

Steps to Historic Property Zoning Overlay District

Preliminary: 2-3 months

Step 1

Applicant conducts research regarding the property and the historic context.

Step 2

Applicant requests and attends a pre-application meeting with Scottsdale Historic Preservation Officer and a project coordinator. A Pre-Application number is assigned.

Step 3

Applicant completes a development application, including forms, maps, and photos.

Submittal Review and Comment: 2-3 months

Step 4

Applicant submits the development application and a Case number is assigned.

Step 5

Applicant prepares and submits the Historic Preservation Plan for the district.

Step 6

Applicant submits the Citizen Review Plan.

Step 7

Applicant places a white public notice information sign on the site. Post cards with public notice information are mailed to nearby property owners.

Step 8

Applicant holds two open house meetings at the property or at a neutral location.

Step 9

Applicant submits the Citizen Review Report.

Step 10

Historic Preservation Commission reviews and provides preliminary comments regarding the Historic Preservation Plan for the district.

Step 11

Staff sends the applicant a determination letter which indicates the public hearing dates for the Historic Preservation Commission, Planning Commission, and City Council, and the letter will identify any additional information that will be needed for the public hearings.

Step 12

Applicant places a red public hearing sign on the site. Post cards with public hearing information are mailed to nearby property owners.

Step 13

Staff prepares the report for the public hearing.

Public Hearings: 2-3 months

Step 14

Historic Preservation Commission holds a public hearing to consider the historic property development application and the Historic Preservation Plan for the District.

Step 15

Planning Commission holds a public hearing to consider the recommendation from the Historic Preservation Commission.

Step 16

City Council holds a public hearing to consider recommendations from the Historic Preservation Commission and the Planning Commission. City Council adopts the resolution and the ordinance creating the Historic Property Zoning Overlay District, with the Historic Preservation Plan for the District.

Step 17

Property or district is placed on the Scottsdale Historic Register.