



Special Districts Application

Special Districts Review Process Overview: A project may be subject to various reviews and criteria depending on the scope of work, location and relevant sections of the Unified Development Code (UDC). Please note that your projects may not be subject to review by all review authorities used in the table below. The Special Districts review processes at Planning and Development Services Department (PDSD) include:

Review Process	Review Authorities	PDSD Planning Contact
Grant Road Investment District (GRID) Urban Overlay [GRID Ordinance]	1. Design Review Board	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Historic Preservation Zone (HPZ) [UDC Section 5.8]	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS)	Michael Taku – (520) 837-4963 Jodie Brown – (520) 837-6968
Individual Parking Plan (IPP) [UDC Section 7.4.5.A]	Planning and Development Services, Tucson Department of Transportation, and other agencies as needed	Mark Castro – (520) 837-4979
Infill Incentive District (IID) [UDC Section 5.12]	1. Design Professional 2. Neighborhood Historic Advisory Board 3. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 4. Design Review Committee (IID-DRC)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Main Gate District (MGD) Design [MGD Ordinance]	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 3. Main Gate District Design Review Committee (MGD-DRC)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Neighborhood Preservation Zone (NPZ) [UDC Section 5.10]	Design Professional	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Sunshine Mile District (SMD) [SMD Ordinance]	1. Design Professional 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 3. Sunshine Mile District Design Review Board (SMD-DRB)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Rio Nuevo Area (RNA) [UDC Section 5.12.7]	1. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 2. Design Review Board (DRB)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028

INSTRUCTIONS:

1. Complete Application form and compile submittal requirements
2. Submit pdf of all materials through the PDSD Filedrop Portal, at <https://www.tucsonaz.gov/pdsd-filedrop>
3. Staff will schedule your pre-application meeting (if needed, typically required for major reviews)
4. At the pre-application meeting, staff will advise applicants on any additional UDC requirements to complete the application package to initiate the review process



Special Districts Application

Application Stage: Pre-application Application

Permit Activity Number(s): _____

Case Number(s): _____

Date Accepted: _____

PROPERTY LOCATION AND PROPOSED DEVELOPMENT

Project / Development Name (if applicable): _____

Property Address: _____

Pima County Tax Parcel Number/s: _____

Current Zoning: _____

Applicable Overlay Zone/Special District:

- Grant Road Investment District (GRID) Main Gate District (MGD) Rio Nuevo Area
- Historic Preservation Zone (HPZ) Neighborhood Preservation Zone
- Infill Incentive District (IID) Sunshine Mile District

Neighborhood Association (if any): _____

PROJECT TYPE (check all that apply): Change of use to existing building/site

New building(s) on vacant land New building(s) on developed land

New addition to existing building Other: _____

Description of Proposed Land Use: _____

Number of Buildings and Stories/Height of Proposed Structure(s): _____

Total Site Area (sq ft): _____ Total Gross Floor Area of Proposed Building(s) (sq ft): _____

HISTORIC STATUS

Site is within a: Historic Preservation Zone Please List: _____

National Register District Please List: _____

Site is/includes: Contributing structure(s) Non-contributing structure(s)

Is adjacent to a contributing structure Vacant

APPLICANT INFORMATION (The person processing the application and designated to receive notices):

APPLICANT NAME: _____

ROLE: Property owner Architect Engineer Attorney Developer

Other: _____

EMAIL: _____ PHONE: _____

ADDRESS: _____

PROPERTY OWNER NAME(S) (If ownership in escrow, please note): _____

EMAIL: _____ PHONE: _____

I hereby certify that all information contained in this application is complete and true to the best of my knowledge.

SIGNATURE OF OWNER/APPLICANT* _____

*****If an authorized representative is signing on behalf of the property owner, please provide a letter of authorization***

Date: _____



Special Districts Application CHECKLIST REQUIREMENTS

PLEASE PROVIDE THE FOLLOWING MATERIALS IN THIS ORDER, IN PDF FORMAT:

	1. Application form (signed by the Property Owner or Authorized Agent, <i>include letter of authorization signed by property owner</i> if applicable).
	2. Project statement outlining project scope which describes how the project meets applicable design guidelines and outlines any requested modifications/exemptions
	3. Color aerial photograph of subject property
	4. Development Plan (landscape plan and floor plans if applicable) drawn to scale at 11"x17", prepared in accordance to Section 2-06.0.0, in the Administrative Manual
	5. Elevations (and contextual elevations if applicable) drawn to scale at 11"x17", with dimensions and proposed materials noted (if applicable) prepared in accordance to Section 2-06.0.0.
	6. Renderings depicting various views from the street level and birds eye view (recommended for major projects)
	7. Samples of proposed materials , if applicable, to include cut sheets and/or photographs of the type, color and texture of the proposed materials.
	8. Shade study (if applicable)
	9. Color, labeled photographs of project site existing conditions (north, south, east and west elevations of all structures on the property)
	10. Color, labeled photographs of the surrounding area
	11. Color photographs of precedent examples in surrounding area, labeled with property addresses and keyed on the aerial photograph (if applicable)
	12. Zoning review comments issued by PDSD staff on development package or other submittal*
	13. Documentation of neighborhood meeting to include invitation, affidavit of mailing, sign-in sheet, agenda/materials and meeting notes (if applicable)*
	14. Pima County assessor's record parcel detail and record map
	15. Applicable fees (confirm with PDSD staff)*
	IF HISTORIC REVIEW REQUIRED
	16. Aerial photograph depicting the property's Development Zone . All building footprints within the development zone must be shown and labeled to indicate contributing/non-contributing status.
	17. Arizona Historic Property Inventory form (if available)
	IF REQUESTING INDIVIDUAL PARKING PLAN
	18. Parking narrative addressing items listed in UDC 7.4.5.A.4, sealed by a design professional licensed by the State of Arizona.

*Required for final application only

Additional application materials may be required based on scope of project.

Submitting your Application: Once you have completed the Application Form and compiled the Submittal Requirements, submit a pdf of all through the PDSD Filedrop Portal, at <https://www.tucsonaz.gov/pdsd-filedrop>