide. All information is true to the best of my knowledge and belief. I acknowledge that any errors in the application may affect its review and approval. Further, I understand that applications are competitively reviewed and I may not be selected to receive funding. I understand that if I wish to change any aspect of the project after it is approved I must obtain the written consent of the City.

SIGNATURE *Brian Babilera* DATE 10/16/18

SIGNATURE _____ DATE _____

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Historic Residential Exterior Rehabilitation (HRER) Program Windows Policy



Introduction:

The City of Scottsdale Historic Preservation Commission (SHPC) developed the Historic Residential Exterior Rehabilitation (HRER) program to assist homeowners with maintaining the special historic character of homes located in city-designated historic districts. Under this program, many homeowners seek funding for repairs or replacements that improve the functionality and energy efficiency of an historic window. Many historic windows were built to high quality standards. Before replacing historic windows please consider changing just the damaged panes and/or repairing damaged muntins or frames with putty or other appropriate compounds. It may be necessary to remove peeling paint to determine the condition of a historic window. Since many historic buildings were painted with lead-based paint, it is very important that any removal of lead-based paint be done by a professional familiar with worker safety, environmental controls, and proper disposal methods. There are also a number of ways to improve the thermal performance of historic windows. Some passive improvement options include interior blinds, exterior awnings, or shade trees. Other options may include installing window films, replacing historic single-pane glass with double- or triple-pane glass, or adding interior storm windows.

Steel frame windows can be made more energy efficient and repairing them is often more economical than wholesale replacement. Before replacing steel windows clean them to determine their condition. If they are structurally sound, then a number of repair options are available. These include realigning bent metal, adjusting the frame with shims, sandblasting away corrosion, filling holes with patching material, replacing any missing parts (screws, handles, fasteners, etc.), and/or reapplying paint with anticorrosive primer. Skilled contractors should be used if it is determined that repairs need to be completed in a workshop. Once repaired, routine maintenance will extend the window's longevity. Although steel frame windows are typically not energy efficient, there are a number of ways that they could be made more so. These include caulking around the frames, weather-stripping, and/or replacing historic single-pane glass with double- or triple-pane glass, or adding interior storm windows.

Resources:

- National Park Service Preservation Brief No. 13 Steel Windows
- National Park Service Tech Notes No. 19 Windows
- City of Phoenix Historic Preservation Office Steel Casement Window Repairs
- National Park Service Preservation Brief No. 37 Lead-Paint Hazards

If repairs are insufficient and windows need to be replaced, the HRER program can help. In choosing to replace windows, a homeowner can profoundly affect the appearance of a building. With these factors in mind the SHPC carefully considered standards for appearance, durability, and energy efficiency to guide applicants. These criteria represent a higher standard than is required for those applying for a Certificate of No Effect or Certificate of Appropriateness where the City is not funding the work.

In order to be considered for funding, window replacements must meet the "required" criteria in each of the three categories below. To have the best chance of securing HRER funding, the SHPC suggests that applicants meet as many of the "desired" criterion as possible. Additional

information regarding an application for HRER funding is available online at <http://www.scottsdaleaz.gov/historic-zoning/exterior-rehabilitation>, or residents may call the Scottsdale Historic Preservation Office during regular business hours at (480) 312-2831.

Historic Residential Exterior Rehabilitation Program Windows Policy

Window Repair:

Appearance:

Required

- Tightly and squarely fit the replacement window to the original opening with little or no shimming.
- Maintain the original window proportions, including the depth and profile of the frame and structural elements. The width of the frame should match the original window.
- Operable portions of the windows shall match the original operation, i.e. repair handles, crank mechanisms, and latches for casement windows.
- Match the original window muntin (grid) pattern in placement. The muntin (or grille) should measure approximately an inch or less in width.

Durability:

Required

- Certification by the American Architectural Manufacturers Association (AAMA).
- Guaranteed for parts for at least 10 (ten) years.

