

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



# Historic Property

## Development Application Checklist

### Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city's Historic Preservations Plan guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input 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"> <li>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</li> <li>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</li> </ul> <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 type="checkbox"/>	<input type="checkbox"/>	<del>5. Request to Submit Concurrent Development Applications (form provided)</del>

### Planning and Development Services

7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 Phone: 480-312-7000 Fax: 480-312-7000

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



## Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6. <b>Letter of Authorization</b> (from property owner(s) if property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7. <b>Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<del>8. Appeals of Required Dedications or Exactions (form provided)</del>
<input type="checkbox"/>	<input type="checkbox"/>	9. <b>Deed of Conservation Easement</b> (delayed submittal) <ul style="list-style-type: none"> <li>• Must be the original signed document.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> (requirements form provided) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 1 copy</li> <li>• Include complete Schedule A and Schedule B.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. <b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>• 8-1/2" x 11" – 2 copies</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12. <b>Request for Site Visits and/or Inspections Form</b> (form provided)
<input type="checkbox"/>	<input type="checkbox"/>	13. <b>Addressing Requirements and Addressing Request Application</b> (forms provided)
<input type="checkbox"/>	<input type="checkbox"/>	14. <b>Historic Preservation Guidelines</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Historic Residential Exterior Rehabilitation Guidelines (forms provided)</li> <li><input checked="" type="checkbox"/> Historic Residential Exterior Rehabilitation Windows Policy (forms provided)</li> <li><input type="checkbox"/> Historic Preservation Plan for the property (see that City's website at: <a href="http://www.scottsdaleaz.gov/historiczoning/historicresources">http://www.scottsdaleaz.gov/historiczoning/historicresources</a>)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15. <b>Historic Residential Exterior Rehabilitation Program Declaration</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16. <b>Historic Residential Exterior Rehabilitation Program Agreement</b> (delayed submittal)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. <b>Neighborhood Notification Process Requirements:</b> (form provided) <ul style="list-style-type: none"> <li>• Provide one copy of the Neighborhood Notification Report</li> <li>• Provide one copy of the Community Input Certification attached to the Neighborhood Notification Report</li> <li>• If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, Historic Preservation Officer or designee. When required, provide one copy of the Neighborhood Notification Report addendum.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	18. <b>Request for Neighborhood Group Contact information</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. <b>Home Owners' Association Approval Letter</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20. <b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>• 8-1/2" x 11" - 1 copy of the set of prints</li> <li>• See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.</li> <li>• 8-1/2" x 11" - 11 copies of the set of prints (<b>Delayed submittal</b>). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. <b>Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Airport Data Page</li> <li><input type="checkbox"/> Aviation Fuel Dispensing Installation Approval form</li> <li><input type="checkbox"/> Heliport (requires a Conditional Use Permit)</li> </ul>

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# Historic Property Application Checklist

## PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>22. Application Narrative</b> <ul style="list-style-type: none"> <li>8 ½" x 11" – 4 copies</li> <li>1. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan.</li> <li>2. HRER program. The narrative for a Historic Residential Exterior Rehabilitation (HRER) program request shall address the project justification criteria specified in the HRER Guidelines.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>23. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)</b> <ul style="list-style-type: none"> <li>8 ½" x 11" – 4 copies <i>1 copy provided</i></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>24. Site Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – <del>2</del><sup>2</sup> copies, folded</li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>25. Site Details</b> <p>(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)</p> <ul style="list-style-type: none"> <li><del>24" x 36" – 2 copies, folded</del></li> <li>11" x 17" – 1 copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>26. Landscape Plan</b> <ul style="list-style-type: none"> <li><del>24" x 36" – 2 copies, folded of black and white line drawings</del> <i>1 copy</i> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>11" x 17" – 1 copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>27. Elevations</b> <ul style="list-style-type: none"> <li><del>24" x 36" – 2</del><sup>4</sup> folded black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" – <del>2</del><sup>1</sup> color copies, folded</li> <li>11" x 17" – 1 color copy, folded (quality suitable for reproduction)</li> <li>11" x 17" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 color copy, (quality suitable for reproduction)</li> <li>8 ½" x 11" – 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> </ul>

