

Time Stamp _____

Activity Number _____



City of Tucson Planning & Development Services

REZONING APPLICATION

C9- _____ **Name:** _____ **Date Accepted:** _____

PART 1 PROPERTY INFORMATION:

- 1.1 Attach Legal Description and Aerial Map with boundaries highlighted.
- 1.2 Lot(s) _____ Block(s) _____ Subdivision Name _____
- 1.3 Address (as assigned by Pima County Addressing): _____
- 1.4 Please provide the following information for each parcel in the rezoning site. If more than one zoning classification is requested, provide the acreage for each zone and show the dimensions of each zone on the preliminary development plan. Attach additional sheets if necessary.

Current Zoning	Proposed Zoning	Current Use	Area (sq. ft or acres)	Assessor Tax Code #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

1.5 Surrounding Zones: North _____ South _____ East _____ West _____

1.6 Surrounding Land Uses: North _____ South _____ East _____ West _____

- 1.7 Note any applicable overlay zones: Hillside Scenic Corridor Major Streets and Routes
- Gateway Corridor Airport Environs Environmental Resource
- Neighborhood Preservation Historic District/Landmark

PART 2 PROPOSED USE

2.1 Proposed Use (Please be specific; attach additional sheet if necessary.)

2.2 Number of Structures _____ Number of Stories _____ Height of Structures _____

2.3 Number of Residential Units _____ Floor Area of Non-residential Projects _____

PART 3 APPLICANT INFORMATION

3.1 Applicant or Agent _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.2 Owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

3.3 Architect/Engineer/Other _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PART 4 NEIGHBORHOOD MEETING

4.1 Have you offered to meet and discuss the proposed rezoning on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the rezoning site? Please indicate meeting date. Yes No
_____ Meeting date

4.2 Attach neighborhood meeting documentation (at a minimum, a copy of the meeting invitation, mailing list, date of mailing, sign-in sheet, and summary notes from the meeting).

4.3 Provide the tracking number from your neighborhood meeting mailing labels: T

PART 5 REZONING PRE-APPLICATION CONFERENCE INFORMATION

5.1 Have you attended a rezoning pre-application conference with staff? Yes No

5.2 Date of pre-application conference: _____

5.3 Provide the tracking number from your Pre-application Conference Verification Sheet: T

PART 6 PLANNING INFORMATION

In accordance with the *Unified Development Code (UDC)*(Section 3.5.3.D.3) all rezoning applications together with any supporting documentation, including the preliminary development package or development package, are reviewed for compliance with the City of Tucson *Plan Tucson*, as implemented by planned area developments, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. Rezoning requests that do not demonstrate compliance with the *Plan Tucson* cannot be accepted.

6.1 List any planned area developments, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the rezoning site. Yes No

Name of Plan(s) _____

6.2 Is an Environmental Resource Report required by the area or neighborhood plan? Yes No
(Please see Administrative Manual 2-03.5.0.)

6.3 Is this rezoning being requested to correct a zoning violation? Yes No

6.4.1 Have you chosen "Direct Ordinance Adoption (*UDC* Section 3.5.3.J.3)? Yes No

6.5 Are there any billboards/signs located on the property? Yes No If yes, provide description:

- 6.6 Provide a statement describing the nature of the proposal and the reasons for the request. Use additional sheets, if necessary.
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PART 7 MATERIALS REQUIRED WITH APPLICATION

7.1 The following are required for all rezoning requests:

- 7.1.1 A completed, current “City of Tucson Rezoning Application” signed by the owner and agent*.
- 7.1.2 Appropriate fees payable to the City of Tucson
- 7.1.3 One (1) copy of the Pima County Assessor’s map of the subject parcel(s)
- 7.1.4 One (1) copy of the Pima County Assessor’s printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- 7.1.5 Pre-application Conference Verification Sheet.
- 7.1.6 Documentation of neighborhood meeting.
- 7.1.7 One (1) 11”x17” reduction of the preliminary development plan (See Administrative Manual 2-03.4.2.A and .B.)
- 7.1.8 Payment receipt for rezoning pre-application conference.
- 7.1.9 Payment receipt for neighborhood meeting mailing labels.

7.2 If rezoning to all zones except the PAD zone the following are required:

- 7.2.1 Seven (7) copies of the preliminary development package, including Site Inventory and Design Compatibility Report (Admin. Manual 2-03.3 -.4)
- 7.2.2 Seven (7) copies of the Environmental Resources Report (Admin. Manual 2-03.5), as required.

7.3 If rezoning to the PAD zone, the following are required:

- 7.3.2 Three (3) hard copies of the PAD document and one electronic version of the PAD document on CD-ROM.
- 7.3.3 Copy of Zoning Decision Letter from Planning authorizing submittal of this application.

7.4 Important Notices:

- Do not staple materials. Paper clips or binder clips are acceptable.
- Do not include application and neighborhood meeting materials in required reports. Keep them separate.

7.5 Digital Submittal:

- One (1) CD containing separate Adobe Portable Document Format (.pdf) files for each of the required reports shall be submitted.

CD FORMAT REQUIREMENTS

Quality: All scans must be clear and easy to read.

ALL ITEMS THAT ARE SUBMITTED IN PAPER MUST BE ON THE DISK. ALL ITEMS ON THE DISK MUST ALSO BE SUBMITTED ON PAPER

Format:

- **Plan Sets/Drawings:** Multi Page TIF or PDF
- **Documents:** Multi-page PDF.

Orientation: All images must be correctly oriented and viewable without having to be rotated.

File Names: Files must be uniquely named. When naming the files, care should be taken to follow the format below:

- Name each document and plan set with a name that identifies the file as listed below: (application, drainage report, etc...).

Example 1:	Application & Attachments.pdf	(Application, Etc.)
Example 2:	Drainage Report.pdf	(Drainage Report)
Example 3:	Traffic Report.pdf	(Traffic Report)
Example 4:	Site Inventory & Design Compatibility Report.pdf	(Site Inventory)
Example 5:	Exhibits of Site Inventory.pdf	(11x17 of Site Inventory)
Example 6:	Date (year_month_day) PDP.pdf	(PDP)
Example 7:	Neighborhood Meeting.pdf	(Neighborhood Meeting Materials)

Media: All files should be submitted on a CD or DVD. Submitted materials will be retained by City of Tucson Planning and Development Services.

Call and make an appointment. All Rezoning Application Submittals are required to be received and reviewed for completeness by Rezoning Staff.

For questions please contact John Beall at (520) 837-6966 or john.beall@tucsonaz.gov

PART 8 SIGNATURES

I (We), the undersigned, request consideration to amend the present zoning boundaries as described in this application and supporting materials. I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

8.1. _____ date
Owner signature*

8.2. _____ date
Applicant/Agent signature (if not owner)

*An application not signed by the owner, must be accompanied by a separate, signed letter, from the owner, granting authority to the applicant/agent to act on his/her behalf.

Revised 04/13/18 SM