



Development 101 Class

**Tuesday, January 29, 2019
3:30 PM, Room C, in the basement
201 N Stone Ave, Tucson, AZ 85701**



Introduction of Staff



Presentation

Alexandra Hines, AICP

Lead Planner

Planning & Development Services Department

City of Tucson



Policy

- The City of Tucson is committed to encourage and facilitate the efficient and innovative development of land within its city limits, with a particular interest in infill areas.



Purpose

- The City Development Review Committee (CDRC) is established to facilitate and expedite the review and approval of subdivision plats (Sxx-xxx) and development packages (DPxx-xxxx) to ensure compliance with adopted codes and regulations applicable to a project.
- The CDRC is composed of city departments, utility companies, other government agencies, and other agencies which regulate land use within the city limits.
 - Core members review all projects.
 - Other members review sites with conditions and subdivision plats.
 - PDSO serves as a single point of contact & administrative review.



Review

- Each CDRC member reviews submittals, as appropriate, only for conformance with the codes, ordinances, Administrative Manual (AM) and Technical Standards Manual (TSM), and other applicable regulations for which his/her department or agency is responsible for enforcing.
- Each CDRC member provides a written response which includes any resubmittal requirements, if applicable.
 - Review shall minimally include compliance with codes regulating streets, sidewalks and public transportation access, zoning, floodplain and drainage, fire, water, environmental services, wastewater, and other Pima County and utility company regulations.



Conflicting Requirements

- The PDSD Director, or their agent, resolves any conflict that may arise among CDRC members regarding a development requirement or process and documents the measures taken to resolve the conflict.



Types of Review

- Development Package (DPxx-xxxx):
 - site/tentative plat;
 - landscape;
 - native plant preservation (npp);
 - water harvesting;
 - grading;
 - private road paving;
 - storm water pollution prevention plan (swppp);
 - flood plain use permit;
 - environmental resource report (err); and/or,
 - flexible lot development (fld).

A construction document used on the job site.



Additional Review

- Additional review and documentation is required if the project is located in or opting in to the following:
 - Required to include in submittal - airport environs zone (aez), hillside development zone (hdz), scenic and gateway corridor zone (scz/gcz), environmental resource zone (erz), watercourse amenities safety and habitat (wash).
 - Required as separate submittal - rio nuevo area (rna), historic preservation zone (hpz), neighborhood preservation (npz).
 - Opt in include in submittal - flexible lot development (fld).
 - Opt in separate submittal - annexation, rezoning, planned area development (pad), special exception, board of adjustment variance, design development option (ddo), parking design modification request (pdmr), technical standard modification request (tsmr), infill incentive district (iid), main gate district (mgd).



Development Package

- Format and content requirements
 - AM Section 2-06 (also see Layout section in Submittal Requirements Supplement).
- Timeframe
 - AM Section 3-02. 1st submittal review up to 20 working days and repeats for re-submittal until approvable.
- Fees for review and permit
 - AM Section 4-01 .2 (tech and archive), .5.5 (grading and swppp), & .17 (site and landscape) or .20 (tentative plat).



Types of Review

- Land Division/Subdivision Plat (Sxx-xxx):
 - land split;
 - lot reconfiguration;
 - block plat*;
 - condominium*;
 - minor subdivision*; or,
 - final plat*.

A survey document suitable for recordation of all or part of a subdivision substantially conforming to an approved tentative plat (if required) prepared in accordance with UDC Article 8, any other local applicable regulations, and state statute.

*Recorded after approval by Mayor & Council.



Land Division/Subdivision Plat

- Format and content requirements
 - AM Section 2-07 (2-08 for land split)
- Timeframe
 - AM Section 3-02. First submittal review up to 20 working days and repeats for re-submittal until approvable
- Fees for review
 - AM Section 4-01.20 (\$82.50 for land split) and .2 (tech and archive)



Subdivision Assurances

- Release (partial or final) of assurance or substitution of assurance to a recorded subdivision
 - UDC Article 8.6.2 and AM Section 2-09
 - Email a complete and acceptable Assurance Release Request (PDF) or Assurance Agreement (Doc) to subdivisionlotrelease@tucsonaz.gov.
- Fee for substitution of assurance
 - AM Section 4-01.4 (assurances)



Pre-Submittal Meetings

- Informal preliminary reviews may be done by the CDRC.
- Thursdays, starting at 1:30 PM.
- Upload TWO Mondays prior to Thursday.
 - The quality of comments generated is directly related to the quality and level of detail provided by the applicant.
 - Minor subdivisions and block plats require a pre-submittal meeting to determine whether or not there are sufficient design or technical issues to warrant review of a tentative plat.
 - Staff for zoning, landscape, npp, ada (h/c site), pdsd engineering, fire, tdot engineering attend meeting.