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# Historic Property Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>28. Perspectives</b> <ul style="list-style-type: none"> <li><del>24" x 36" - 1 color copy, folded</del></li> <li>11" x 17" - 1 color copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>29. Streetscape Elevation(s)</b> <ul style="list-style-type: none"> <li>24" x 36" - 1 color copy, folded</li> <li>11" x 17" - 1 color copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>30. Window Details</b> <ul style="list-style-type: none"> <li>24" x 36" - 2 copies, folded</li> <li>11" x 17" - 1 copy (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>31. Floor Plans</b> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>32. Sign Details</b> <ul style="list-style-type: none"> <li>11" x 17" - 1 color copy, folded (quality suitable for reproduction)</li> <li>11" x 17" - 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 color copy (quality suitable for reproduction)</li> <li>8 1/2" x 11" - 1 black and white line drawing copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>33. Exterior Lighting Site Plan (including exterior building mounted fixtures) - SHOWN ON SITE PLAN</b> <ul style="list-style-type: none"> <li><del>24" x 36" - 1 copy, folded</del></li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>34. Exterior Lighting Photometric Analysis (policy provided)</b> <ul style="list-style-type: none"> <li>24" x 36" - 1 copy, folded</li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>35. Manufacturer Cut Sheets of All Proposed Lighting</b> <ul style="list-style-type: none"> <li><del>24" x 36" - 1 copy, folded</del></li> <li>11" x 17" - 1 copy, folded (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>36. Other:</b> <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)

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# Historic Property Application Checklist

## PART III – SAMPLES & MODELS

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

## PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>39. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7000. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>427</u> -PA- <u>2016</u>.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>40. Submit all items indicated on this checklist pursuant to the submittal requirements.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>41. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>42. Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input type="checkbox"/>	<input type="checkbox"/>	<b>43. Other:</b>    

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## Historic Property Application Checklist



44. If you have any question regarding this application checklist, please contact your Project Coordinator.

Coordinator Name (print):

BRAD CARR

Phone Number:

480.312.7713

Coordinator email:

bcarr@scottsdaleaz.gov

Date:

5.26.2016

Coordinator Signature:



If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.

This application need a: ☒ New Project Number, or

☐ A New Phase to an old Project Number: \_\_\_\_\_

### Required Notice

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Director, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning, Neighborhood and Transportation Division's One Stop Shop, or from the city's website:

<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

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# Development Applications Process

## Enhanced Application Review

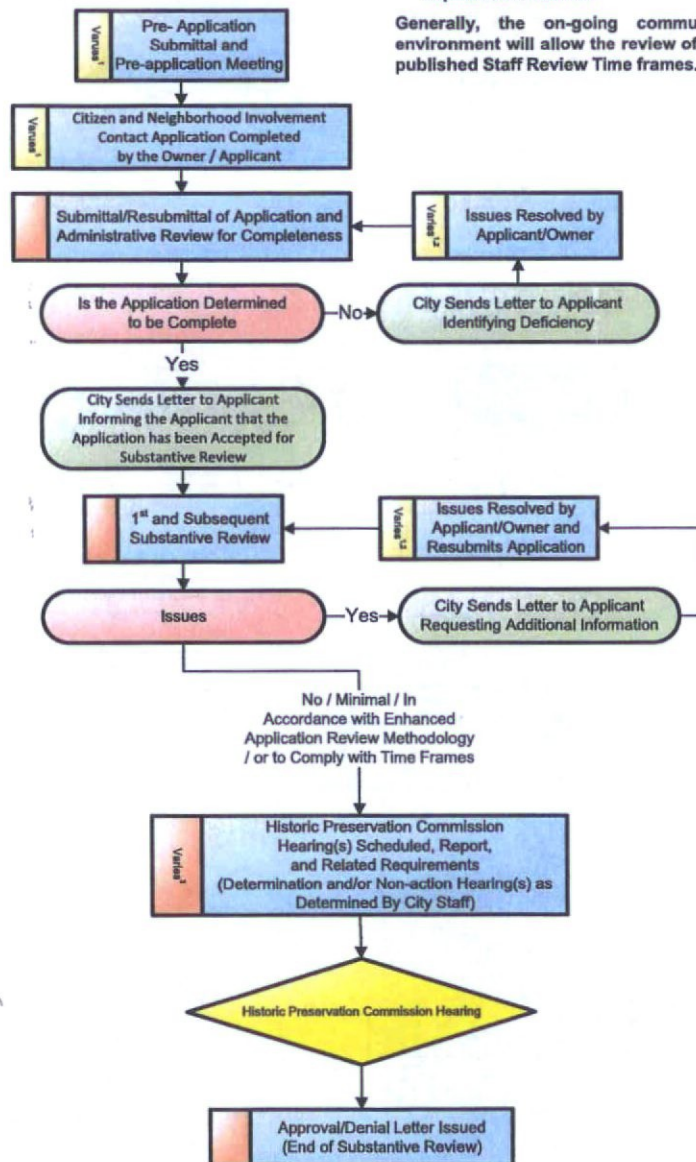
### Historic Property (HP)

