



## What are area and neighborhood plans?

- Area and neighborhood plans are intended to add detail and specificity for the implementation of the City's General Plan.
- Area and neighborhood plans are not statutorily required, but are permitted by Arizona State law. Adoption and amendment of such plans are addressed in the City of Tucson Unified Development Code (UDC).
- Area plans cover larger areas that may include multiple neighborhoods and related neighborhood plans. Area plans include policies that are typically more general than neighborhood plan policies.
- Neighborhood plans cover smaller areas and are usually focused on single neighborhoods. Neighborhood plan policies are typically more specific than area plan policies.

## What is a plan amendment?

- A plan amendment allows for revisions to an adopted area or neighborhood plan.
- When someone wants to rezone land, proposed use(s) must be consistent with adopted plan(s). If the proposal is not consistent, the proposal must comply with plan policy or the applicant must request an amendment.
- Typically, a plan amendment involves changing a land use map that shows acceptable future land uses, and/or changing an existing land use policy(ies).
- A plan amendment must be approved by Mayor & Council prior to submitting a rezoning application.

## How long does the process take and is there a fee?

- **Time:** It typically takes 5-7 months to process a standard plan amendment if there are no unusual issues or complications.
  - Once the plan amendment is approved, the applicant can proceed to the rezoning or Planned Area Development (PAD) process.
- **Fee:** PDSD staff calculates the fee prior to submittal of a plan amendment application. Fee amount includes: staff review, public hearing fee, resolution display ad fee, and archive fee.

## How do I get started?

- Email PDSD Entitlements staff at [rezoning@tucsonaz.gov](mailto:rezoning@tucsonaz.gov) or call the PDSD main line with any questions or to schedule an appointment prior to submitting an application.
- The plan amendment application can be found on the PDSD website:
  - [www.tucsonaz.gov/pdsd/all-application-forms-submittal-requirements](http://www.tucsonaz.gov/pdsd/all-application-forms-submittal-requirements)

## How do I find out about plan amendment applications currently under review?

- Sign up for NoticeTucson at [www.tucsonaz.gov/noticetucson](http://www.tucsonaz.gov/noticetucson) to receive email notifications about applications for land use projects in the City or your neighborhood.
- Information about current applications can be found on the PDSD, Zoning Examiner, or Mayor & Council websites.





# Plan Amendment Process

2/5/2020



### Pre-Application Meeting

- Applicant submits a pre-application meeting request with proposed plan amendment materials and fee to PDS D staff.
- Applicant meets with PDS D staff to discuss proposal and review process.

### Neighborhood Meeting

- Applicant must give notice, host, and document a public neighborhood meeting.
- Applicant mails meeting notification using labels purchased from PDS D.
- At the neighborhood meeting, the applicant provides information about the proposed project, identifies proposed land use changes, and listens to neighbor concerns and interests.
- Applicant compiles minutes, sign-in sheet, and any materials shared to submit with their application.

### Application Submittal and Review

- Applicant submits complete application according to checklist including supporting materials, the neighborhood meeting documentation, and associated fee.
- PDS D staff reviews application for completeness, processes application, and sets tentative Planning Commission study session date.
- Complete applications are posted online through Property Research Online (PRO) at [www.tucsonaz.gov/PRO/pdsd/](http://www.tucsonaz.gov/PRO/pdsd/).
- PDS D staff review may include review and comments from other City departments and outside agencies.

### Planning Commission Study Session

- Planning Commission holds a study session on the proposed amendment.
- PDS D staff presents the proposed amendment; the applicant also has an opportunity to present their request.
- Planning Commission may either continue the study session for more information or recommend this item be set for a Planning Commission public hearing.

### Planning Commission Hearing

- PDS D staff notifies property owners within 300 feet and registered neighborhood associations within 1 mile and publishes legal notice no less than 15 calendar days before hearing.
- PDS D staff prepares a report for Planning Commission with a recommendation to approve or deny the plan amendment based on existing policy and staff analysis.
- Planning Commission holds a public hearing on the plan amendment. The public may testify at the hearing or submit written comments.
- Planning Commission votes on a recommendation to Mayor & Council on whether to accept or reject the proposed plan amendment.

### Mayor & Council Action

- Mayor & Council holds a public hearing on the proposed plan amendment.
- Mayor & Council considers the application, the Planning Commission's recommendation, and the City Manager's recommendation as well as public comment.
- Mayor & Council may adopt, modify, deny, or remand the item to the Planning Commission.
- If the plan amendment is approved, the applicant may proceed to apply for a rezoning or Planned Area Development (PAD).

Opportunity for public comment.