Other Meetings

- PDS&D schedules meetings when requested by the applicant. PDS&D discusses the issues with the applicant to determine which review agencies should be invited to the meeting.
- Such meeting may be used to discuss the comments generated and get clarifications/explanations regarding regulations and processes
 - The applicant may contact the review agency directly.
- If the project is close to approval, this meeting may be used to approve the plans.



Notifications

- ‘Accepted for Review’
 - ‘Denied for Review’
- ‘Returned for Corrections’
- ‘Accepted for Resubmittal Review’
- ‘Approved’
- ‘Issued’
- ‘Accepted for Revision Review’



Submittal

- Upload the following online at www.tucsonaz.gov/file-upload-pdsd (no checklist needed):
 - application (newly revised)
 - plan set (one compiled PDF)
 - reports for drainage, geotechnical, soils, environmental resource, traffic impact, title, cc&rs, or assurance agreement (as applicable)
 - conditions of rezoning, annexation, special exception, overlay, modification, or variance (if applicable)
 - last approved site plan or supplemental floor/elevation/site plan exhibit (if applicable)
 - decision letters from director, zoning administrator, or design review committee (if applicable)



Layout

- Use layout section in submittal requirements supplement to determine which plan sheet to put the items listed in AM Section 2-06.
- Use the Unified Development Code (UDC), MapTucson, Property Research Online (PRO), and other City Codes and Ordinances to determine which of the plan sheets are required.



Accepted

- Accepted for Review
 - Applicant receives ‘Accepted for Review’ notice within 5 working days acknowledging the application is complete (OK to Submit) and under review.
 - Activity number to verify submitted files and follow the review PRO at www.tucsonaz.gov/pro.
 - Assessed fees to pay at the permit counter or mail a check prior to completion of the 1st review.
 - Over the counter review is available. Be sure to upload and receive an ‘accepted for review’ email prior to visiting. Staff will review the files on the computer with you.



Resubmittal

- Returned for Corrections (RFC)
 - Applicant receives ‘Returned for Corrections’ notice.
 - View review comments on PRO.
 - Compile review comments to form modification/entitlement requests, if applicable (separate application submittal).
 - Rezoning, overlays, Board of Adjustment variances, etc. can delay approval (site with conditions).
- Resubmittal ...repeats until approvable
 - Upload updated plan, documents, and response to comment letter.
 - Applicant receives ‘Accepted for Resubmittal Review’ notice.
 - Up to 20 working day review, unless review comment signified comments are minor.



Approval

- **Approved Plans**
 - Applicant receives ‘Approval’ notice.
 - Upload signed permit, contractor letter, fugitive dust permit.
- **Issued**
 - Project Manager signs plans on behalf of approved reviewers.
 - Applicant receives ‘Issue’ notice to retrieve signed plans on PRO.
- **Approved Inspections**
 - Call in to request inspections to ‘Final’ a development package.
- **Revision (to active development package in issued status)**
 - Upload only applicable sheets with cloud and delta, this includes field changes and as-builts. Upload a revision letter of the sheet numbers and changes.



Building Permit

- Separate permit is required to install utilities or equipment (sewer, electric, site lighting, etc.), build walls, demo, and pave public roads. A development package is a separate permit from a building permit.
 - Permit and reviews not yet part of the development package - private improvement agreement (pia), water plan, and signage.
- A building permit can be submitted at any time, but cannot be approved by zoning/engineering review until the development package is approved.
 - However, in all cases where the applicant submits a building permit prior to a development package approval the applicant must assume the risk that CDRC may require changes to the development package that may affect the building permit.



Final Plat

- Final plat review usually occurs after the tentative plat has been approved.
- The applicant may submit a final plat for review after CDRC has completed the first review of the tentative plat.
 - The PDSO Director may give prior approval for concurrent review of a tentative and final plat.
 - However, in all cases where the applicant submits a final plat prior to a tentative plat approval the applicant must assume the risk that PDSO or the CDRC may require changes to the tentative plat that may affect the final plat.
 - Refer to Administrative Manual Section 2-07.6.0 for information on recording an approved final plat.



Resources with Information

- MapTucson Online
 - GIS Data from multiple agencies
- Property Research Online (PRO)
 - Property attributes and activity – www.tucsonaz.gov/pro
- UDC and Tucson Code Online
 - Search feature
- Website
 - PDS and other departments – www.tucsonaz.gov/pds



Review and Process Standards

Open Discussion