



**SPECIAL DISTRICTS APPLICATION FORM**

**Special Districts Review Process Overview:** A project may be subject to various reviews and criteria depending on the scope of work, location and relevant sections of the Unified Development Code (UDC). Please note that your projects may not be subject to review by all review authorities used in the table below. The Special Districts review processes at Planning and Development Services Department (PDSD) include:

Review Process	Review Authorities	PDSD Planning Contact
Rio Nuevo Area <a href="#">[UDC Section 5.12.7]</a>	1. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 2. Design Review Board (DRB)	Maria Gayosso – (520) 837-6972 Michael Taku – (520) 837-4963
Historic Preservation Zone (HPZ) <a href="#">[UDC Section 5.8]</a>	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS)	Michael Taku – (520) 837-4963 Jodie Brown – (520) 837-6968
Infill Incentive District (IID) <a href="#">[UDC Section 5.12]</a>	1. Design Professional 2. Neighborhood Historic Advisory Board 3. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 4. Design Review Committee (IID-DRC)	Maria Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029 Koren Manning – (520) 837-4028
Main Gate District (MGD) Design <a href="#">[MGD Ordinance]</a>	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 3. Main Gate District Design Review Committee (MGD-DRC)	Maria Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Neighborhood Preservation Zone (NPZ) <a href="#">[UDC Section 5.10]</a>	1. Design Professional	Nick Ross – (520) 837-4029 Maria Gayosso – (520) 837-6972
Grant Road Investment District (GRID) Urban Overlay <a href="#">[GRID Ordinance]</a>	1. Design Review Board	Maria Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029
Individual Parking Plan (IPP) <a href="#">[UDC Section 7.4.5.A]</a>	1. Planning and Development Services, Tucson Department of Transportation, and other agencies as needed	Mark Castro – (520) 837-4979

**INSTRUCTIONS:**

1. Complete Application form and compile submittal requirements
2. Submit pdf of all materials through the PDSD Filedrop Portal, at [www.tucsonaz.gov/file-upload-PDSD](http://www.tucsonaz.gov/file-upload-PDSD)
3. Staff will schedule your pre-application meeting (if needed, typically required for major reviews)
4. At the pre-application meeting, staff will advise applicants on any additional UDC requirements to complete the application package to initiate the review process



### SPECIAL DISTRICTS APPLICATION

Application Stage: Pre-application  Application

Permit Activity Number: Case Number: Date Accepted:

#### PROPERTY LOCATION AND PROPOSED DEVELOPMENT

Project / Development Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Pima County Tax Parcel Number/s: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Applicable Overlay/	<input type="checkbox"/> Infill Incentive District	<input type="checkbox"/> Rio Nuevo Area
Special Districts:	<input type="checkbox"/> Main Gate Overlay District	<input type="checkbox"/> Grant Road Overlay District
	<input type="checkbox"/> Neighborhood Preservation Zone	<input type="checkbox"/> Historic Preservation Zone

Neighborhood Association (if any): \_\_\_\_\_

PROJECT TYPE (check all that apply):

New building on vacant land <input type="checkbox"/>	Change of use to existing building <input type="checkbox"/>
New addition to existing building <input type="checkbox"/>	New building on developed land <input type="checkbox"/>
	Other <input type="checkbox"/>

Description of Proposed Use: \_\_\_\_\_

Number of Buildings and Stories/Height of Proposed Structure(s): \_\_\_\_\_

Site Area (sq ft): \_\_\_\_\_ Area of Proposed Building (sq ft): \_\_\_\_\_

#### HISTORIC STATUS

Site is within a: \_\_\_\_\_ Historic Preservation Zone Please List: \_\_\_\_\_  
 National Register District Please List: \_\_\_\_\_

Site is/includes:  A contributing structure  Non-contributing structure  
 Is adjacent to a contributing structure  Vacant

#### APPLICANT INFORMATION (The person processing the application and designated to receive notices):

APPLICANT NAME: \_\_\_\_\_

ROLE:  Property owner  Architect  Engineer  Attorney  Developer  
 Other: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME(S) (If ownership in escrow, please note): \_\_\_\_\_

PHONE: \_\_\_\_\_

I hereby certify that all information contained in this application is complete and true to the best of my knowledge.

SIGNATURE OF OWNER/APPLICANT\* \_\_\_\_\_

\*If an authorized representative is signing on behalf of the property owner, please provide a letter of authorization Date \_\_\_\_\_



## SPECIAL DISTRICTS APPLICATION CHECKLIST REQUIREMENTS

*PLEASE PROVIDE THE FOLLOWING MATERIALS IN THIS ORDER:*

1.	<b>Application form</b> (signed by the Property Owner or Authorized Agent, include <b>letter of authorization</b> signed by property owner if needed).
2.	<b>Project statement</b> outlining project scope which describes how the project meets applicable design guidelines and outlines any requested modifications/exemptions
3.	<b>Proposed Site Plan</b> (landscape plan and floor plans if applicable) drawn to scale at 11"x17", prepared in accordance to Section 2-06.0.0, in the Administrative Manual
4.	<b>Shade study</b> (for projects within the Rio Nuevo Area)
5.	<b>Proposed Elevations</b> (and contextual elevations if applicable) drawn to scale at 11"x17", with dimensions and proposed materials noted (if applicable) prepared in accordance to Section 2-06.0.0.
6.	<b>Renderings</b> depicting various views from the street level and birds eye view (recommended for major projects)
7.	<b>Samples of proposed materials</b> , if applicable, to include cut sheets and/or photographs of the type, color and texture of the proposed materials.
8.	<b>Zoning review comments</b> issued by PDS staff on development package or other submittal*
9.	<b>Documentation of neighborhood meeting</b> to include invitation, affidavit of mailing, sign-in sheet, agenda/materials and meeting notes (if applicable)*
10.	Color <b>aerial photograph</b> of subject property
11.	Color, labeled <b>photographs of project site existing conditions</b> (north, south, east and west elevations of all structures on the property)
12.	Color, labeled <b>photographs of the surrounding area</b>
13.	Color <b>photographs of precedent examples</b> in surrounding area, labeled with property addresses and keyed on the aerial photograph (if applicable)
14.	Pima County assessor's record parcel detail and record map
15.	<b>Applicable fees</b> (confirm with PDS staff)*
IF HISTORIC REVIEW REQUIRED	
16.	Aerial photograph depicting the property's <b>Development Zone</b> . All building footprints within the development zone must be shown and labeled to indicate contributing/non-contributing status.
17.	Arizona Historic Property Inventory form (if available)
IF REQUESTING INDIVIDUAL PARKING PLAN	
18.	Parking narrative addressing items listed in UDC 7.4.5.A.4, sealed by a design professional licensed by the State of Arizona.

\*Required for final application only

Refer to Supplemental Information for additional instructions for these items. Additional application materials may be required based on scope of project.

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**Submitting your Application:** Once you have completed the Application Form and compiled the Submittal Requirements, submit a pdf of all through the PDS Filedrop Portal, at [www.tucsonaz.gov/file-upload-PDS](http://www.tucsonaz.gov/file-upload-PDS)

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