



RIO NUEVO DISTRICT REVIEW (RND) APPLICATION

Introduction - The City of Tucson Planning and Development Services Department facilitates a design review process for exterior changes to properties on or eligible to be listed on the National Register of Historic Places to ensure changes are compatible with the historic character of the Rio Nuevo Preservation Zone (*UDC 5.11.8, Article b. Design Review Required*). The second portion of the RND review process requires a review by the Design Review Board to ensure compliance with the overall building and site design standards of the Rio Nuevo District (*UDC 5.11.4 Building Design Standards; 5.11.5 Site Design Standards*).

Design Review Process Overview - An approval letter from the Director of Planning and Development Services is required for all proposed permit applications affecting the exterior of properties located within the RND. PDS staff will review your project to determine if it is eligible for a Minor or Full RND Review. All projects are required to follow the city's Rio Nuevo District Review Process outlined in the Unified Development Code, Section 5.11.8. To provide applicants with technical assistance on proposed projects requiring permits, an appointment may be scheduled by contacting Frank Dillon at 520-837-6957 or Mark Castro at 520-837-4979.

Pre-Application Meeting - In order to obtain a Rio Nuevo Review, the first step is to contact the PDS Staff to schedule a pre-application meeting with one of the aforementioned planners. At this meeting, the planner will discuss the proposed project with you and make suggestions regarding the design, materials, placement or other details in order to guide the project towards meeting the city's Unified Development Code (UDC) requirements for Rio Nuevo District properties. The planner will also review the RND process, the instructions for filing an application, submittal requirements and answer any questions you may have regarding the process. At this meeting the planner will also determine whether your project will require a Full or Minor RND Review Process and inform you of the necessary submittal materials.

Minor RND Review - A Minor RND Review is for projects that do not require building permits (UDC Section 5.8.5.C.1). This work can include, but is not limited to; projects such as electrical box repairs/upgrades, walls, fences, gates and window and door repair/restoration work. PDS organizes a meeting with a member of the Tucson-Pima County Historic Plans Review Subcommittee. A review is conducted on-site with the Applicant present and recommendations are forwarded to the Design Review Board. After the DRB conducts a review of the project recommendations are forwarded to the PDS Director. The Director issues a decision letter to the applicant in approval or denial of the project. Total fees for this process are \$302.50

Major RND Review - A Major RND Review is required for any alteration involving the modification, addition, or moving of any part of the existing structure, including signs that would affect the exterior appearance (UDC Section 5.8.5.B.1)

PDS staff will determine if a Major RND Review is necessary for an applicant's project at the pre-application meeting. The applicant will then be scheduled for a Plans Review Subcommittee Meeting in which the applicant will present the case. The Plans Review Subcommittee will vote on recommendations for the project and the recommendations will then be forwarded to the DRB for review. DRB recommendations will be forwarded to PDS Director for consideration and Decision. Total fees for this process are \$372.50

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 Frank Dillon or Mark Castro at 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.



RIO NUEVO DISTRICT REVIEW (RND) APPLICATION

Date Submitted: _____ PSD Activity Number: _____

RND Number: _____

PROPERTY LOCATION INFORMATION

Property Development Name: _____

Property Address: _____ Zone: _____

Pima County Parcel Number/s: _____

APPLICANT INFORMATION

APPLICANT NAME: _____

ADDRESS: _____

PHONE: () _____ - _____ . FAX: () _____ - _____

EMAIL: _____ @ _____

PROPERTY OWNER NAME: _____

PHONE: () _____ - _____ . FAX: () _____ - _____

DESCRIPTION OF USE (IF COMMERCIAL) _____

SIGNATURE OF OWNER _____
Date

SIGNATURE OF APPLICANT (if not owner) _____
Date

PROPOSED NEW CONSTRUCTION / ALTERATION

Planning & Development Services Department (PDS) - 201 N. Stone Avenue
P.O. Box 27210 - Tucson, AZ 85726-7210
Telephone: (520) 791-5550 - Fax: (520) 791-5852
Website: www.tucsonaz.gov/pds
EMAIL: DSD_ZONING_ADMINISTRATION@TUCSONAZ.GOV

PROPOSED ALTERATIONS

EXPLAIN IN DETAIL THE PROPOSED MATERIAL, COLOR, SIZE, STYLE, LOCATION, QUANTITY AND FINISH SPECIFICATIONS FOR ALL THAT APPLY AND INCLUDE LIST IN DEVELOPMENT PACKAGE:

EXAMPLE:

WINDOWS

Replacement of 4 existing painted (white) double hung wood windows on the south elevation of the primary structure (see exhibit B-2 for photos of existing windows) with 4 painted (white) Milgard double hung wooden windows (see sheet A-1 of elevation plans for specifications / attached product specification sheets)

PLEASE PROVIDE COMPLETE DESCRIPTIONS FOR ALL ALTERATIONS THAT APPLY

WINDOWS

DOORS

ROOF TYPE

WALL / FENCE / GATE

SURFACE TEXTURE REPAIR

OTHER (SIGNAGE, LANDSCAPING ETC.)

