



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 [UDC Section 5.12.7]	1. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 2. Design Review Board (DRB)	María Gayosso – (520) 837-6972 Michael Taku – (520) 837-4963
Historic Preservation Zone (HPZ) [UDC Section 5.8]	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) [UDC Section 5.12]	1. Design Professional 2. Neighborhood Historic Advisory Board 3. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 4. Design Review Committee (IID-DRC)	María Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029 Koren Manning – (520) 837-4028
Main Gate District (MGD) Design [MGD Ordinance]	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission Plans Review Subcommittee (PRS) 3. Main Gate District Design Review Committee (MGD-DRC)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
Neighborhood Preservation Zone (NPZ) [UDC Section 5.10]	1. Design Professional	Nick Ross – (520) 837-4029 María Gayosso – (520) 837-6972
Grant Road Investment District (GRID) Urban Overlay [GRID Ordinance]	1. Design Review Board	María Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029
Individual Parking Plan (IPP) [UDC Section 7.4.5.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
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): 124 East Broadway

Property Address: 114 & 124 East Broadway Tucson, AZ 85701

Pima County Tax Parcel Number/s: 117-17-0030 & -0050

Current Zoning: OCR-2

Applicable Overlay/ Infill Incentive District Rio Nuevo Area
Special Districts: Main Gate Overlay District Grant Road Overlay District
 Neighborhood Preservation Zone Historic Preservation Zone

Neighborhood Association (if any):

PROJECT TYPE (check all that apply): Change of use to existing building
New building on vacant land New building on developed land
New addition to existing building Other

Description of Proposed Use: Office, Retail/restaurant and residential

Number of Buildings and Stories/Height of Proposed Structure(s): New patio area & renovation of existing 2-story building

Site Area (sq ft): 11,135 Area of Proposed Building (sq ft): 20,565 sf existing building; patio is 2,094 sf

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: thadley@cypresscivil.com PHONE: 520.499.2456

ADDRESS: 2030 E Speedway Blvd Ste 110 Tucson, AZ 85719

PROPERTY OWNER NAME(S) (If ownership in escrow, please note): Julian Drew Lofts LLC, Attn Ross Rulney

PHONE: 520.850.9300

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

SIGNATURE OF OWNER/APPLICANT* *Theresa Hadley* 7/20/20

*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. Application form (signed by the Property Owner or Authorized Agent, include letter of authorization signed by property owner if needed).
✓	2. Project statement outlining project scope which describes how the project meets applicable design guidelines and outlines any requested modifications/exemptions
✓	3. Proposed Site Plan (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. Shade study (for projects within the Rio Nuevo Area)
✓	5. Proposed Elevations (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. Renderings depicting various views from the street level and birds eye view (recommended for major projects)
✓	7. Samples of proposed materials , if applicable, to include cut sheets and/or photographs of the type, color and texture of the proposed materials.
	8. Zoning review comments issued by PDSD staff on development package or other submittal*
	9. Documentation of neighborhood meeting to include invitation, affidavit of mailing, sign-in sheet, agenda/materials and meeting notes (if applicable)*
✓	10. Color aerial photograph of subject property
✓	11. Color, labeled photographs of project site existing conditions (north, south, east and west elevations of all structures on the property)
✓	12. Color, labeled photographs of the surrounding area
✓	13. Color photographs of precedent examples 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. Applicable fees (confirm with PDSD staff)*
	IF HISTORIC REVIEW REQUIRED
	16. Aerial photograph depicting the property's Development Zone . 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.

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