

Project Pre-Application Questionnaire

After this application is submitted at the Planning & Development Services Department, a city staff member will contact the Applicant to schedule the Pre-Application meeting.

This checklist has been prepared to assist you in submitting a pre-application to the City of Scottsdale. At the pre-application meeting, a Project Coordinator will notify you of the items required for your formal project application.

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

Pre-Applications

Most projects are required to go through the application and entitlement process, and many of those are required to go through one of four public hearing processes for approval. The first step is to submit a preliminary application ("pre-app") to allow staff to begin reviewing your request. A pre-app meeting is scheduled with a Project Coordinator, and will occur a few weeks after submittal. To process your pre-application in a timely manner, the attached forms and all required materials must be provided to enable your meeting to be productive and efficient.

How to Submit

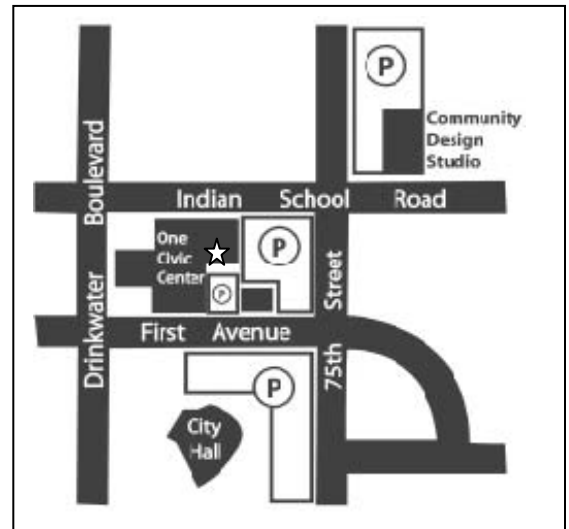
Present this completed form, all required materials and fees to the Planning & Development Services Department located in Suite 105 of One Civic Center (see map). Make checks payable to "City of Scottsdale."

Pre-Application Meeting

At the pre-application meeting, city staff highlights areas where you need to pay particular attention, and which, if any, public hearing process you will be required to go through. The Project Coordinator may advise on the following:

- Zoning & Land Use
- Development Standards
- Neighborhood Impacts
- Open Spaces
- Outdoor Lighting
- Landscaping
- Building Design
- Security
- Streets
- Lot Design
- Pedestrian Access
- Bikeways
- Transit
- Trails
- Parking
- Parks
- School Impacts
- Drainage
- Environmental Impacts
- Infrastructure

Our Location



For more information on the Pre-Application process and procedures, call 480-312-7000 or visit www.scottsdaleaz.gov/BldgResources/DevProcess/

Cost Center # (COS Projects Only) _____

Planning & Development Services Department

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

Project Pre-Application Questionnaire

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.

General Requirements

1. **Completed Project Pre-Application Questionnaire & Fee** _____

2. **Records Packet Fee** _____

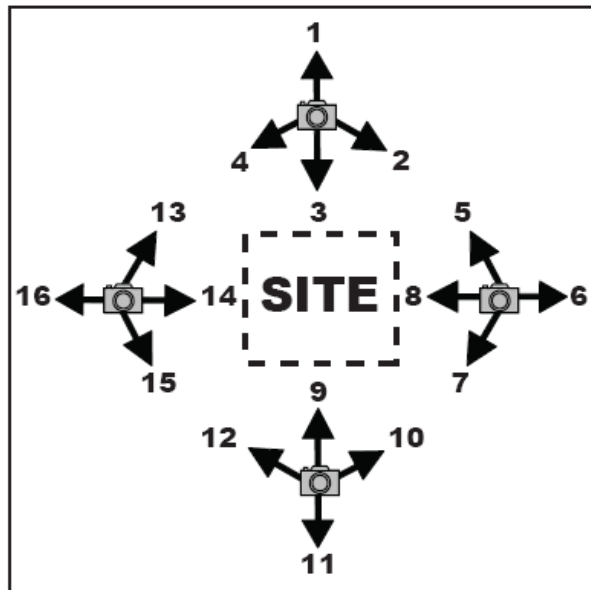
The Records Packet will be processed by staff. The applicant need not visit the Records desk to obtain the packet.

3. **Conceptual Drawing** - A 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.

4. 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 for photos as instructed below.

- Photos are to be taken looking in towards the project site and looking 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.



Planning & Development Services Department

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 - _____

City Staff Signature _____

Project Name: _____

Address: _____

Current Zoning: _____ Parcel Number(s): _____ Quarter Section: _____

Property Details:

Single-Family Residential Multi-Family Residential Commercial Industrial Other

Lot Size: _____ Current Use: _____

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"/> Master Plan (MP) | <input type="checkbox"/> Text Amendment (TA) |
| <input type="checkbox"/> Appeal (AP) | <input type="checkbox"/> Master Sign Program (MS) | <input type="checkbox"/> Use Permit (UP) |
| <input type="checkbox"/> Development Review (DR)* | <input type="checkbox"/> Minor Subdivision (MD) | <input type="checkbox"/> Variance (BA) |
| <input type="checkbox"/> ESLO Hardship Exemption (HE) | <input type="checkbox"/> Preliminary Plat Subdivision (PP)* | <input type="checkbox"/> Notice of Compliance |
| <input type="checkbox"/> ESLO Wash Modification (WM) | <input type="checkbox"/> Rezoning (ZN) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> General Plan Amendment (GP) | | |

*Applicant: _____

Owner: _____

Company: _____

Company: _____

Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-mail: _____

E-mail: _____

Address: _____

Address: _____

(*if affiliated with a business, please attach a business card)

Signature *circle one*: Owner Applicant

_____ Date

Planning & Development Services Department

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

Project Pre-Application Questionnaire

Date:

Project No.:

- PA -

Provide 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.
- What improvements and uses currently exist on the property or on neighboring properties?
- Explain how your proposal is compatible with the surrounding area.
- Are there any unusual characteristics that may restrict or affect your development?

Target Date to Begin Construction:

Please type or print narrative in the space below. Provide as much detail as possible; attach a separate sheet if necessary.

Planning & Development Services Department

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