Historic Property
Development Application Checklist

CITY OF SCOTTSDALE

Digital Submittal:

Please follow the plan and document submittal requirements below. **All files shall be uploaded in PDF format.** Provide one (1) full-size copy of each required plan document file. Application forms and other written documents or reports should be formatted to 8.5 x 11. A digital submittal Key Code is required to upload your documents and will be provided by your coordinator. Files should be uploaded **individually** and in **order** of how they are listed on this checklist.

Project No.: _____-PA- _____ Key Code: _____

Submit digitally at: https://eservices.scottsdaleaz.gov/bldgresources/PreApp/Login

Minimum 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 deemed incomplete until all items have been submitted. A Development Application is not complete until it is verified that the application meets the minimum submittal requirements for review and the application fee has been processed.

In addition to the items on this checklist and 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; and
- Design Standards & Policies Manual; and
- 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 Preservation Plan design guidelines.

If you have any questions regarding the information above, or items indicated on this application checklist, please contact your project coordinator.

Name:_____ Phone Number: 480-312-_____ Coordinator e-mail:_____@scottsdaleaz.gov

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. Visit the city's Planning & Development Services Records Department for assistance: https://www.scottsdaleaz.gov/planning-development/records.

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.
X		1. **Historic Property Application Checklist** (this list)
		2. **Application Fee - None**
X		3. **Completed Development Application Form** (form provided) • 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.
		4. **Request to Submit Concurrent Development Applications** (form provided)
		5. **Letter of Authorization** (from property owner(s) if property owner did not sign the application form)
		6. **Affidavit of Authorization to Act for Property Owner** (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner. (form provided)

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		7. Appeals of Required Dedications or Exactions (form provided)
		8. Request for Site Visits and/or Inspections Form (form provided)
		9. Public Participation **Step 1: Complete Neighborhood Notification** • Notify surrounding property owners & HOAs of the project request and description • Document notification on Community Input Certification form (provided) **Step 2: City will post public hearing sign and provide other public notification including:** • Mailing out postcards to property owners within 750 feet • Posting case information on the city website • Posting on social media • Sending to e-mail subscribers
		10. Request for Neighborhood Group Contact information (form provided)
		11. Home Owners' Association Approval Letter
		12. Photo Exhibit of Existing Conditions • 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.

PART II -- REQUIRED PLANS & RELATED DATA

Req'd	Rec'd	Description of Documents Required for Complete Application. All Plans, Building Elevations, Perspectives, and Details shall be black-line drawings of suitable quality for reproduction and without gray-tones or shading, except as otherwise noted. **No application shall be accepted without all items marked below.**
		13. Application Narrative 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.
		14. Site Plan
		15. Site Details (Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)
		16. Landscape Plan (a gray-tone copy of the color Landscape Plan will not be accepted.)
		17. Building Elevations (a gray-tone copy of the color building elevations will not be accepted.)
		18. Perspectives
		19. Streetscape Elevation(s)
		20. Window Details
		21. Floor Plans
		22. Sign Details
		23. Exterior Lighting Site Plan (including exterior building mounted fixtures)
		24. Exterior Lighting Photometric Analysis (policy provided)
		25. Manufacturer Cut Sheets of All Proposed Lighting

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		26. Other:
		_____
		_____
		_____

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.
		27. Color Cards or Paint Color Drawdowns • 1 set of 5" x 7" (minimum size) of each paint color and material identification names and numbers.

		28. Exterior Building Color & Material Sample Board(s):
		• 8-1/2" x 14" material sample board(s)
		The material sample board shall include the following:
		   ○ 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 of a printed digital photo of the material board

PART IV – HRER FUNDING

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.
		29. Application Narrative HRER program. The narrative for a Historic Residential Exterior Rehabilitation (HRER) program request shall address the project justification criteria specified in the HRER Application Guidelines.
		30. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)
		31. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided) • Include complete Schedule A and Schedule B.
		32. Legal Description: (if not provided in Commitment for Title Insurance)
		33. Historic Preservation Guidelines **Historic Residential Exterior Rehabilitation Application Guidelines** (forms provided) **Historic Residential Exterior Rehabilitation Windows Policy** (forms provided) **Historic Preservation Plan for the property or district** - refer to city's website: https://www.scottsdaleaz.gov/historic-zoning/resources
		34. Historic Residential Exterior Rehabilitation Program Declaration (form provided)
		35. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)
		36. Deed of Conservation Easement (delayed submittal) Must be the original signed document.