Desired:

- The warranty is transferable to subsequent owners.
- The warranty extends beyond the 10 (ten) year minimum and includes labor.
- The company rehabilitating the windows is a recognized repairer who has been in business at least 10 (ten) years.

Energy Efficiency:

Required

- Meet or exceed the Environmental Protection Agency's (EPA) Energy Star Rating for the South-Central zone of the US.
- Certification by the National Fenestration Rating Council (NFRC).

Window Replacement:

Appearance:

Required

- Tightly and squarely fit the replacement window to the original opening with little or no shimming.
- Approximate the original window proportions, including the depth and profile of the frame and structural elements as closely as possible. The width of the frame should be proportional to the original window.
- Match the original window muntin (grid) pattern in placement. The muntin (or grille) should measure approximately an inch or less in width.
- For all primary façade windows, replacement windows must match the existing muntin structure.

Desired

- For windows not on the primary façade of the home, mold the muntins onto the exterior of the glass, and if possible select either true or simulated through-the-glass muntins.
- Replace original windows with those of like operation, i.e. replace casement windows with casement windows.

Durability:*Required*

- Certification by the American Architectural Manufacturers Association (AAMA).
- Guaranteed for parts for at least 10 (ten) years. Vinyl products should be specifically guaranteed against cracking, splitting, corroding, and warping.

Desired

- The warranty is transferable to subsequent owners.
- The warranty extends beyond the 10 (ten) year minimum and includes labor.
- The company providing the windows is a recognized manufacturer who has been in business at least 10 (ten) years.

Energy Efficiency:*Required*

- Meet or exceed the Environmental Protection Agency's (EPA) Energy Star Rating for the South-Central zone of the US.
- Certification by the National Fenestration Rating Council (NFRC).

**Scottsdale HRER Window Policy
Contractors, Manufacturers, and Venders**

The following contractors, manufacturers, and vendors offer services and products that meet the required and desired HRER Window Policy criteria. The following list is not comprehensive and individuals are free to seek other products that meet the policy or choose any vendor. Please be aware that manufactures often change, add, or remove product lines and it is the responsibility of the homeowner to ensure that the product meets the HRER Window Policy guidelines. Listing on this document does not constitute an endorsement of the individual item or any entity that may repair, sell, or install windows.

Window Repairs

Company	Repair Types	Address	Phone	Email/contact
Brothers Glass & Glazing	Steel Casement Window Repair	2104 E. Freeport Ln., Gilbert, AZ 85234	480-626-5281	dstepp@brothersglassllc.com
Casement Window Restorations LLC	Steel Casement Window Repair	502 W. Virginia Ave., Phoenix, AZ 85003	602-279-5797	cwrlc@cox.net
G & G Specialty Contractors	Steel Casement Window Repair	4633 S. 36th St., Phoenix, AZ 85040	480-921-4079	Scottg@ggspecialty.com
Tradeworks International	Steel Casement Window Repair	1038 N. Cactus St., Cottonwood, AZ 86326	928-300-8148	tim@tradeworksaz.com
Custom Historic Woodworks	Wood Window Repair	1236 W. 10th Pl., TEMPE, AZ 85281	480-203-7588	phoenixwoodworkers@yahoo.com
Krants Door & Windows	Wood Window Repair	2944 W. Northern Ave., Phoenix, AZ 85051	602-622-1813	krantsdoorandwindow@gmail.com
Stanton Advantage	Wood Window Repair	1122 W. Lynwood St., Phoenix, AZ 85007	602-462-5359	dstanton@basewest.com
Bjerre Glass Design	Leaded/Stained Glass Repair	10422 W Encanto Boulevard, Avondale, AZ 85392-4602	623-979-3766	
Amerizona Products	Window Film	420 N 15th Ave, Phoenix, AZ 85007	602-277-8468	www.amerizonaproducts.com/contact/
Intellifilm	Window Film	5948 W. Chandler Blvd., Chandler, AZ 85226		

