Historic Property
Development Application Checklist

Minimal Submittal Requirements:
At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, including any additional submittal requirements identified in the stipulations, of any Development Application approved that this application is reliant upon; and
- the city’s Historic Preservations Plan guidelines.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

<table>
<thead>
<tr>
<th>Req’d</th>
<th>Rec’d</th>
<th>Description of Documents Required for Complete Application. No application shall be accepted without all items marked below.</th>
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</thead>
<tbody>
<tr>
<td>☑</td>
<td>☐</td>
<td>1. Development Review Application Checklist (this list)</td>
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<td>2. Application Fee - None</td>
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<td>3. Completed Development Application Form (form provided)</td>
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<td>• The applicant/agent shall select a review methodology on the application form (Enhanced Application Review or Standard Application Review).</td>
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<td>• If a review methodology is not selected, the application will be review under the Standard Application Review methodology.</td>
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<td>Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City’s full-service Records Department can assist.</td>
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<td>4. Letter of Authorization (from property owner(s) if property owner did not sign the application form)</td>
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<td>5. Affidavit of Authorization to Act for Property Owner (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an</td>
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Historic Property Application Checklist

<table>
<thead>
<tr>
<th>Check</th>
<th>Requirement</th>
<th>Notes</th>
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<tbody>
<tr>
<td>✅</td>
<td>6. Appeals of Required Dedications or Exactions (form provided)</td>
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<td>☐</td>
<td>7. Deed of Conservation Easement (delayed submittal)</td>
<td>Must be the original signed document.</td>
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<td>☐</td>
<td>8. Commitment for Title Insurance – No older than 30 days from the submittal date (requirements form provided)</td>
<td>8-1/2” x 11” – ① copy, Include complete Schedule A and Schedule B.</td>
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<td>☐</td>
<td>9. Legal Description: (if not provided in Commitment for Title Insurance)</td>
<td>8-1/2” x 11” – ② copies</td>
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<tr>
<td>✅</td>
<td>10. Request for Site Visits and/or Inspections Form (form provided)</td>
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<td>☐</td>
<td>11. Historic Preservation Guidelines</td>
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<td>☐</td>
<td>Historic Residential Exterior Rehabilitation Guidelines (forms provided)</td>
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<td>☐</td>
<td>Historic Residential Exterior Rehabilitation Windows Policy (forms provided)</td>
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<td>☐</td>
<td>Historic Preservation Plan for the property (see that City’s website at: <a href="http://www.scottsdaleaz.gov/historiczoning/historicresources">http://www.scottsdaleaz.gov/historiczoning/historicresources</a>)</td>
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<td>☐</td>
<td>12. Historic Residential Exterior Rehabilitation Program Declaration (form provided)</td>
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<td>13. Historic Residential Exterior Rehabilitation Program Agreement (delayed submittal)</td>
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<td>14. Public Participation</td>
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<td>Step 1: Complete Neighborhood Notification</td>
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<td>Notify surrounding property owners &amp; HOAs of the project request and description</td>
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<td>Document notification on Community Input Certification form (provided)</td>
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<td>Step 2: City will post public hearing sign and provide other public notification including:</td>
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<td>Mailing out postcards to property owners within 750 feet</td>
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<td>Posting case information on the City website</td>
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<td>Posting on social media</td>
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<td>Sending to email subscribers</td>
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<td>15. Request for Neighborhood Group Contact information (form provided)</td>
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<td>16. Home Owners’ Association Approval Letter</td>
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<td>17. Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2”x11” Paper</td>
<td>8-1/2” x 11” – ① copy of the set of prints, 8-1/2” x 11” – ② copies of the set of prints (Delayed submittal). At the time your Project Coordinator is preparing the public hearing report(s), he/she will request these items, and they are to be submitted by the date indicated in the request.</td>
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## PART II -- REQUIRED PLANS & RELATED DATA

