



# Development Package Submittal Requirements Planning and Development Services

**REVIEW FEES:** Checks shall be made payable to “City of Tucson” and “Pima County Treasurer”.

**PIMA COUNTY RWRD:** Requires a review fee for each submittal and resubmittal until approved. Please contact Pima County RWRD at 724-6500 for additional information.

**PIMA COUNTY ADDRESSING:** Requires a review fee for the first and third submittals. Please contact Pima County Addressing at 740-6800 for more information.

**DISKS:** All items on the disk must be named using the PDSD naming conventions. See page 2 for the naming conventions.

**EXPEDITED REVIEWS:** If the City agrees to an expedited review, additional fees and rolled copies of the plans will be required.

**DEVELOPMENT PACKAGES AND PLATS MUST INCLUDE SITE/PLAT, LANDSCAPE AND NPPO PLANS WITH THE FIRST SUBMITTAL. ADDITIONAL ITEMS NOT ON THIS LIST MAYBE REQUIRED BASED ON THE SITE TO BE DEVELOPED. SUCH ITEMS MAY INCLUDE BUT ARE NOT LIMITED TO GEOTECHNICAL REPORTS, BUILDING ELEVATIONS, FLOOR PLANS, ETC.**

**◀ EFFECTIVE JUNE 2010 ▶ : A WATER HARVESTING PLAN must be included for all NEW DEVELOPMENT.**

## TENTATIVE PLAT /MINOR SUBDIVISION/BLOCK PLAT

(ADMINISTRATIVE MANUAL 2-06.0.0 & 2-07.0.0)

- Completed Application Form
- 2 rolled sets of the plat
- 2 Title Reports
- 2 Drainage Reports
- 2 Conditions of Rezoning/Annexation/Special Exception(if applicable)
- Review fees per fee schedule in Administrative Manual Section 4
- 1 CD with Electronic Copies of ALL ITEMS submitted.

**ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS A RESULT OF THE FOLLOWING:**

- Rezoning
- Annexation
- Area, Neighborhood, or Planned Area Development

**OR IF THE PROJECT IS LOCATED IN AN OVERLAY ZONE, SUCH AS ANY OF THE FOLLOWING:**

- Hillside Development
- Scenic Corridor
- Environmental Resource Zone
- W.A.S.H.

## ADDITIONAL MINOR SUBDIVISION REQUIREMENTS

- 2 Copies of Concept Grading Plan
- 2 Copies of Topographic Map of Site
- 2 Copies of map w/ Utility Location

**NOTE: APPLICANT MUST ATTEND A PRESUBMITTAL CONFERENCE BEFORE SUBMITTING A MINOR SUBDIVISION OR BLOCK PLAT.**

## FLEXIBLE LOT DESIGN (FLD)

(ADMINISTRATIVE MANUAL SECTION 2-06.5.0, TECHNICAL MANUAL SECTION 3 AND UNIFIED DEVELOPMENT CODE SECTION 8.7.3)

See Tentative Plat Requirements listed above in addition to the following:

- 2 Copies of the Pima County Assessor’s property information (Current Printout).
- 2 Copies of the Pima County Assessor’s map for the property.
- 2 Copies of the letter sent to surrounding owners, the neighborhood associations, and the Council Ward Office.
- 2 Copies of the notarized statement, with the mailing list attached, stating that the letter was sent.  
*NOTE: Mailing list must be compiled by the Planning and Development Services Dept., as lists compiled by applicant will not be accepted.*
- 2 Copies of the summary of the meeting with surrounding property owners, including the sign in sheet.

- 3 Copies of the Privacy Mitigation Plan (if applicable).
- 3 Copies of the Architectural Variation Plan (if applicable).
- Additional fees apply for review.
- 1 CD with Electronic Copies of ALL ITEMS submitted.

## FINAL PLAT

(ADMINISTRATIVE MANUAL 2.07.0.0)

- Completed Application Form
- 2 rolled copies of Plat
- 1 folded copy of Plat for PCRWRD
- 2 Sets previously approved site/development plans (if applicable)
- 2 Conditions, Covenants, And Restrictions (CC&R's)
- 2 Title Reports
- 2 Sets of Assurances (if applicable)
- 2 Sets of Elevations, Floor Plans & Cross Sections if Condo Conversion
- Review fees per fee schedule in Administrative Manual Section 4
- 1 CD with Electronic Copies of ALL ITEMS submitted.

**Additional Fees are required for apartments being converted into condominiums of \$100 per unit.**

## DEVELOPMENT PACKAGE

(ADMINISTRATIVE MANUAL 2-06.0.0)

- Completed Application Form
- 2 rolled copies of Plans
- 2 Drainage Reports
- 2 Conditions of Rezoning/Annexation/Special Exception (if applicable)
- Review fees per fee schedule in Administrative Manual Section 4
- 1 CD with Electronic Copies of ALL ITEMS submittal.

## CD FORMAT REQUIREMENTS

**Quality:** All scans must be clear and easy to read.

**ALL ITEMS THAT ARE SUBMITTED IN PAPER MUST BE ON THE DISK. ALL ITEMS ON THE DISK MUST ALSO BE SUBMITTED ON PAPER**

**Format:**

- **Plan Sets/Drawings:** Multi Page TIF or PDF
- **Documents:** Multi-page PDF.

**Orientation:** All images must be correctly oriented and viewable without having to be rotated.

**File Names:** Files must be uniquely named. When naming the files, care should be taken to follow the format below:

- Each file name must start with a number that represents the review being performed (1 for 1<sup>st</sup> review, 2 for 2<sup>nd</sup> review, etc..)
- Name each document and plan set with a name that identifies the file (development package, drainage report, etc...).

Example 1:        **1\_development package.pdf**        *(large plan sets should be broken into multiple pdf's. Identify the portion of the package by name or page numbers like site plan, landscape plan, page1thru30, pages31thru60 etc.)*

Example 2:        **1\_application.pdf**        *(PDS application)*

Example 3:        **1\_rezoning conditions.pdf**        *(rezoning conditions)*

Example 4:        **1\_DrainageReport.pdf**        *(Drainage Report)*

**Media:** All files should be submitted on a CD or DVD. Submitted materials will be retained by City of Tucson Planning and Development Services.

For questions please contact Patricia Gehlen at (520) 837-4919 or [patricia.gehlen@tucsonaz.gov](mailto:patricia.gehlen@tucsonaz.gov)