



Pre-Application for Single Family Residential Plans

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. The Pre-Application for single family residential plans is for information purposes only and is not a formal review process.

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

Pre-Applications

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 City staff members after your submittal has been received. To process your Pre-Application in a timely manner, the attached forms and all required materials must be provided to enable our 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 Suite105 of One Civic Center (see map). Make checks payable to “City of Scottsdale.”

Pre-Application Meeting

At the Pre-Application meeting, city staff identifies areas where you need to pay particular attention, and will provide any forms necessary for the single family final plan submission. When an applicant participates in the Pre-Application meeting, the 1st review for the single family residential plans is reduced from 30 days to 20 days.

Project Name: _____

Address: _____

Current Zoning: _____ **Quarter Section:** _____

Parcel Number(s): _____

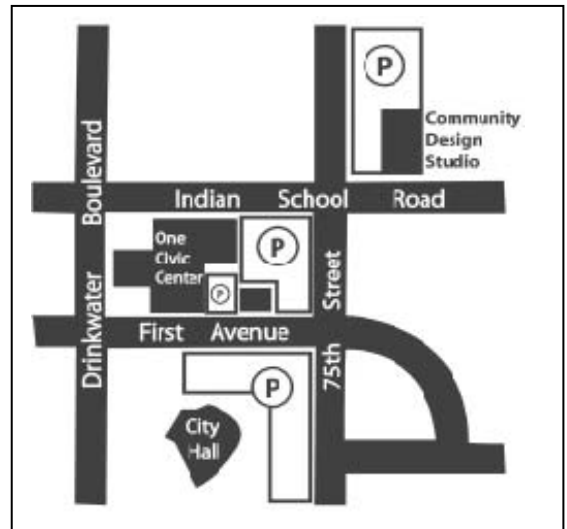
Applicant: _____

Company: _____

Phone: _____ **Fax:** _____

E-mail: _____

Address: _____



Signature Date

Staff Signature Date

Planning & Development Services Department

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



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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.

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.

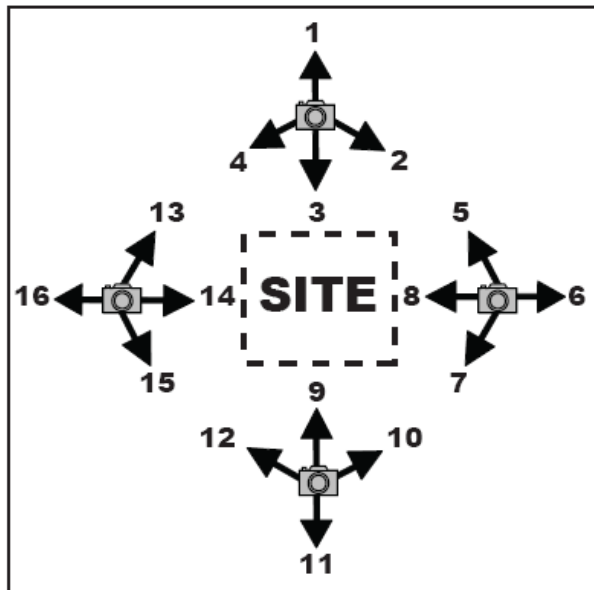
3. **Conceptual Drawing** - A conceptual site plan, plot plan, or schematic drawing representing your request.

4. **Narrative** Describes your proposal and includes any issues or questions you would like to discuss that are related to the subject property.

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 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

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Date: _____

Project No.: _____ - PA – _____

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