

What is a Special Exception Land Use?

Special exception land uses are uses which are not allowed by right within a zone but are permitted if all use-specific standards can be met and if approved through an established review procedure.

There are three types of Special Exception approval processes:

- PDSO Director Approval
- Zoning Examiner Approval
- Mayor and Council Approval

The type of Special Exception process is specified in the Unified Development Code based on the zone and proposed use.

Most Special Exception requests are for Wireless Communication Facilities – please see separate [document](#) regarding these applications.

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

Time: Depends on type of request. Typical timeframes below, may be extended based on circumstances of the case.

Mayor and Council Special Exception: 5-7 months

Zoning Examiner Special Exception: 3-4 months

PDSO Director Special Exception: 1-2 months

Fee: PDSO staff calculates fee, which will vary based on the site size and current zone. Included in the fee amount: staff review fee, public notice fee, and technology/archive fee.

What are the application requirements?

Applications should be submitted via [Tucson Development Center Online](#).

Zoning Examiner or Mayor and Council Special Exception

For a Zoning Examiner or Mayor and Council Special Exception request, select the appropriate Special Exception as your application type. The following attachments should be included:

- Project Narrative - describe how the project will be designed to be compatible with adjoining development and any applicable plan policies.
- [Neighborhood meeting documentation](#)
- Use-specific standards statement - describe how each of the applicable use-specific standards have been addressed
- Preliminary Development Package (PDP) including site analysis and design compatibility report – per standards of Admin. Manual 2-03.3 & .4
- Environmental Resource Report if required

PDSO Director Special Exception

Apply for a building permit or development package for your intended use. Include as an attachment the following materials:

- Explanation of request
- Proposed site plan
- Last approved site plan
- [Neighborhood meeting documentation](#)
- Statement describing how each of the applicable use-specific standards have been addressed

More Information and How to Start

Apply for a pre-application conference or submit your Special Exception application via [Tucson Development Center Online](#)

More information about the Special Exception process can be found in the Unified Development Code, [Section 3.4 Special Exception Land Uses](#)

For more information, email PDSO staff at Tucsonrezoning@tucsonaz.gov or visit www.tucsonaz.gov/pdsd/entitlements

Special Exception Land Use Approval Processes

Decision Points

