



**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
<b>Rio Nuevo Area</b> <a href="#">[UDC Section 5.12.7]</a>	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
<b>Historic Preservation Zone (HPZ)</b> <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
<b>Infill Incentive District (IID)</b> <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)	María Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029 Koren Manning – (520) 837-4028
<b>Main Gate District (MGD) Design</b> <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)	María Gayosso – (520) 837-6972 Koren Manning – (520) 837-4028
<b>Neighborhood Preservation Zone (NPZ)</b> <a href="#">[UDC Section 5.10]</a>	1. Design Professional	Nick Ross – (520) 837-4029 María Gayosso – (520) 837-6972
<b>Grant Road Investment District (GRID) Urban Overlay</b> <a href="#">[GRID Ordinance]</a>	1. Design Review Board	María Gayosso – (520) 837-6972 Nick Ross – (520) 837-4029
<b>Individual Parking Plan (IPP)</b> <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 to [specialdistricts@tucsonaz.gov](mailto:specialdistricts@tucsonaz.gov)
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/	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):

New building on vacant land	Change of use to existing building
New addition to existing building	New building on developed land
	Other _____

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. Pima County assessor's record parcel detail and record map
n/a	<del>4. <b>Zoning review comments</b> issued by PDSD staff on development package or other submittal*</del>
n/a	<del>5. <b>Documentation of neighborhood meeting</b> to include invitation, affidavit of mailing, sign-in sheet, agenda/materials and meeting notes (if applicable)*</del>
	6. Color <b>aerial photograph</b> of subject property
	7. Color, labeled <b>photographs of project site existing conditions</b> (north, south, east and west elevations of all structures on the property)
	8. Color, labeled <b>photographs of the surrounding area</b>
	9. Color <b>photographs of precedent examples</b> in surrounding area, labeled with property addresses and keyed on the aerial photograph (if applicable)
	10. <b>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
n/a	<del>11. <b>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.</del>
	12. <b>Shade study</b> (for projects within the Rio Nuevo Area)
	13. <b>Renderings</b> depicting various views from the street level and birds eye view (recommended for major projects) <b>note - rendered site plan showing plant pallet color, no 3-D renderings</b>
	14. <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.
	15. <b>Applicable fees</b> (confirm with PDSD staff)*
	IF HISTORIC REVIEW REQUIRED
n/a	<del>16. <b>Aerial photograph depicting the property's Development Zone.</b> All building footprints within the development zone must be shown and labeled to indicate contributing/non-contributing status.</del>
	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 materials to [specialdistricts@tucsonaz.gov](mailto:specialdistricts@tucsonaz.gov). For the final application, two hard copies of the application are also required. Please note, additional hard copies may be required by review bodies.

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