#### 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 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
15 Staff Working Days Per Review	95 Total Staff Working Days, Multiple Reviews in This Time Frame <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	Letter Issued

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# Development Applications Process

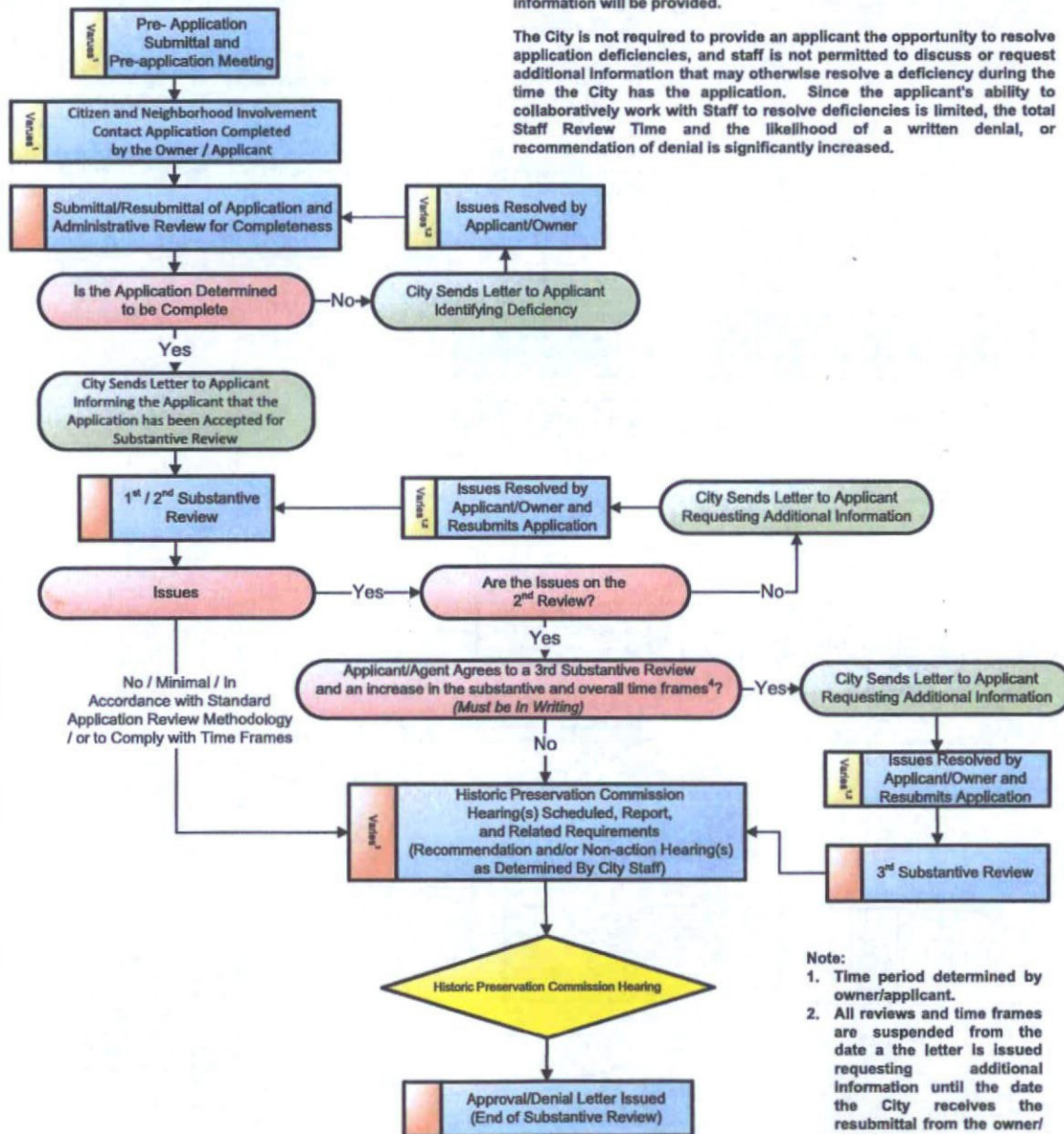
## Standard Application Review

### 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 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 <sup>2,3,4</sup>	Time Frames Vary <sup>3</sup>	

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**City of Scottsdale**  
**Historic Residential Exterior Rehabilitation (HRER) Program**  
**APPLICATION**

Date: 6/13/2016

**I. Property Information**

Property Address: 1765 E. Meadowbrook Ave Scottsdale, AZ

Historic District: Villa Monterey Unit Two

Owner: Agent for owner Barbara Ricketts

Mailing Address: PO Box 9035 Phoenix, AZ 85068

Telephone: (Home) 503-675-0771 Daytime: 503-675-0771

E-mail address: barb@oswegodesign.com

**II. Project Information**

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

Repair stucco & masonry & Restore architectural detail above (2) front windows.  
Install downspout & splash pan to protect structure.  
Remove (2) front windows & replace w/ Dark Bronze metal frame  
Similar to original.  
Pressure wash, scrape, repair fascia as needed & paint exterior  
Body & trim to protect from future damage.