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		PART V – 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.**
		37. **Notify your coordinator by email after you have completed your submittal.**
X		38. **Submit all items indicated on this checklist pursuant to the submittal requirements.**
		39. **Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon**
		40. **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.
		41. **Other:** _____
		42. **If you have any questions regarding this application checklist, please contact your Project Coordinator.** **Coordinator Name** (print):_____ **Phone Number: 480-312-**_____ **Coordinator e-mail:** _____**@scottsdaleaz.gov** **Date:**_____ **Coordinator Signature:**_____ **If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.** This application needs 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, 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 and Development Services' One Stop Shop, or from the city's website: http://www.scottsdaleaz.gov/planning-development/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 Application Process
Enhanced Application Review
Historic Property (HP)
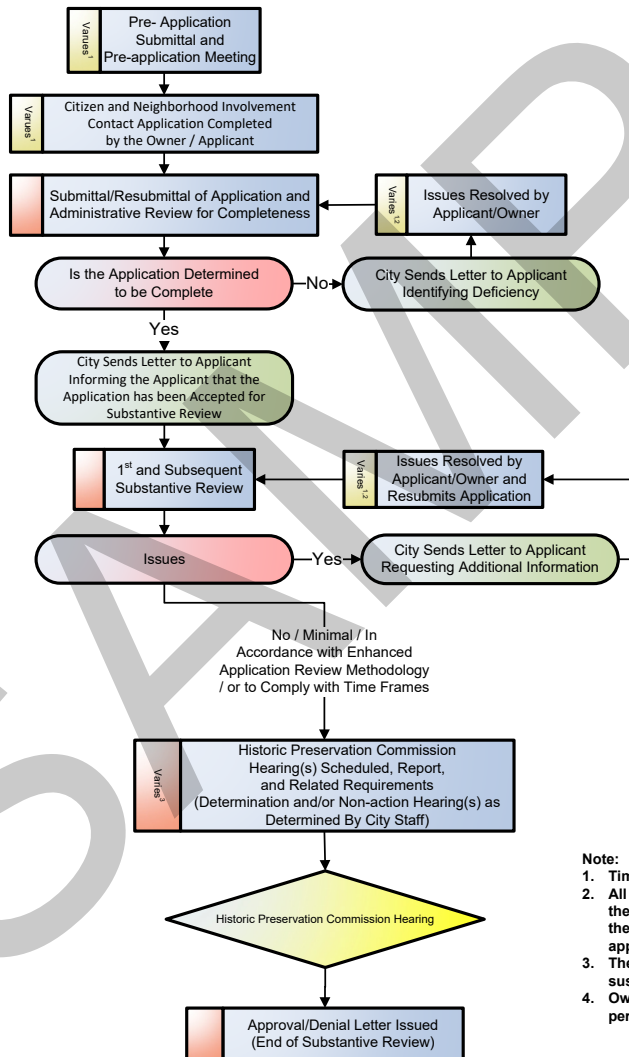
CITY OF SCOTTSDALE

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.

Flowchart:

- Pre- Application Submittal and Pre-application Meeting (Varies[1])
- Citizen and Neighborhood Involvement Contact Application Completed by the Owner / Applicant (Varies[1])
- Submittal/Resubmittal of Application and Administrative Review for Completeness ← Issues Resolved by Applicant/Owner (Varies[1,2])
- Is the Application Determined to be Complete —No→ City Sends Letter to Applicant Identifying Deficiency
- Yes ↓
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- 1st and Subsequent Substantive Review ← Issues Resolved by Applicant/Owner and Resubmits Application (Varies[1,2])
- Issues —Yes→ City Sends Letter to Applicant Requesting Additional Information
- No / Minimal / In Accordance with Enhanced Application Review Methodology / or to Comply with Time Frames
- Historic Preservation Commission Hearing(s) Scheduled, Report, and Related Requirements (Determination and/or Non-action Hearing(s) as Determined By City Staff) (Varies[3])
- Historic Preservation Commission Hearing
- Approval/Denial Letter Issued (End of Substantive Review)

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[2,3,4]	Time Frames Vary[3]	Letter Issued