RND DESIGN STANDARDS TO INCLUDE IN DEVELOPMENT PACKAGE, SCOPE OF WORK AND PRESENTATION WHERE APPLICABLE

GENERAL: Proposed alterations of any design elements listed below must comply with UDC section 5.8.6 DESIGN STANDARDS; 5.11.4 BUILDING DESIGN STANDARDS AND 5.11.5 SITE DESIGN STANDARDS. Please describe how the project complies with the following. Refer UDC sections for specific details.

BUILDING DESIGN STANDARDS - UDC Section 5.11.4.

Development within the RND is required to comply with the following building design standards. Compliance with these standards will ensure that development complies with the design principles set forth in UDC Section 5.11.1.B. Please describe how the project complies with each of the following (write N/A if design standard is not applicable to the project):

- A. The proposed buildings shall respect the scale of those buildings located in the development zone and serve as an orderly transition to a different scale. Building heights with a vastly different scale than those on adjacent properties should have a transition in scale to reduce and mitigate potential impacts. In areas undergoing change, long-range plans should be consulted for guidance as to appropriate heights;
- B. All new construction shall maintain the prevailing setback existing within its development zone;
- C. All new construction shall provide scale-defining architectural elements or details at the first two floor levels, such as windows, spandrels, awnings, porticos, cornices, pilasters, columns, and balconies;
- D. Every commercial building frontage shall provide windows, window displays, or visible activity within and adjacent to the building at the ground floor level, with a minimum of 50 percent of the building frontage providing such features;
- E. A single plane of a façade at the street level may not be longer than 50 feet without architectural relief or articulation by features such as windows, trellises, and arcades;
- F. Building façade design shall include pedestrian-scaled, down-shielded, and glare controlled exterior building and window lighting;
- G. The front doors of all commercial and government buildings shall be visible from the street and visually highlighted by graphics, lighting, marquees, or canopies;
- H. Modifications to the exterior of historic buildings shall complement the overall historic context of the Downtown and respect the architectural integrity of the historic façade;
- I. Buildings shall be designed to shield adjacent buildings and public rights-of-way from reflected heat and glare;
- J. Safe and adequate vehicular parking areas designed to minimize conflicts with pedestrians and bicycles shall be provided;
- K. Adequate shade shall be provided for sidewalks and pedestrian pathways, using shade structures or vegetation, where permitted by the City of Tucson;

- L. Colors may conform to the overall color palette and context of the Downtown area or subarea or may be used expressly to create visual interest, variety, and street rhythms. The rationale for an expressive or idiosyncratic use of color shall be described in the site plan submittal;
- M. New buildings shall use materials, patterns, and elements that relate to the traditional context of the Downtown area or subarea;
- N. Twenty-four-hour, street-level activity is encouraged by providing a mixture of retail, office, and residential uses within each building; and,
- O. Primary public entries shall be directly accessed from a sidewalk along a street rather than from a parking lot. Public access to commercial and governmental buildings shall be provided at sidewalk grade. The primary floor of, and access to, residential structures may be elevated. Secondary access may be provided from off-street parking areas.

SITE DESIGN STANDARDS - UDC Section 5.11.5

- A. Circulation and Parking including street hierarchy, pedestrian pathways, vehicular circulation and parking, and pavement of sidewalks, crosswalks and streets.
- B. Plazas and Open Space including plazas and pedestrian nodes, view shed corridors, and linkages (physical and visual).
- C. Streetscape including public art, seating and furnishings, and lighting and utilities.
- D. Signage including Downtown destination signage.
- E. Resource Conservation including energy conservation and sustainable energy standard.

GENERAL RESTRICTIONS - UDC SECTION 5.11.6

The following restrictions apply to all uses and development in the RND:

- A. New drive-in or drive-through facilities are not permitted, except for businesses located adjacent to the freeway, or as approved through the development review process; and,
- B. Uses shall be accommodated without altering the historic character-defining features of structures on or eligible for designation on the National Register. (See the Technical Manual for a list of all such structures within the RND.)

SUBMITTAL REQUIREMENTS FOR HISTORIC REVIEW APPLICATION

****REQUIRED FOR MAJOR AND MINOR RND REVIEW***

- Fee
- 1 copy of the completed and signed RND application
- 1 copy of the **Final UDC** compliance review comments as issued by PDSB Review Staff (If project has been submitted for plan review.)
- Description, samples and photos (color copies required) of the type, color, and texture of the proposed materials
- Brief statement of proposal outlining the scope of work addressing applicable Design Guidelines listed in UDC section 5.8.6 Design Standards; 5.11.4 Building Design Standards; 5.11.5 Site Design Standards.
- 1 copy of an aerial photograph of the property
- I (We) understand and have inspected the Development Zone for this proposal and understand the physical characteristics to achieve design and compatibility requirements.
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- 1 copy of the Project Compliance with Building Design Standards per UDC 5.11.4. A.-O.