Replacement Window Providers

Manufacturer	Window Type	Model	Vendor	Address	Phone	Email/contact
Hope's Steel & Bronze Windows		steel casement windows	Duane Tuhy (Sales Rep) Southern Architectural Sales	18015 W. Royal Palm Rd., Waddell, AZ 85355	623-535-4070	www.hopeswindows.com/hopes.shtml
Continental Steel West	Continental Steel	steel casement windows		3101 E 46th St., Tucson, AZ 85713	520-792-0151	
A & S Window Associates	A & S Windows	steel casement windows			718-275-7900	www.aswindowassociates.com/
Pella Windows	Simulated And True Divided Lite	Architect Series (wood)	Lowes	7950 E. McDowell Rd., Scottsdale, AZ 85257	480-874-8120	www.lowes.com/
		fiberglass and vinyl	Arcadia Window and Door	6425 E. Thomas Rd., Scottsdale, AZ 85251	480-656-4600	http://www.arcadiawd.com/
			Pankow Construction	3620 E. Campbell Ave., Phoenix, AZ 85018	602-595-0799	www.pankowconstruction.com/
			Pella Window and Door Showroom of Scottsdale	15507 N. Scottsdale Rd., Ste. 120, Scottsdale, AZ, 85254	480-998-8023	http://www.pella.com/
Jeld-Wen	Simulated Divided Lite (SDL) and Grille Between Glass (GBG)	Auralast wood and vinyl	Lowes	7950 E. McDowell Rd., Scottsdale, AZ, 85257	480-874-8120	www.lowes.com/
			Home Depot	9170 E. Indian Bend Rd., Scottsdale, AZ 85250	480-951-8211	www.homedepot.com/
Kolbe Windows & Doors	Performance Divided Lites (PDL) & True Divided Lites	Heritage Series wood windows	Sienna Custom Window & Door	7329 E. Greenway Rd. Ste. A, Scottsdale, AZ 85260	480-991-5252	siennacustom.com
		vinyl	Roadrunner Glass Co.	3033 W. Thomas Rd., Phoenix, AZ 85017	602-269-2543	www.roadrunnerglassco.com/
			Fenestra Window and Door	2622 N. Ogden Road, Mesa, AZ	480-836-1308	www.fenestrawindows.com/

Simonton Windows & Doors	Colonial and Diamond Divided Lites	wood, bronze, vinyl	Home Depot	85215 9170 E. Indian Bend Rd., Scottsdale, AZ 85250	480-951-8211	www.homedepot.com/
Milgard Windows	Essence (wood), Ultra (Fiberglass), Tuscany (vinyl), Montecito (vinyl)	wood, fiberglass, vinyl	Freelite, Inc.	331 W. McDowell Rd., Phoenix, AZ, 85003	602-223-1981	www.freeliteaz.com/
			Illumination Window and Door Company	9332 N. 95th Way Ste. B-102 Scottsdale, AZ 85258	480-588-4718	www.illuminationco.com/
Cascade Windows		vinyl	K & J Windows	2031 W. Glendale Ave., Phoenix, AZ 85021	602-942-0954	www.kjwindows.com/

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: Brian Basiliere
 Property's Address: 6708 E Cypress St Scottsdale, AZ 85257
 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>Brian Basiliere</u>	Agent/Applicant:
Company:	Company:
Address: <u>6708 E Cypress St. 85257</u>	Address:
Phone: <u>617 548-7899</u> Fax:	Phone: Fax:
E-mail: <u>brianbasiliere@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).
 • 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.

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

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

Brian Basiliere _____ 1
 Owner Signature Agent/Applicant Signature

Official Use Only Submittal Date: Development Application No.:

51-HP-2018
10/16/2018

Development Application

Review Methodologies



Review Methodologies

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

1. Enhanced Application Review Methodology

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

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

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

2. Standard Application Review Methodology:

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

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

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

Note:

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

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Development Application

Arizona Revised Statutes 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.