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| ☑     | ☐     | 18. Application Narrative  
- 8 ½” x 11” – 4 copies  
  1. Historic Property. If the property is an existing or potential historic property, describing how the proposal preserves the historic character or compliance with property’s existing Historic Preservation Plan.  
  2. HRER program. The narrative for a Historic Residential Exterior Rehabilitation (HRER) program request shall address the project justification criteria specified in the HRER Guidelines. |
| ☐     | ☐     | 19. Historic Residential Exterior Rehabilitation Scope of Work and Estimates (form provided)  
- 8 ½” x 11” – 4 copies |
| ☐     | ☐     | 20. Site Plan  
- 24” x 36” – 2 copies, folded  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction) |
| ☐     | ☐     | 21. Site Details  
(Elevations of screen walls, site walls, refuse enclosure, carport, lot light pole, trellis, etc.)  
- 24” x 36” – 2 copies, folded  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction) |
| ☐     | ☐     | 22. Landscape Plan  
- 24” x 36” – 2 copies, folded of black and white line drawings  
(a grayscale copy of the color Landscape Plan will not be accept.)  
- 11” x 17” – 1 copy, folded (quality suitable for reproduction)  
- 8 ½” x 11” – 1 copy (quality suitable for reproduction) |
### 23. Building Elevations
- 24” x 36” – 2 copies, **folded** black and white line drawing
  (a grayscale copy of the color elevations will not be accepted.)
- 24” x 36” – 2 color copies, **folded**
- 11” x 17” – 1 color copy, **folded** (quality suitable for reproduction)
- 11” x 17” – 1 copy, **folded** black and white line drawing (quality suitable for reproduction)
- 8 ½” x 11” – 1 color copy, (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy black and white line drawing copy (quality suitable for reproduction)

### 24. Perspectives
- 24” x 36” – 1 color copy, **folded**
- 11” x 17” – 1 color copy, **folded** (quality suitable for reproduction)
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)

### 25. Streetscape Elevation(s)
- 24” x 36” – 1 color copy, **folded**
- 11” x 17” – 1 color copy, **folded** (quality suitable for reproduction)
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)

### 26. Window Details
- 24” x 36” – 2 copies, **folded**
- 11” x 17” – 1 copy, **folded** (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy (quality suitable for reproduction)

### 27. Floor Plans
- 24” x 36” – 1 copy, **folded**
- 11” x 17” – 1 copy, **folded** (quality suitable for reproduction)

### 28. Sign Details
- 11” x 17” – 1 color copy, **folded** (quality suitable for reproduction)
- 11” x 17” – 1 copy, **folded** black and white line drawing (quality suitable for reproduction)
- 8 ½” x 11” – 1 color copy (quality suitable for reproduction)
- 8 ½” x 11” – 1 copy black and white line drawing (quality suitable for reproduction)

### 29. Exterior Lighting Site Plan (including exterior building mounted fixtures)
- 24” x 36” – 1 copy, **folded**
- 11” x 17” – 1 copy, **folded** (quality suitable for reproduction)

### 30. Exterior Lighting Photometric Analysis (policy provided)
- 24” x 36” – 1 copy, **folded**
- 11” x 17” – 1 copy, **folded** (quality suitable for reproduction)
### Historic Property Application Checklist

#### PART III – SAMPLES & MODELS

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#### 33. Color Cards or Paint Color Drawdowns
- 1 set of 5” x 7” (minimum size) of each paint color and material identification names and numbers.

#### 34. Exterior Building Color & Material Sample Board(s):
- 8-1/2” x 14” material sample board(s)
  - The material sample board shall include the following:
    - A color elevation of one side of the building
    - 3” x 3” Glass samples mounted on the board with reflectivity identify
    - 3” x 3” of each building materials mounted on the board (i.e. split face CMU, Stucco, EIFS, etc.)
    - 2”x 2” of proposed paint colors
    - All material manufacture names and material identification names and numbers shall be keynoted on the individual materials and the elevation.
  - 11” x 17” – 1 copy, folded of a printed digital photo of the material board

#### PART IV – SUBMITTAL OF THE DEVELOPMENT APPLICATION

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#### 35. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call 480-312-7767. Request a submittal meeting with a Planning Specialist and provide your case pre-app number; _______-PA-________.

