

Main Gate District Design Professional Confirmation Letter
Design Review Package Contents
May 15, 2014

The Design Professional shall prepare a confirmation letter stating the actions, decisions, recommendations, and any special conditions of the Design Review Committee (DRC) or Planning and Development Services (PDS) Director.

The letter shall also contain attachments of exhibits and building elements the DRC recommended or approved. If the DRC or PDS Director requested changes, the Design Professional will confirm that the exhibits contain those changes. The confirmation letter and the set of approved design exhibits shall be known as the Design Package.

The Design Package will include at a minimum the following:

1. Building Elevations – North, south, west and east sides in their final state as approved;
2. Building Height and Massing – Show the building height and elevations showing all sides, the bulk reduction, and the projections and recessions of the building;
3. Fenestration Pattern – By elevations show the approved window locations, their color and any other general description information;
4. Building Materials – Materials used on the building elevations, the colors, and the brand of the materials. May include brick, stucco, metals and other types of materials;
5. Building Colors – The location of the colors by elevation, their names and brands;
6. Special Architectural Features – Features may include balconies, extended roofs, unique projections or recessions, special landscaping on the building and other similar features not covered by one of the elements above;
7. Streetscapes – Landscaping plan, shading plan, pavement colors, furniture and lighting structures. These exhibits shall be in conformance with the most current City of Tucson Streetscape Design Manual or Policy;
8. Other Exhibits – The Design Professional may request additional exhibits to better identify a specific design element or a special condition that was approved by the DRC or PDS Director.

**Main Gate District Design Review Change Process after Approval
May 15, 2014**

The following process shall be followed by Main Gate District applicants triggering a Design Package approval or proposed change to the Design Package:

1. The Design Professional shall confirm all exhibits attached to the Design Professional confirmation letter are those approved by the Design Review Committee or PDSD Director as applicable.
2. The Design Package shall be sent to the PDSD Director, the applicant, and all members of the DRC. The Design Package including the approved design for individual projects shall be posted on Planning and Development Services Department website under the Main Gate District.
3. The Design Package shall be submitted by the applicant as part of the Development Package and the Building Construction Drawings Materials. The Design Professional shall confirm the Design Package submitted by the applicant includes the approved exhibits by the PDSD Director or Design Review Committee as applicable and that the Development Package and Building Construction Drawings Materials comply with the approved Design Package.
4. Development Package and Building Construction Drawing Pre-submittal meetings shall include the Design Professional who shall confirm that any design elements presented conform to the approved Design Package.
5. The Design Professional shall make at least two site visits to confirm that the approved design features of the construction comply with the Design Package. More visits may be requested by the Design Review Committee or the PDSD Director.
6. Proposed changes by the applicant to the approved Design Package must be submitted to the PDSD for consideration. Proposed change requests must contain a proposal in comparison with the approved feature and a rationale for the change.
7. With a recommendation from the Design Professional, the Director or the Design Review Committee, whichever is applicable per the area of the Main Gate District, may approve, deny, or approve the proposed changes with conditions. If approved, the applicant must provide revised copies of all applicable pages of the Design Package, Development Package, and Building Construction Drawings pages affected by the change.
 - a. The change request must contain exhibits showing approved features and proposed features and any information on the change's rationale per the guidelines noted below.
 - b. PDSD shall forward all proposed change requests to the DRC members.

- c. In cases involving a decision of the Director, the Director may make a decision on whether the proposed change is a substantial or insubstantial. The Director may make the decision on the proposal or request a recommendation from the DRC.
- d. In cases involving a decision of the DRC, the proposed change shall be sent to the DRC members requesting that they reply in five days with a request for a DRC meeting on the proposal or a request to have the Design Professional make a decision. If less than two DRC members request a meeting, the Design Professional shall make the decision. If a DRC member does not respond, it is consider as a request to have the Design Professional make the decision.

Guidelines for a Proposed Design Package Change

A substantial change is a change that would noticeably impact any visual or functional design features included in design features 1 through 7 provided above.

Examples of substantial changes are reducing the number or location of windows, adding or removing a significant architectural feature of the building such as a prominent projection or canopy or changing the type of exterior building materials.

An insubstantial change is a change that is not a substantial change. An example of an insubstantial change is the relocation or change to a utility box or a similar minor feature, in the opinion of the Director or DRC does not noticeably impact a visual or functional design feature.

A change proposal should contain one or more of the following rationales from the applicant stating that it is 1) equivalent as is practical to the approved features, 2) an improvement to the approved features, or 3) a reasonable response to an unforeseen circumstance.