



City of Tucson
City Development Review Committee (CDRC)
Submittal Requirements

The City Development Review Committee (CDRC) is composed of agencies per Administrative Manual (AM) Section 3-01 that regulate land use. Questions or comments, contact CDRC@tucsonaz.gov.

Review Types

Development package can include the following types of review: site/tentative plat, landscape, native plant preservation (npp), water harvesting, grading, private road paving, storm water pollution preservation plan (swppp), flood plain use permit, environmental resource report (err), and flexible lot development (fld). A development package is a construction document used to demonstrate how a project site will be developed to comply with the Unified Development Code (UDC), any other local applicable regulations, and state statute.

- Format and content requirements can be found in AM Section 2-06 [see Layout section].
- Timeframe can be found in AM Section 3-02. First submittal review up to 20 working days and repeats for re-submittal until approvable.
- Fees for review and permit can be found in AM Section 4-01 .2 (tech and archive), .5 (grading and swppp), & .17 (site and landscape) or .20 (tentative plat).
- Revision to an active development package issued a permit, can be made to applicable sheets with cloud and delta, this includes field changes and as-builts. Provide a revision letter of the sheet numbers and changes.

Land division/subdivision is one of the following types of review: land split, lot reconfiguration, block plat, condominium, minor subdivision, or final plat. A final plat is a survey document suitable for recordation of all or part of a subdivision substantially conforming to an approved tentative plat (if required) prepared in accordance with UDC Article 8, any other local applicable regulations, and state statute. A final plat is recorded after approval by Mayor & Council.

- Format and content requirements can be found in AM Section 2-07 (2-08 for land split).
- Timeframe can be found in AM Section 3-02. First submittal review up to 20 working days and repeats for re-submittal until approvable.
- Fees for review can be found in AM Section 4-01.20 (\$82.50 for land split) and .2 (tech and archive). Additional fees are required for apartments being converted into condominiums of \$100 per unit per resolution #20473, along with elevations, floor plans, & cross sections.
- Release (partial or final) of assurance or substitution of assurance to a recorded subdivision can be viewed in UDC Article 8.6.2 and AM Section 2-09. Email a complete and acceptable Assurance Release Request (PDF) or Assurance Agreement (Doc) to subdivisionlotrelease@tucsonaz.gov. Fee for substitution of assurance can be found in AM Section 4-01.4 (assurances).

Pre-Submittal

Thursdays, starting @ 1:30 pm in the 2nd Floor Conference Room at 201 N Stone Ave, Public Works Building. Upload TWO Mondays prior to Thursday (if Monday is a Holiday, then Tuesday @ 9:00 am). Prior to submittal, applicants can attend a pre-submittal meeting with CDRC. Attendance is required prior to block plat or minor subdivision submittal.

Submittal

Apply to obtain review and approval for:

- Development Package and Land Division/Subdivision Application (PDF)
 - TSMR and PDMR (PDF)
 - Thursday Pre-Submittal Meeting (PDF)
1. Upload the following online at <https://www.tucsonaz.gov/file-upload-pdsd> (no checklist needed):
- application
 - plan set (one compiled PDF)
 - reports of drainage, geotechnical, soils, environmental resource, traffic impact, title, cc&rs, or assurance agreement (as applicable)
 - conditions of rezoning, annexation, special exception, overlay, modification, or variance (if applicable)
 - last approved site plan or supplemental floor/elevation/site plan exhibit (if applicable)
 - decision letters from director, zoning administrator, or design review committee (if applicable)

2. Receive email within 5 working days acknowledging the application is complete and under review by an activity number to search on www.tucsonaz.gov/pro. Over the counter review is available--be sure to upload and receive an email prior to visiting. Staff will review the files on the computer with you.
3. Pay the invoiced fees in person (at the permit counter, available M-F 8-2) or mail a check (payable to 'City of Tucson', see address in footer) prior to completion of the first substantive review.

Layout

For a development package, use this layout to determine which plan sheet to put the items listed in AM Section 2-06. Use the Unified Development Code (UDC), MapTucson, Property Research Online (PRO), and other City Codes and Ordinances to determine which of the plan sheets are required.

