

Time Stamp: \_\_\_\_\_



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES  
**INDIVIDUAL PARKING PLAN (IPP) APPLICATION**

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**APPLICANT**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**OWNER**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

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**GENERAL INFORMATION**

Address \_\_\_\_\_

Location (*major cross streets*) \_\_\_\_\_

Parcel Number \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Existing Use: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Property Size in Acres: \_\_\_\_\_

Distance to R-3 or more restrictive zone or Historic Preservation Zone: \_\_\_\_\_

For projects *within* 300 feet of R-3 or more restrictive zone or Historic Preservation Zone, provide the following dates:

Pre-application Conference \_\_\_\_\_ Neighborhood Meeting \_\_\_\_\_

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## PROPOSED USE/DEVELOPMENT

Proposed use/development: \_\_\_\_\_

**Check all of the following that apply to the proposed use/development:**

- New development or development of a site.
- Change of use in an existing development.
- Expansion of existing use.
- Addition of a new use to an existing development.
- Parking is provided on-site.
- Parking is provided off-site per UDC § 7.4.6.B.1.
- Project site is within 300 feet of R-3 or more restrictive zone or Historic Preservation Zone.
- Single-use development.
- Multiple-use development.
- Project can accommodate shared parking arrangements for uses with alternate hours of operation and peak-use times.
- Outdoor seating area(s).
- Outdoor loudspeakers or music (live or recorded).
- Combined residential and non-residential development in a single structure or unified development.
- Project site is within 1,320 feet (1/4 mile) of a transit stop or public parking facility.
- Religious use where the parking plan will accommodate weekend and evening use.
- Residential care services or housing developments for the elderly or individuals with physical disabilities.
- A food service use within a multiple use development where motor vehicle parking is provided at one (1) space per one hundred (100) square feet gross floor area and outdoor seating area during peak use times.
- An alcoholic beverage service use within a multiple use development where motor vehicle parking is provided at one (1) space per fifty (50) square feet gross floor area during peak use times.
- Accessible parking spaces required by the City of Tucson's adopted Building Codes have not been reduced or eliminated.

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## SUBMITTAL REQUIREMENTS

- Completed "Individual Parking Plan" application, signed by owner or authorized agent.
- Letter of Authorization
- One (1) copy of zoning review comments that confirm accurate parking calculations
- One (1) copy of the Pima County Assessor Parcel Detail (<http://www.asr.pima.gov/index.aspx>).
- One (1) copy of the Pima County Assessor Record Map.
- Individual Parking Plan Narrative, sealed by a design professional licensed by the State of Arizona, addressing each of the following:
  - Number of required parking spaces. Indicate the data source used in establishing the number of required parking spaces. Provide justification and methodology used (as applicable) to establish the number of required spaces.
  - Hours of operation and peak use time(s) of each use.
  - Existing and proposed shared parking agreements, when applicable. The shared parking agreement must be prepared in a manner acceptable to the Director.

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**SUBMITTAL REQUIREMENTS (continued)**

***For projects within three hundred (300) feet of R-3 or more restrictive zone or Historic Preservation Zone, the narrative must address the following:***

- How the proposal will not cause a safety hazard, noise, or parking impacts on an adjacent existing neighborhood.
  - Methods to avoid potential increases in noise and light intrusion.
  - Methods to deter vehicular access into adjacent residential neighborhoods using signage or other means.
  - Methods to prevent drive-through traffic or habitual parking within adjacent residential neighborhoods or commercial development.
- ☐ One 11"x17" copy of the Development Package sealed by a design professional licensed by the State of Arizona, prepared in compliance with Administrative Manual Section 2-06 and including the following information:**
- Number of required parking spaces per UDC § 7.4.4, including the number of accessible parking spaces required by the City of Tucson's adopted Building Codes.
  - Number of required parking spaces per the IPP narrative.
  - Number of proposed parking spaces, including accessible parking spaces.
  - Location of parking spaces, including accessible parking spaces.
  - Existing and proposed site conditions and uses, including any available on-street parking.
  - Site access and traffic circulation patterns.
  - Location and distance from the project site to existing residential neighborhoods.
  - Neighborhoods adjacent to the site with a Residential Parking Permit program.
  - Availability, location, and distance to alternate modes of transportation.
  - Evidence that all required parking for the proposed uses will either be on-site or at an approved off-site parking location.
  - Location of all outdoor lighting.
  - Other information deemed appropriate by the Director.
- ☐ For projects within three hundred (300) feet of R-3 or more restrictive zone or Historic Preservation Zone, provide the following documentation of the required neighborhood meeting:**
- Copy of notice mailed to affected parties
  - Proof of mailing which can be any of the following:
    - Receipt from Post Office
    - US Post Office Mailing forms
    - Paper copy of mailing labels stamped by postal clerk
    - Affidavit for mailing
  - Sign-in sheet
  - Summary of meeting discussion. Include date, time and place of meeting
- ☐ Traffic Study (if applicable).**
- ☐ Other information deemed appropriate by the Director: \_\_\_\_\_**

Fee payable to the City of Tucson:

**☐ \$291.50**

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## SIGNATURES

I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

I acknowledge that if the development is operated in a manner that violates the conditions of approval of the requested Individual Parking Plan, or causes adverse land use impacts, the use may be suspended or terminated in accordance with UDC § 10.2.6.

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Owner signature

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date

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Applicant/Agent signature (if not owner)

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date

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 or Russlyn Wells at (520) 791-5550.

*Revised 11/1/19*