



Project Pre-Application Questionnaire

The purpose of the Pre-Application process and this questionnaire is to provide preliminary information to the City's Planning Department on your proposed development project. This information and a Pre-Application meeting facilitate discussion on the development review process and related issues most likely applicable to your development project.

Pre-Application Process

Most development proposals are required to go through one or more application and/or entitlement processes, some of which involve public hearings. To process your pre-application and to enable your meeting to be productive, the attached forms and all required materials must be provided. At the pre-application meeting, city staff will highlight areas where you may need to pay particular attention, and which, if any, public hearing process(es) you will be required to go through. More information can be found at www.scottsdaleaz.gov/BldgResources/DevProcess

Completed pre-application application forms, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 E. Indian School Road. Make checks payable to "City of Scottsdale."

After the pre-application packet has been accepted, the request is routed for assignment and scheduling. A staff member will contact you to schedule a pre-application meeting with staff.

Submittal Date: _____ **Project No.:** _____ **-PA-** _____

Project Name: _____ **Parcel No(s):** _____

Address: _____ **Quarter Section(s):** _____

Property Details:

Single-Family Residential Multi-Family Residential Commercial Industrial Other

Lot Size: _____ **Current Zoning:** _____ **Current Use(s):** _____

Has a 'Notice of Compliance' been issued? No Yes If yes, provide a copy with this submittal

Application Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Abandonment (AB) | <input type="checkbox"/> In-Lieu Parking Request (IP) | <input type="checkbox"/> Rezoning (ZN) |
| <input type="checkbox"/> Development Review (DR) | <input type="checkbox"/> Master Plan (MP) | <input type="checkbox"/> Text Amendment (TA) |
| <input type="checkbox"/> ESLO Hardship Exemption (HE) | <input type="checkbox"/> Master Sign Program (MS) | <input type="checkbox"/> Use Permit (UP) |
| <input type="checkbox"/> ESLO Wash Modification (WM) | <input type="checkbox"/> Notice of Compliance | <input type="checkbox"/> Variance (BA) |
| <input type="checkbox"/> General Plan Amendment (GP) | <input type="checkbox"/> Preliminary Plat Subdivision (PP) | <input type="checkbox"/> Other _____ |

Owner: _____ **Applicant:** _____

Company: _____ **Company:** _____

Address: _____ **Address:** _____

Phone: _____ **Fax:** _____ **Phone:** _____ **Fax:** _____

E-mail: _____ **E-mail:** _____

Signature (circle one): Owner Applicant _____ **Date**

Planning, Neighborhood & Transportation Division

7447 E Indian School Road Ste 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



Project Pre-Application Questionnaire

Submittal Date: _____ Project No.: _____ -PA- _____

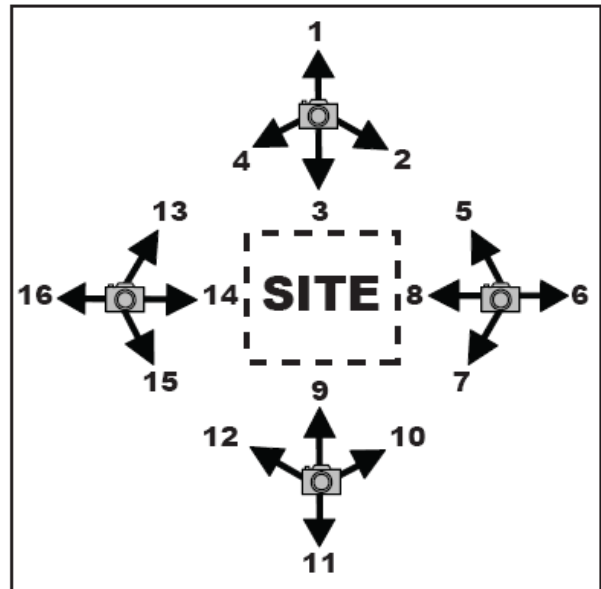
Please Note: All projects require a legally-assigned address; if an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. **This may take up to 5 days.** The Address Request form is available on-line at www.scottsdaleaz.gov/bldgresources/records.

All items listed below must be submitted to constitute a complete submittal.

Submittal Requirements:

- 1. Completed Project Pre-Application Questionnaire & Fee** _____
(Fees subject to change every July)
- 2. Records Packet Fee** _____
The Records Packet Fee will be processed by staff. The applicant need not visit the Records desk to obtain the packet.
(Fees subject to change every July)
- 3. Conceptual Drawing(s)** – One (1) copy of conceptual site plan, plot plan, or schematic drawing representing your request (not required for Abandonments). If requesting Development Review Board approval, include elevations showing architectural character.
(24" x 36", 11" x 17", or 8.5" x 11" paper sizes only)
- 4. Project Narrative** – Attach a detailed descriptive narrative of the site layout that includes the following information:
 - Purpose of this request
 - Describe any and all pertinent information related to the request including, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.
 - Any improvements and uses that currently exist on the property or on neighboring properties.
 - Explain how your proposal is compatible with the surrounding area.
 - Describe any unusual characteristics that may restrict or affect your development.
 - Targeted date to begin construction.

- 5. Site / Context Photographs**
Provide color photographs showing the site and the surrounding buildings/properties in order to provide city staff with a visual impression of the current site conditions. Use the guidelines below for photos.
 - Photos are to be taken looking in towards the project site and adjacent to the site.
 - Photos should show adjacent improvements and existing on-site conditions.
 - Refer to photograph number and direction of view.
 - If your site is greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
 - Do not mount photos on large poster boards, cork boards, etc.



FOR ADMINISTRATIVE USE ONLY

A Pre-application meeting with Planning Staff has already occurred with _____. Date: _____

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