

# DESIGN DEVELOPMENT OPTION (DDO) APPLICATION

FOR  
LANDSCAPING AND SCREENING SUBSTITUTIONS

UNIFIED DEVELOPMENT CODE (UDC)

Available online but **not** included with this application

- Fee Schedule
- BA & DRB Process Deadlines and Meeting Schedules
- Mailing Label Request Form

## GENERAL INFORMATION

If you have any questions regarding the application materials or the process please contact Mark Castro at 837-4979 for assistance.

Generally, we are in the office and available to assist you in person or via the telephone Monday through Friday from 8:00 a.m. until 5:00 p.m. However, to better serve you, we ask that you call to ensure our availability prior to stopping by the Planning and Development Services Department at 201 North Stone Avenue, 3rd floor north.

### PLEASE MAKE NOTE OF THE FOLLOWING:

1. A pre-application meeting with staff is strongly encouraged. This will allow staff an opportunity to review your request prior to submittal and determine its appropriateness for the DDO process. Please call to schedule an appointment.
2. A DDO for landscape and screening is a request to substitute a design option with an equivalent design option. (e.g. a five-foot high vegetative screen might, in some circumstances, be acceptable in lieu of a five-foot high masonry wall. A DDO cannot waive or delete requirements the *Unified Development Code*.)
3. Application submittals are **BY APPOINTMENT ONLY**. Please allow up to 15 minutes for staff to review your application for completeness and acceptance. You **MAY NOT** drop-off your application.

*For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact Mark Castro at 791-5550.*

*By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.*



CITY OF  
TUCSON

Case Number \_\_\_\_\_

Date Accepted \_\_\_\_\_

# DESIGN DEVELOPMENT OPTION (DDO) APPLICATION For Landscaping/Screening Substitutions

This application must be filed at Planning and Development Services Department, Public Works Building, 3rd Floor, 201 North Stone Avenue, Tucson, Arizona. Call 837-4979 to schedule a submittal appointment. To be accepted for processing, the application must be complete, accurate, and legible and must be accompanied by the appropriate plans, documentation, and fees. Incomplete applications will not be accepted. Please make your check payable to the "City of Tucson."

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## PROPERTY INFORMATION

Project Address \_\_\_\_\_ DP# \_\_\_\_\_

Zone \_\_\_\_\_ Proposed Use (Please be specific.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Existing Buildings \_\_\_\_\_ Number of Stories \_\_\_\_\_ Height of Structure(s) \_\_\_\_\_

Size of Property \_\_\_\_\_

Property Tax Code(s) \_\_\_\_\_

Property Legal Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Mailing Address: Planning & Development Services Department  
P. O. Box 27210  
Tucson, AZ 85726-7210  
Phone: (520) 837-4979  
DSD\_Zoning\_Administration@tucsonaz.gov

Location: Public Works Building  
201 N. Stone Ave

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## APPLICANT INFORMATION

APPLICANT/AGENT Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

OWNER Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

ARCHITECT/  
ENGINEER Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

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## SIGNATURE OF OWNER

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

## SIGNATURE OF APPLICANT (if not owner)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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If you have already applied for any related processes, please list the case numbers (variance, HPZ, NPZ, rezoning, etc.)

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## MODIFICATION REQUESTED

Check the items that apply and indicate what is proposed instead, explaining why each request is being made. (Use additional sheets if necessary.)

Street Landscape Border \_\_\_\_\_  
\_\_\_\_\_

Interior Landscape Border (tree requirement) \_\_\_\_\_  
\_\_\_\_\_

Street Frontage Screening \_\_\_\_\_  
\_\_\_\_\_

Interior Perimeter Screening \_\_\_\_\_  
\_\_\_\_\_

Vehicular Use Area Trees \_\_\_\_\_  
\_\_\_\_\_

Other Landscaping or Screening Requirements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how these DDOs will improve the design of the project. (Use additional sheets if necessary.)

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## MATERIAL REQUIRED WITH DDO APPLICATION

### Incomplete applications will not be accepted.

- Final Unified Development Code (UDC) zoning and landscape review comments from Zoning Compliance review section, Planning & Development Services Department, 1st floor, 201 N. Stone Avenue.
- Project Description
- One 11"x17" copy of the site plan or development plan
- One 11"x17" copy of the landscape plan unless landscaping information is shown on the site/development plan
- One 11"x17" copy of elevations (if a building is involved in the use)
- 1 set of photographs of the project site and surrounding areas (views to the north, south, east, and west) – color copies required. Please label
- 1 copy of the Pima County Assessor's property information (current printout).
- 1 copy of the Pima County Assessor's map for the property.
- DDO Review Fee (Staff Review = \$330.00; DRB Review = \$160.00; Notification Fee: \$220.00; Microfiche Fee = \$16.50; **Total = \$726.50**)

A DDO is intended to encourage flexible design solutions, energy conservation through design, innovation in site planning, and enhancement of community aesthetics. The following are conditions for approval:

**UDC SECTION 3.11.1.D “FINDINGS FOR DDO APPROVAL”**

**1. General Findings for All Modification Requests**

For all modification requests, the PDS Director may approve a DDO request only if the request meets all of the following findings:

- a. Is not a request previously denied as a variance;
- b. Does not modify a conditional requirement or finding to determine whether the use should be allowed in the zone;
- c. Is not to a condition of approval for a rezoning or Special Exception Land Use application;
- d. Does not modify a requirement of an overlay zone, such as, but not limited to, Scenic Corridor, Environmental Resource, Major Streets and Routes Setback, or Airport Environs;
- e. Does not result in deletion or waiver of a UDC requirement;
- f. The modification applies to property that cannot be developed in conformity with the provisions of this Chapter due to physical circumstances or conditions of the property, such as irregular shape, narrowness of lot, exceptional topographic conditions, or location.
- g. Does not create a situation where proposed development substantially reduces the amount of privacy that would be enjoyed by nearby residents any more than would be available if the development was built without the modification;
- h. Does not create a situation where proposed development will block visibility within the required visibility triangle on adjoining streets for either vehicular or pedestrian traffic;
- i. Does not create a situation where the proposed development will cause objectionable noise, odors, trespass lighting, or similar adverse impacts adjacent properties or development; and
- j. Does not create a situation where the development will result in an increase in the number of residential dwelling units or the square footage of nonresidential buildings greater than would occur if the development was built without the modification.

3. For screening modifications, in addition to the findings in Section 3.11.D.1, the PDS Director shall make a finding that the modification does not lower the height of a required screening device to a point where it does not accomplish its purpose.