****REQUIRED FOR MAJOR RND REVIEW***

- 18 sets of photographs of the project site, surrounding area and building elevations (views to the north, south, east, and west) - color copies required. Please label.
- 18 copies of the site plan drawn to scale at 11"x17", folded*, plus 1 large size, folded to city standard (SEE PAGE 3 FOR SITE PLAN INSTRUCTIONS)
- 18 copies of the elevation drawings at 11"x17", folded* plus 1 full-size copy, folded to city standard

****REQUIRED FOR MINOR RND REVIEW***

- 9 sets of photographs of the project site, surrounding area and building elevations (views to the north, south, east, and west) - color copies required. Please label.
- 11 copies of the site plan drawn to scale at 11"x17", folded*, plus 1 large size, folded to city standard (SEE PAGE 3 FOR SITE PLAN INSTRUCTIONS)
- 11 copies of the elevation drawings at 11"x17", folded* plus 1 full-size copy, folded to city standard

***For 11" X 17" format 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.**

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SITE PLAN INSTRUCTIONS

The proposed layout of all structures and other improvements including: driveway, pedestrian ways, existing landscape feature, proposed landscape areas, wall, off-street parking and loading areas.

The development plans shall indicate the location of property lines, public right-of-ways, property entrances and exists, direction of traffic flow in and out of the off-street parking and loading areas, location of each parking space, each loading berth, and areas for turning and maneuvering vehicles.

Architectural drawings or sketches, drawn to scale, including typical floor plan in sufficient detail to permit computation of the Unified Development Code yard requirements and showing all elevation of the proposed structure or other improvements as they will appear upon completion of the construction.

Specifications as to type, color and texture of exterior of proposed structures.

For exterior signs, a sign plan, drawn to scale showing the location, size design, materials, color, lettering and methods of attachment and illumination.

Any additional information deemed necessary by the Planning & Development Services Department Director to properly review the site plan.

All projects must **FIRST** be submitted for site review at the PDSB, 1st floor Information counter, 201 North Stone Avenue (791-5550). The UDC compliance comments for the project are generated by PDSB staff after completing their review of the detailed site plan submitted for the project.

P&DSD Review Comments – Finalized (Permit Card/Sierra/CDRC).

Permit Application Card: Written PDSB staff comments. For single-family/duplex projects, the P&DSD comments are provided on the permit application card.

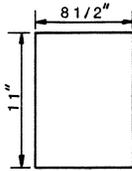
CDRC Review Letter: For projects that require CDRC review by Rezoning, MHP, Annexation, Specific Plan, Subdivision, Block Pat processes, comments are by CDRC letter.

.....
I HAVE RECEIVED ALL RELATED DOCUMENTATION TO THIS “HISTORIC ZONE/RIO NUEVO DOWNTOWN” APPLICATION, SEC 5.8 OF THE CITY OF TUCSON UNIFIED DEVELOPMENT CODE, TECHNICAL STANDARD 9-02 0.0 AND DESIGN REVIEW GUIDELINES FOR THE HPZ/RND TO WHICH THIS APPLICATION APPLIES.

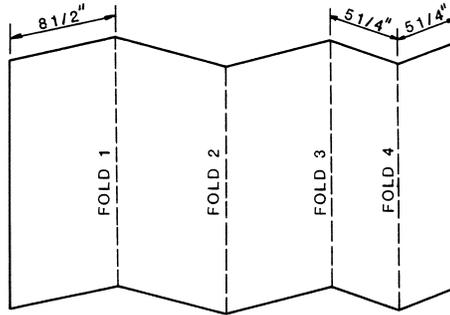
Applicant: _____ **Date:** _____

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



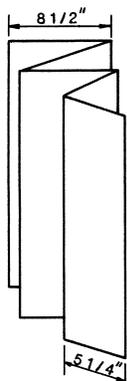
This instruction sheet is 8 1/2" X 11" size.



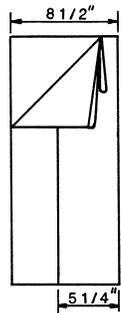
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

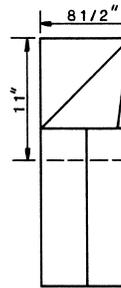


With the 5 1/4" fold to the right

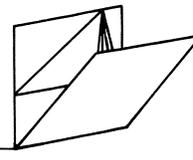


Fold down the corner, all but the last panel.

STEP 4

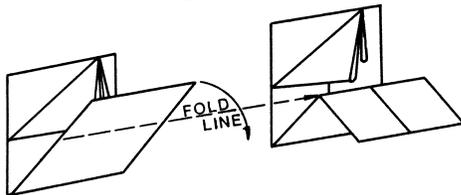


FOLD LINE



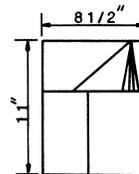
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".