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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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3. 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. Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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

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Historic Property Application Checklist

		applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Appeals of Required Dedications or Exactions (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. 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"/>	8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) <i>Title Report</i> <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"/>	9. 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"/>	10. Request for Site Visits and/or Inspections Form (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11. 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 type="checkbox"/> Historic Preservation Plan for the property (see that City's website at: http://www.scottsdaleaz.gov/historiczoning/historicresources)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. Historic Residential Exterior Rehabilitation Program Declaration (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	13. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14. Public Participation – petition → Signature <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 type="checkbox"/>	<input type="checkbox"/>	15. Request for Neighborhood Group Contact information (form provided)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16. Home Owners' Association Approval Letter
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17. 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 • 8-1/2" x 11" - ② 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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Historic Property Application Checklist

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 checked="" type="checkbox"/>	<p>18. Application Narrative <i>2 RB 2 -> Detail Description</i></p> <ul style="list-style-type: none"> • 8 ½" x 11" - 2 <i>2</i> copies <ol style="list-style-type: none"> 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>19. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)</p> <ul style="list-style-type: none"> • 8 ½" x 11" - <u>4</u> copies
<input type="checkbox"/>	<input type="checkbox"/>	<p>20. Site Plan</p> <ul style="list-style-type: none"> • 24" x 36" - <u>2</u> copies, <u>folded</u> • 11" x 17" - <u>1</u> copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" - <u>1</u> copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>21. Site Details</p> <p>(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> • 24" x 36" - <u>2</u> copies, <u>folded</u> • 11" x 17" - <u>1</u> copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" - <u>1</u> copy (quality suitable for reproduction)
<input type="checkbox"/>	<input type="checkbox"/>	<p>22. Landscape Plan</p> <ul style="list-style-type: none"> • 24" x 36" - <u>2</u> copies, <u>folded</u> of <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.) • 11" x 17" - <u>1</u> copy, <u>folded</u> (quality suitable for reproduction) • 8 ½" x 11" - <u>1</u> copy (quality suitable for reproduction)

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Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>23. Building Elevations</p> <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"/>	<p>24. Perspectives</p> <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"/>	<p>25. Streetscape Elevation(s)</p> <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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>26. Window Details</p> <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 type="checkbox"/>	<input type="checkbox"/>	<p>27. Floor Plans</p> <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"/>	<p>28. Sign Details</p> <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"/>	<p>29. Exterior Lighting Site Plan (including exterior building mounted fixtures)</p> <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"/>	<p>30. Exterior Lighting Photometric Analysis (policy provided)</p> <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"/>	31. 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"/>	32. Other: <hr/> <ul style="list-style-type: none"> <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 ½" x 11" – _____ copy(ies) (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.
<input type="checkbox"/>	<input type="checkbox"/>	33. Color Cards or 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 type="checkbox"/>	<input type="checkbox"/>	34. 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

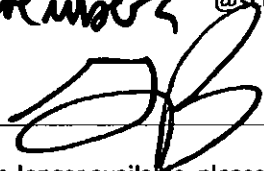
PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

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"/>	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; <u>623-PA-18</u>.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. Submit all items indicated on this checklist pursuant to the submittal requirements.

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. 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"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	39. Other: _____ _____ _____
<input checked="" type="checkbox"/>		40. If you have any question regarding this application checklist, please contact your Project Coordinator.
		Coordinator Name (print): <u>Greg Blumberg</u> Phone Number: <u>480-312- 4306</u> Coordinator email: <u>gblumberg</u> @scottsdaleaz.gov Date: <u>10-16-18</u> Coordinator Signature: 
		<p>If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application need a: <input checked="" type="checkbox"/> New Project Number, or <input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p>Required Notice</p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Director, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/bldgresources/forms.</p> <p>Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>