**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.



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>Replace (2) front windows</u>	<u>1290.00</u>	<u>1405.49</u>
2. <u>Repair stucco, masonry, fascia, gutters + paint,</u>	<u>3130.00</u>	<u>3161.00</u>
3. <u>Reinstall existing downspout, add splash pan</u>		
4. <u>Restore pop-outs above (2) front windows</u>		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

Total Estimates    1) 4420.00    2) 4566.49

Requested City Share (maximum of 50% of higher estimate)    2283.25

#### **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
- 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

### **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 should be delivered between now and 5:00 p.m. on May 1, 2015 to:**

**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 Barbara Fidell DATE 6/13/16  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# 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: Warren, Debra + Kirk

Property's Address: 7615 E. meadowbrook ave. Scottsdale, AZ 85251

Property's Current Zoning District Designation: R-4

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>Debra and Kirk Warren</u>	Agent/Applicant: <u>Barbara Ricketts</u>
Company:	Company: <u>Oswego Design</u>
Address: <u>5812 Wenhaven grove</u>	Address: <u>PO Box 9035</u>
Address: <u>Winnipeg, Manitoba R2M 5S7</u>	Address: <u>PO Box 9035</u>
Phone: <u>204-792-2395</u>	Phone: <u>503-675-0771</u>
Phone: <u>204-791-3563</u>	Fax:
Fax:	Fax:
E-mail: <u>m.kirkwarren@shaw.ca</u>	E-mail: <u>barb@oswegodesign.com</u>
E-mail: <u>debrawarren@shaw.ca</u>	E-mail:
Designer:	Engineer:
Company:	Company:
Address:	Address:
Phone:	Phone:
Fax:	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 applications<sup>1</sup> will be reviewed in a format similar to the Enhanced Application Review methodology.

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

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

Owner Signature

Agent/Applicant Signature

Official Use Only

Submittal Date:

Development Application No.:

Planning, Neighborhood & Transportation

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

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





# Development Application

## Review Methodologies

### Review Methodologies

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

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

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

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

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

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

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

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

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

#### **Note:**

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

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# Development Application

## Arizona Revised 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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Application Narrative for Historic Residential Exterior Rehabilitation of Residence  
at Villa Monterey Unit Two, 7615 E Meadowbrook Ave. Scottsdale, AZ 85251  
May 30, 2016

**Existing Conditions:**

The exterior of this townhouse has been altered in the past by having stucco applied to the entire front wall obliterating the architectural details over the two front windows. In addition, the existing scupper has no downspout and the front of the house under the scupper is showing water damage. The house is showing poor condition of the masonry walls on the side. The fascia boards are showing damage from exposure. The original or first concrete patios show signs of water pooling near the structure because the soil was not properly graded away from the structure.

Pictures of this deterioration are included with this application packet.

**Proposed Repairs & Restorations:**

1. We propose repairing the existing stucco on the front of the structure and installing a custom made downspout which will be painted the exterior body color to blend in with the wall and a concrete splash pan to protect the wall and direct rainwater away from the foundation.
2. We propose repairing the numerous cracks in the painted masonry side walls.
3. We propose restoring the pop-outs over the two front windows which were obliterated when the house was stuccoed.
4. We propose carefully (No sandblasting) removing loose paint on walls and trim, repairing existing fascia boards as necessary to retain original fascia.
5. We propose painting walls and trim with two coats of Dunn Edwards colors as approved by Historic Preservation Guidelines for Villa Monterey Unit Two. Specifications and color chips included in application packet.
6. We propose removing the existing rear patio, grading the soil away from the structure and replacing the patio with a colored concrete patio in a color to complement the body and trim colors.
7. We propose further restoring the front elevation by replacing the two front street facing white vinyl replacement windows with black framed, metal casement windows.

Quotes for cost of these repairs and restoration are included with this application packet.

In addition to above repairs & restoration we propose to add desert landscaping, LED landscape lighting, an LED post light, a front patio & walkway with low wall, a back fire pit slab & shed with slab which will necessitate raising the street facing block wall to 6'H all as per plans provided.

  
Barbara Ricketts CR

  
Date

Agent for Owners: Debra and Kirk Warren