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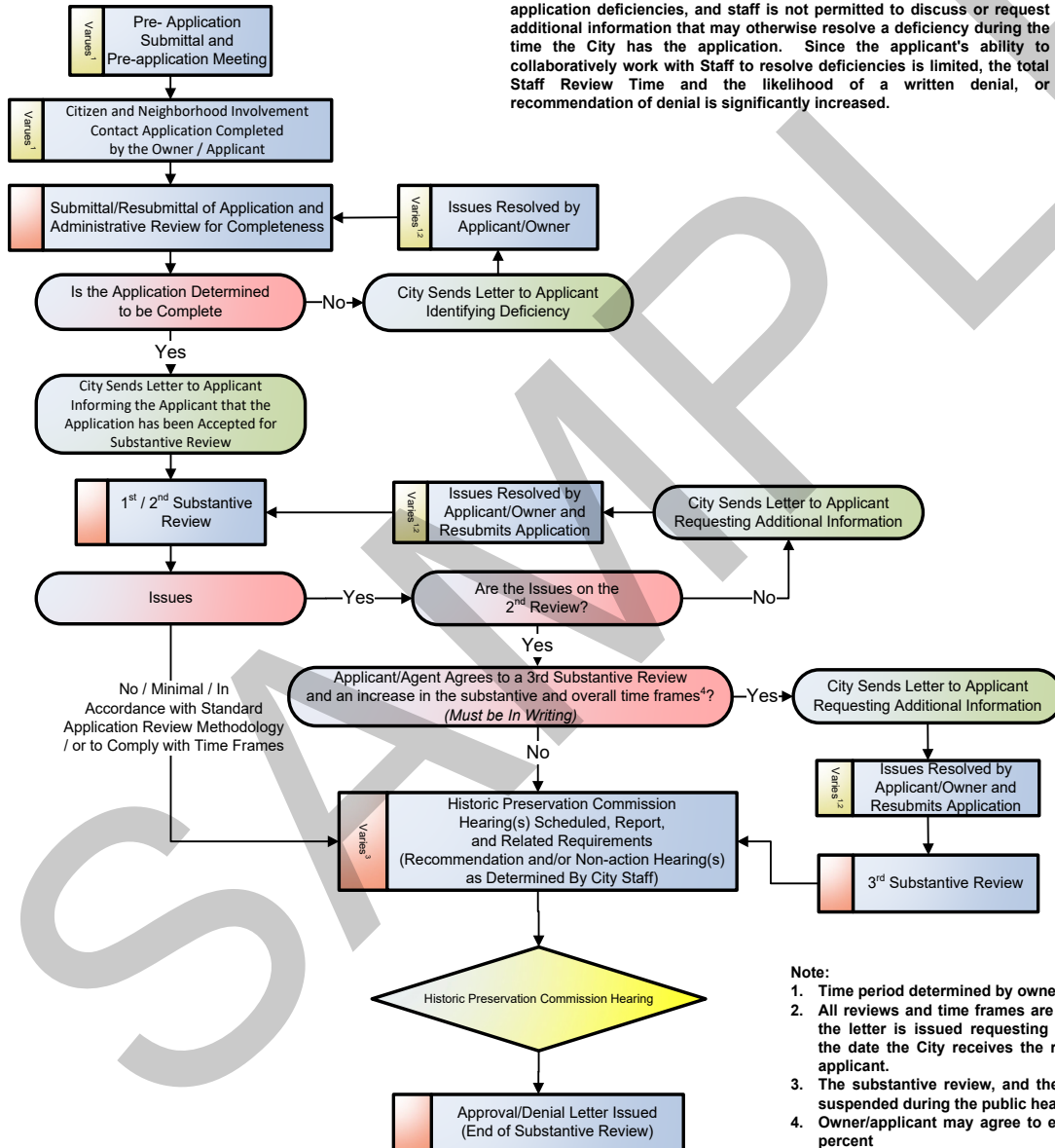7447 E. Indian School Road, Suite #105, Scottsdale, AZ 85251 ● www.ScottsdaleAZ.gov

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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.

Flowchart:

- Pre-Application Submittal and Pre-application Meeting (Varies[1])
- Citizen and Neighborhood Involvement Contact Application Completed by the Owner / Applicant (Varies[1])
- Submittal/Resubmittal of Application and Administrative Review for Completeness ← Issues Resolved by Applicant/Owner (Varies[1,2])
- Is the Application Determined to be Complete — No → City Sends Letter to Applicant Identifying Deficiency
- Yes ↓
- City Sends Letter to Applicant Informing the Applicant that the Application has been Accepted for Substantive Review
- 1st / 2nd Substantive Review ← Issues Resolved by Applicant/Owner and Resubmits Application (Varies[1,2]) ← City Sends Letter to Applicant Requesting Additional Information
- Issues — Yes → Are the Issues on the 2nd Review? — No → City Sends Letter to Applicant Requesting Additional Information
  - No / Minimal / In Accordance with Standard Application Review Methodology / or to Comply with Time Frames
  - Yes ↓
- Applicant/Agent Agrees to a 3rd Substantive Review and an increase in the substantive and overall time frames[4]? (Must be In Writing) — Yes → City Sends Letter to Applicant Requesting Additional Information → Issues Resolved by Applicant/Owner and Resubmits Application (Varies[1,2]) → 3rd Substantive Review
- No ↓
- Historic Preservation Commission Hearing(s) Scheduled, Report, and Related Requirements (Recommendation and/or Non-action Hearing(s) as Determined By City Staff) (Varies[3])
- Historic Preservation Commission Hearing
- Approval/Denial Letter Issued (End of Substantive Review)

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	Substative Review	Public Hearing Process	Approval/Denial
15 Staff Working Days Per Review	95 Total Staff Working Days, Two Reviews in This Time Frame[2,3,4]	Time Frames Vary[3]	Letter Issued

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