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

Standard Application Review

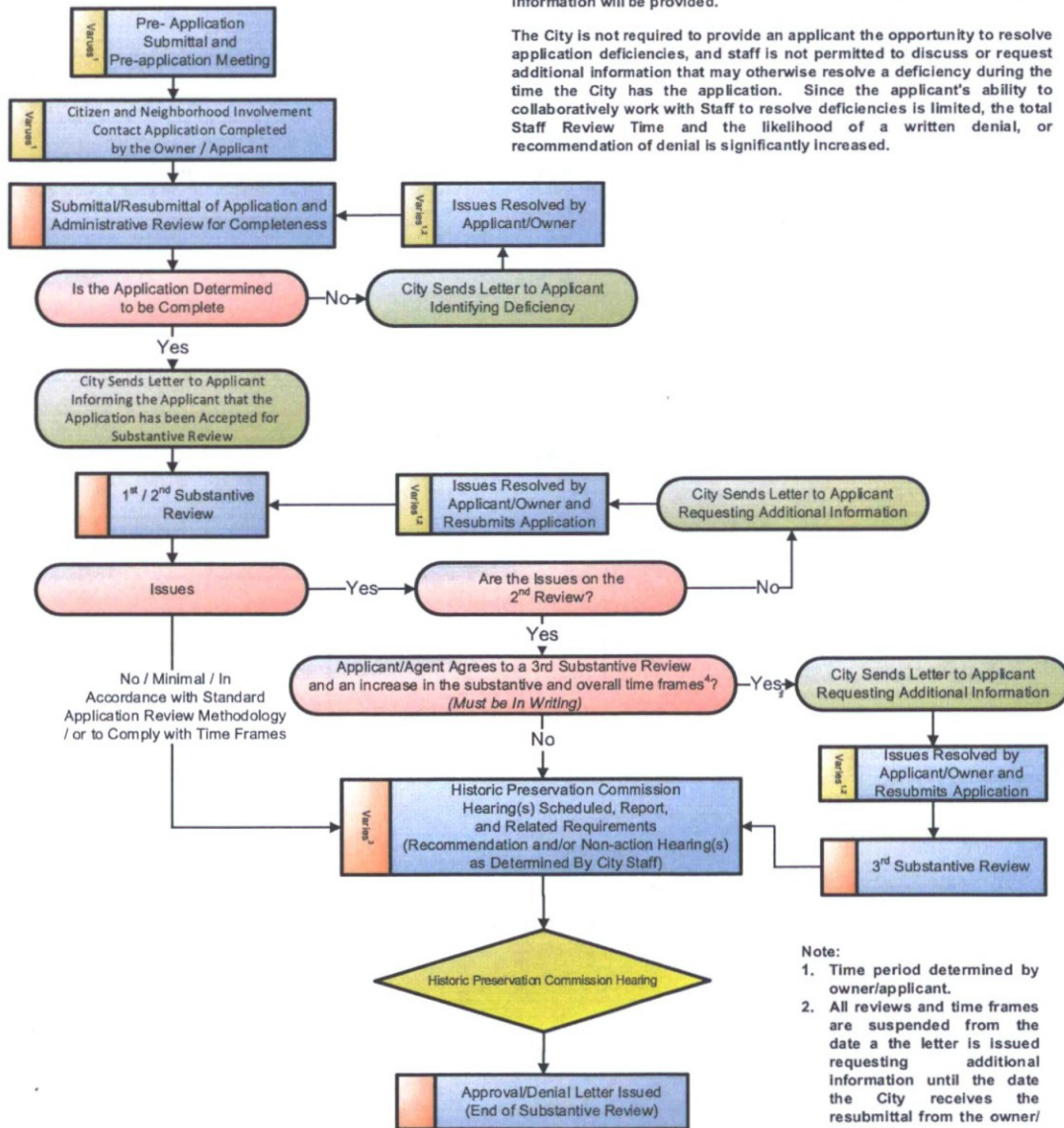
Historic Property (HP)



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

Time Line

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