

Time Stamp: _____



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES

**50' NOTICE PROCEDURE
SPECIAL EXCEPTION APPLICATION**

SE- _____ **Name:** _____ **Date Accepted:** _____

PART 1 PROPERTY INFORMATION:

Legal Description (Attach a separate sheet for long legals.)

Lot(s) _____ Block(s) _____ Subdivision Name _____

Address (as assigned by Pima County Addressing): _____

Please provide the following information for each parcel in the special exception site. (Attach additional sheet if necessary.)

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

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

PART 2 PROPOSED USE

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

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

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

PART 3 APPLICANT INFORMATION

Applicant or Agent _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Owner _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Architect/Engineer/Other _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

PART 4 PLANNING INFORMATION

Explanation of request. (Use additional sheets, if necessary.)

PART 5 MATERIALS REQUIRED WITH APPLICATION

- A completed “City of Tucson 50’ Notice Procedure Special Exception Application” signed by the owner and agent*.
- One (1) copy of the site plan (24”x36”) drawn at 1”=40’ properly folded to 8.5”x11”.
- One (1) 11”x17” reduction of the site plan.
- A statement addressing how the applicable use-specific standards have been addressed.
- Documentation of neighborhood meeting (at a minimum, a copy of the meeting invitation, mailing list, sign-in sheet and summary notes from the meeting). (Meeting is optional)
- One (1) photo simulation and photo the simulation was created from (if appropriate).
- One (1) copy of last approved site plan for the special exception site.
- One (1) copy of the Pima County Assessor’s map of the subject parcel(s) and printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- Development Review Board Recommendation (if applicable).
- Appropriate fees payable to the City of Tucson.
- IMPORTANT NOTICES:
 - Do not staple materials. Paperclips and binder clips are acceptable.
 - Do not include application or neighborhood meeting notes in required reports.

PART 6 SIGNATURES

I (We), the undersigned, request consideration for the special exception request 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.

Owner signature*	date
Applicant/Agent signature (if not owner)	date

* 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.

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 Carolyn Laurie or Peter McLaughlin at (520) 791-5550.

Revised 01/28/14