#### 36. Submit all items indicated on this checklist pursuant to the submittal requirements.

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**Planning and Development Services**

7447 E Indian School Road Suite 105, Scottsdale, AZ  85251  •  www.ScottsdaleAZ.gov

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<table>
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<tr>
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<th>37. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon</th>
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<tr>
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<td>38. Delayed Submittal. Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.</td>
</tr>
<tr>
<td></td>
<td>39. Other:</td>
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<td></td>
<td>40. If you have any question regarding this application checklist, please contact your Project Coordinator.</td>
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</tbody>
</table>

Coordinator Name (print): ___________________________  
Coordinator Name (print): ___________________________  
Coordinator email: @scottsdaleaz.gov  
Phone Number: 480-312-  
Date:  
Coordinator Signature:  

If the Project Coordinator is no-longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.  

This application need a:  
☐ New Project Number, or  
☐ A New Phase to an old Project Number: ____________________________

**Required Notice**

Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services Director, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City’s applicable administrative policies available at the Planning, Neighborhood and Transportation Division’s One Stop Shop, or from the city’s website: [http://www.scottsdaleaz.gov/bldgresources/forms](http://www.scottsdaleaz.gov/bldgresources/forms).

Planning and Development Services  
One Stop Shop  
Planning and Development Services Director  
7447 E. Indian School Rd, Suite 105  
Scottsdale, AZ 85251  
Phone: (480) 312-7000
Enhanced Application Review Methodology

Within the parameters of the Regulatory Bill-of-Rights of the Arizona Revised Statutes, the Enhanced Application Review method is intended to increase the likelihood that the applicant will obtain an earlier favorable written decision or recommendation upon completion of the city’s reviews. To accomplish this objective, the Enhanced Application Review allows:

- the applicant and City staff to maintain open and frequent communication (written, electronic, telephone, meeting, etc.) during the application review;
- City staff and the applicant to collaboratively work together regarding an application; and
- City staff to make requests for additional information and the applicant to submit revisions to address code, ordinance, or policy deficiencies in an expeditious manner.

Generally, the ongoing communication and the collaborative work environment will allow the review of an application to be expedited within the published Staff Review Time frames.

Note:
1. Time period determined by owner/applicant.
2. All reviews and time frames are suspended from the date a the letter is issued requesting additional information until the date the City receives the resubmittal from the owner/applicant.
3. The substantive review, and the overall time frame time is suspended during the public hearing processes.
4. Owner/applicant may agree to extend the time frame by 50 percent

Planning and Development Services
7447 E Indian School Road Suite 105, Scottsdale, AZ 85251 • www.ScottsdaleAZ.gov

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Development Applications Process
Standard Application Review
Historic Property (HP)

Standard Application Review Methodology:
Under the Standard Application Review, the application is processed in accordance with the Regulatory Bill-of-Rights of the Arizona Revised Statutes. These provisions significantly minimize the applicant’s ability to collaboratively work with City Staff to resolve application code, ordinance, or policy deficiencies during the review of an application. After the completion the city’s review, a written approval or denial, recommendation of approval or denial, or a written request for additional information will be provided.

The City is not required to provide an applicant the opportunity to resolve application deficiencies, and staff is not permitted to discuss or request additional information that may otherwise resolve a deficiency during the time the City has the application. Since the applicant’s ability to collaboratively work with Staff to resolve deficiencies is limited, the total Staff Review Time and the likelihood of a written denial, or recommendation of denial is significantly increased.

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HP Development Application Checklist
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