



PLANNING & DEVELOPMENT SERVICES DEPARTMENT

CHANGE OF REZONING OR SPECIAL EXCEPTION CONDITIONS or PRELIMINARY DEVELOPMENT PLAN APPLICATION

RZ/SE-_____ **Name:** _____ **Date Accepted:** _____

PART 1 PROPERTY INFORMATION:

- 1.1 Legal Description (Attach a separate sheet for long legals.) _____
- 1.2 Lot(s) _____ Block(s) _____ Subdivision Name _____
- 1.3 Address (as assigned by Pima County Addressing): _____
- 1.4 Please provide parcel tax code number for each parcel: _____
- 1.5 Please provide the following information for each parcel in the site. Attach additional sheets if necessary.

Case number, title and Ordinance number for cases associated with each parcel.

PART 2 PROPOSED CHANGE OF CONDITION OR CHANGE OF USE

2.1 Proposed Change of Condition or Use (Please be specific; attach black lined conditions and additional sheets if necessary.)

2.2 Number of Structures _____ Number of Stories _____ Height of Structures _____

2.3 Number of Residential Units _____ Floor Area of Non-residential Projects _____

PART 3 APPLICANT INFORMATION

3.1 Applicant or Agent _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.2 Owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.3 Architect/Engineer/Other _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PART 4 NEIGHBORHOOD MEETING

4.1 Have you offered to meet and discuss the proposed "Change" on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the site? Yes No
Please indicate meeting date. _____
Meeting date

4.2 Attach neighborhood meeting documentation (at a minimum, a copy of the meeting invitation, mailing list, date of mailing, sign-in sheet, and summary notes from the meeting).

4.3 Provide the tracking number from your neighborhood meeting mailing labels: T _____

PART 5 REZONING/SE PRE-APPLICATION CONFERENCE INFORMATION

5.1 Have you attended a pre-application conference with staff regarding the proposed “Change” requested? Yes No

5.2 Date of pre-application conference: _____

5.3 Provide the tracking number from your Pre-application Conference Verification Sheet: T

PART 6 PLANNING INFORMATION

In accordance with the *Unified Development Code* (Section 3.5.4) all Change of Conditions /PDP applications together with any supporting documentation, including the revised preliminary development plan, are reviewed for compliance with the City of Tucson *General Plan*, as implemented by planned area developments, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. Requests that do not demonstrate compliance with the *General Plan* cannot accepted.

6.1 Are there any planned area developments, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the site? Yes No

Name of Plan(s) _____

6.2 Is an Environmental Resource Report required by the area or neighborhood plan? Yes No
(Please see Section 2-03.5.0 of the Administrative Manual)

6.3 Is this request to correct a zoning violation? Yes No

6.4 Are there any billboards/signs located on the property? Yes No If yes, provide description:

6.5 Provide a statement describing the reasons for the request. Use additional sheets, if necessary.

PART 7 MATERIALS REQUIRED WITH APPLICATION *

7.1 The following may required (contact staff for specific requirements)

- 7.1.1 A completed “City of Tucson Change of RZ/SE Condition/Preliminary Development Plan Application” completed and signed by the owner and agent*.
- 7.1.2 Appropriate fees payable to the City of Tucson.
- 7.1.3 One (1) copy of the Pima County Assessor’s map of the subject parcel(s).
- 7.1.4 One (1) copy of the Pima County Assessor’s printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- 7.1.5 Pre-application Conference Verification Sheet.
- 7.1.6 Documentation of neighborhood meeting, as required (invitation, mailing list, materials presented, sign-in sheet, and meeting notes including questions and answers).
- 7.1.7 One (1) 11”x17” reduction each of the approved and revised preliminary development plan (PDP) incorporating requested changes (Admin. Man. 2-04.4.2.A and .B)
- 7.1.8 One (1) 24”x 36” copy of the approved preliminary development plan and proposed PDP.
- 7.1.9 One (1) copy of applicant’s Letter of Inquiry regarding changes to conditions (if applicable).
- 7.1.10 One (1) copy of the Letter of Determination by P&DSD Director (if applicable).
- 7.1.11 Payment receipt for pre-application conference.
- 7.1.12 Payment receipt for neighborhood meeting mailing labels.

7.2 If amending the PAD zone, the following are required:

- 7.2.1 Three (3) hard copies of the black-lined PAD document showing proposed revisions.
- 7.2.2 Three (3) electronic copies of black-lined PAD document on CD-ROM.
- 7.2.3 Copy of Zoning Decision Letter from Planning authorizing submittal of this application.

7.3 Digital Submittal (Staff Option Only):

- 7.3.1 One (1) CD-ROM containing separate Adobe Portable Document Format (.pdf) files for each of the required reports, or entire submittal, may be requested by staff.

7.4 Important notice:

- 7.4.1 Do not staple materials. Paper clips and binder clips are acceptable.
- 7.4.2 Do not incorporate application and neighborhood meeting materials into reports. Keep them separate.

PART 8 SIGNATURES

I (We), the undersigned, request consideration to amend the conditions/PDP as described in this application and supporting materials. I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

8.1. _____
Owner signature* _____
date

8.2. _____
Applicant/Agent signature (if not owner) _____
date

*An application not signed by the owner, must be accompanied by a separate, signed letter, from the owner, granting authority to the applicant/agent to act on his/her behalf.