



PRE-APPLICATION INFORMATION

Zoning Administration Process Overview: A project may be subject to various reviews and criteria depending on the scope of work and 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 Zoning Administration processes at Planning and Development Services Department (PDSD) include:

Review Process	Review Authorities	PDSD Planning Contact
Design Development Option (DDO) [UDC Section 3.11.1]	Design Review Board (DRB)	Michael Taku – (520) 837-4963 Russlyn Wells – (520) 837-4948
Flexible Lot Development (FLD) [UDC Section 8.7.3]	Design Professional	Frank Dillon – (520) 837-6957
Historic Preservation Zone (HPZ) [UDC Section 5.8]	1. Neighborhood Historic Advisory Board 2. Tucson-Pima County Historical Commission (T-PCHC) Plans Review Subcommittee (PRS)	Michael Taku – (520) 837-4963 Frank Dillon – (520) 837-6957
Infill Incentive District (IID) [UDC Section 5.12]	1. Neighborhood Liaison 2. Design Professional 3. T-PCHC PRS 4. Design Review Committee (IID-DRC)	Frank Dillon – (520) 837-6957 Carolyn Laurie – (520) 837-4953
Individual Parking Plan (IPP) [UDC Section 7.4.5.A]		Mark Castro – (520) 837-4979
Main Gate District (MGD) Design [MGD Policy]	1. Neighborhood Historic Advisory Board 2. T-PCHC PRS 3. Main Gate District Design Review Committee (MGD-DRC)	Frank Dillon – (520) 837-6957 Jim Mazzocco – (520) 837-6964
Neighborhood Preservation Zone (NPZ) [UDC Section 5.10]	Design Professional	Michael Taku – (520) 837-4963 Frank Dillon – (520) 837-6957
Rio Nuevo Area (RNA) (formerly RND) [UDC Section 5.12.7]	1. T-PCHC PRS 2. Design Review Board (DRB)	Frank Dillon – (520) 837-6957 Michael Taku – (520) 837-4963
Variations [UDC Section 3.10.3]	Design Review Board (DRB) Board of Adjustment (B/A)	Mark Castro – (520) 837-4979 Russlyn Wells – (520) 837-4948

UDC Compliance Review: All projects must **FIRST** be submitted for compliance review at the PDSD 1st floor, 201 North Stone Avenue, (520) 791-5550. The UDC compliance comments for the project are generated by PDSD staff after completing their review of the detailed development package submitted for the project to ensure that all needed modifications are identified.

Pre-Application Meeting: Once you have completed the following Application Form (Page 2) and obtained the Submittal Requirements (Page 3). Applications for pre-submittal conferences must include a completed application form submitted by 4:30 PM, seven (7) working days prior to the requested conference date with the \$100 fee, payable to *The City of Tucson*. Staff will fill out the Case Information (Page 4) and advise applicants on any additional UDC requirements to complete the application package to initiate the review process.



SUBMITTAL REQUIREMENTS

PLEASE PROVIDE THE FOLLOWING MATERIALS IN THIS ORDER:

	1. Application form (signed by the Property Owner or Authorized Agent – include letter of authorization).
	2. Written summary of neighborhood meeting with sign in sheet and agenda (if applicable).
	3. Project statement outlining scope of work.
	4. UDC compliance review comments (obtained at the 1 st floor).
	5. Pima county assessor’s record parcel detail and record map.
	6. Color aerial photograph of subject property (if applicable).
	7. Color, labeled photographs of project site existing conditions (north, south, east and west elevations of all structures on the property) and surrounding area (if applicable).
	8. Color photographs of precedent examples in surrounding area, labeled with property addresses and keyed on the aerial photograph (if applicable).
	9. Site Plan (and landscape plan and floor plans if applicable) drawn to scale at 11”x17”, folded*, prepared in accordance to Section 2-06.0.0, in the Administrative Manual.
	10. Elevations (and contextual elevations if applicable) drawn to scale at 11”x17”, folded*, dimensions, proposed materials (if applicable) prepared in accordance to Section 2-06.0.0.
	11. Samples , cut sheets and/or photographs of the type, color and texture of the proposed materials (if applicable).
	12. PDF of all above listed items (number of hard copies may be required).
	13. Applicable fees (payable to City of Tucson).
	14. (Other)

*For 11” X 17” format “z” fold as follows: With plan face up bring right side to left side (text to text), align edges and crease right edge. Bring top corner of open edge (top panel only) down to center of right folded edge (creates a diagonal edge on left), align and crease.

Additional application materials may be required at the time of your meeting with staff.

Refer to Supplemental Information per review process for material instructions, etc.

For Zoning and Subdivision review, the Unified Development Code (UDC) applies to this application. If you feel the Land Use Code (LUC) should apply, please consult with Zoning review staff. Applicable timeframes can be provided at your request or found in Administrative Manual Sec. 3-02 or found on our website at <http://cms3.tucsonaz.gov/pdsd>. For information about applications or applicable policies and ordinance, please contact us at (520) 791-5550.

By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.



CASE INFORMATION

(To be completed by PDS staff at pre-application meeting)

CASE INFORMATION

Case Number (E.g. HPZ-14-11, IID-15-01): _____

Related Permitted Activity Number(s): _____

Review Process (E.g. HPZ, DDO, IID – Major/Minor): _____

Applicable Fees: _____

Pre-Application Accepted by: _____

_____ Date

Pre-Application Meeting scheduled for: _____

_____ Date

Additional Notes: _____

Next Steps (E.g neighborhood meeting, recommendation from T-PCHC PRS, Design Professional, etc.): _____
