

LIQUOR IN THE C-1 ZONE MITIGATION PLAN REVIEW

APPLICATION PROCESS SUMMARY

What Are The Basic Steps in the Process?

- 1) Contact DSD Zoning Administration Staff at 791-4541 to schedule an appointment for a pre-application conference. Please allow up to 30 minutes for the meeting.
- 2) Obtain the official Full Notice mailing labels from DSD Zoning Administration Staff, 2nd Floor Offices Public Works Building, 201 North Stone Avenue (791-5550).
- 3) Using these official mailing labels, per requirements, mail to all affected parties a notice letter, which includes a description of your business, a description of the serving area including any patios, an offer to meet onsite, and a copy of the mitigation plan. Don't forget to get "proof of mailing" when you mail the letters.
- 4) Hold your onsite meeting with those affected parties interested in the application. Provide a sign-in sheet and prepare a summary of what was discussed. The notice of the meeting shall be made at least ten (10) ten days prior to the date of the meeting. The meeting shall occur at least fifteen (15) and not more than sixth (60) days prior to the submittal of the application.
- 5) Referring to the "Submittal Checklist" assemble the required items for application submittal. Contact DSD Zoning Administration Staff to schedule an appointment for submittal of the application. Applications may not be dropped off. You must be present to answer staff questions. Please allow up to 30 minutes for staff to review the application for completeness and acceptance. DSD staff may accept or reject the application within seven (7) days.
- 6) A public notice of the application and mitigation plan will be mailed by DSD staff to the applicant, property owners within 300 feet of the site and other interested parties. A notice shall also be posted on the subject property.
- 7) A twenty (20) day public comment period, for submission of comments on the proposal to the DSD, follows the date on which the notice was mailed.
- 8) After the twenty (20) day public comment period is over, the DSD Director has twenty days to make a decision on the application. The notice will be mailed within three (3) days of the Director's decision.
- 9) The decision of the Director may be appealed to the mayor and council. A notice of intent to appeal must be filed with fourteen (14) days of the date of the director's decision with the complete appeal filed with thirty (30) days. Contact DSD staff for additional information on the appeal process.

Please be aware that this is a summary of the procedures needed for a mitigation plan. Please refer to Sections 23A-50 and 23A-51 in the Tucson Code for the specific details.

Who Approves The Mitigation Plan?

The Development Services Department Director makes the decision to approve or deny the Mitigation Plan. The decision of the director may be appealed to the mayor and council on the grounds that the decision is not in conformance with the criteria established by the Land Use Code. Given the legal nature of this zoning process it is important that each applicant read and follow the submittal steps exactly as provided.

How Long Does This Process Take?

The typical application process takes from 60 to 90 days to complete from beginning to end.