



Pre-Application for Single Family Residential Plans

This checklist has been prepared to assist you in submitting a pre-application to the City of Scottsdale. The pre-application for single family residential plans is for informational purposes only and is not a formal review process.

When the applicant participates in the pre-application meeting, the time for the 1st review for the single family residential plans is reduced from 30 days to 20 days.

Pre-Application Process

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 will provide any forms necessary for the single family plan submission.

Completed pre-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 city 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:

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

Is the property located in the Environmentally Sensitive Lands Overlay? No Yes

Is the property located in the Foothills Overlay? No Yes

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



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

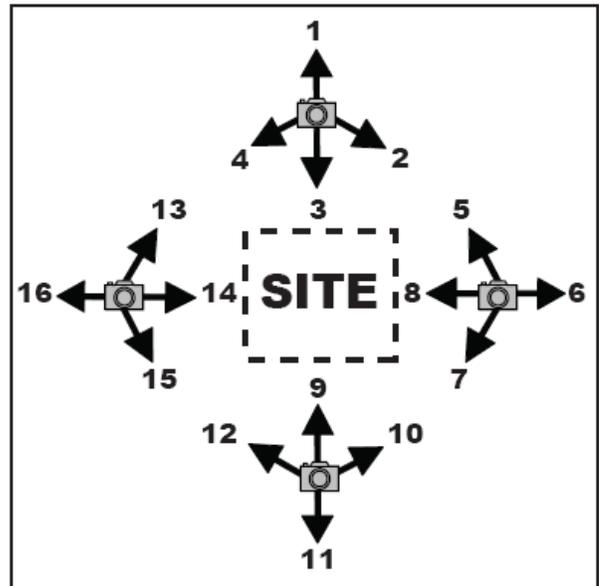
Please Note: All projects require a legally-assigned address; if an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. **This may take up to 5 days.** The Address Request form is available on-line at www.scottsdaleaz.gov/bldgresources/records.

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.
(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:
 - Describe any and all pertinent information related to the request including, but not limited to, access, topography, drainage, existing vegetation, proposed buildings and lot design.
 - Any improvements and uses that currently exist on the property or on neighboring properties.
 - Any issues or questions you would like to discuss that are related to the subject property.
 - 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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MEETING NOTES (To be filled out by staff)

Staff in Attendance: _____

Processes Identified:

- SFR Final Plans
- Cuts & Fills Staff Approval
- Wash Modification
- Amended Development Standards
- NAOS Release
- NAOS Dedications

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