Helpful hints:

- Plan sheets should be drawn to the same scale if possible. Exceptions are made for details and other areas where more clarity is needed.
- There should only be one detail sheet. If one sheet is not possible (due to registrants' seals), there should not be duplicate details and if there are, they must be the identical.
- Keynotes and tables may be used as required or wanted.
- Cloud and delta are used for revisions after permit has been obtained.

Additional review and documentation is required if the project is located in or opting in to the following:

- Required to include in submittal - airport environs zone (aez), hillside development zone (hdz), scenic and gateway corridor zone (scz/gcz), environmental resource zone (erz), watercourse amenities safety and habitat (wash)
- Required as separate submittal - rio nuevo area (rna), historic preservation zone (hpz), neighborhood preservation (npz)
- Opt in include in submittal - flexible lot development (fld)
- Opt in separate submittal - annexation, rezoning, planned area development (pad), special exception, board of adjustment variance, design development option (ddo), parking design modification request (pdmr), technical standard modification request (tsmr), infill incentive district (iid), main gate district (mgd), otherwise known as, urban overlay district

Separate permit required:

- Permit and reviews not yet part of the development package - private improvement agreement (pia), water plan, and signage.
- Separate permit is required to install utilities or equipment (sewer, electronic, site lighting, etc.), build walls, demo, and pave public roads. A development package is a separate permit from a building permit. A building permit can be submitted at any time, but cannot be approved by zoning and engineering review until the development package is approved.

Additional documentation is required for the following:

- If not Tucson Water Company, a State of Arizona Department of Water Resources Certificate of Assured Water Supply is required.
- If septic, a State of Arizona Department of Water Resources Certificate of Assured Water for DEQ is required.

Each Page of the Development Package*:

- Standard title block information w/standard location and a recommended page numbering scheme. Page numbering must be reflected on the index shown on the cover sheet.
- Includes relevant case numbers for reviews or modifications that affect the site.
- Blank space on bottom right hand corner for city approval stamp.
- Information box for the consultant. This box may contain any of the information the consultant wishes including a space for the revision block. It may be placed anywhere on the sheet except in the lower right corner where the title block goes or the upper right corner where the location map goes.
- Registrant Seal (if preliminary submittal may mark as *PRELIMINARY – NOT FOR CONSTRUCTION*).

"BASE" Layer*: This layer must contain all the items listed below whether existing and to remain or new with the proposed development. This layer is not a plan sheet but information that must be shown on all plan sheets.

- Property lines.
- Scale and north arrow.
- Curbing and curb openings, and proposed paving area without striping.
- Delineate adjacent impacts (depict adjacent site development w/striping and conditions on adjacent land significantly affecting the design of the project will be shown, such as the approximate direction and gradients of ground slope; character and location of adjacent development; and drainage ways, arroyos, ditches, and channels, including their existing conditions.
- Existing and proposed billboards and free-standing signage.
- All proposed and existing walls & fences: location & layout.
- Solid waste collection location (proposed and existing).
- Easements – proposed and existing, onsite and offsite as required.
- Building/Structure footprint – proposed & existing.
- Delineate open space areas to be protected or preserved
- 100 year floodplain

Master Cover Sheet*:

- Zoning information / adjacent zoning.
- Consultant team (identify who is responsible for BASE layer). This includes but is not limited to name of firm, contact, phone, address, e-mail for all those involved in the putting the plan together, the registrants and the owners.
- Location map.
- Place for "Page X of Y".
- Sheet index.
- Key plan (if desired).

General Notes*:

- Conditions of rezoning / original city zoning.
- Administrative Manual requirements for general notes.
- Notes to be organized under a heading indicating which plan the note(s) are for, i.e. Site, Grading, etc.
- All calculations required by the dimensional and development standards and all applicable city codes.
- All modifications to code listed as detailed in the development standards. **

Existing Conditions/Demolition Plan: This plan sheet is used to show all existing conditions on and off the site. Identify the items that are to be demolished and those that are to stay as part of the proposed development.**

Site Plan*: For large projects, the site plan may be presented on multiple sheets with match lines used and referenced.

- "BASE" layer.
- Overlay depictions.
- Property Line Dimensions /Distances & Bearings.
- Legend (1st page only).
- Keynotes & tables – page specific.
- Other pages provide keynotes as applicable to page.
- Vehicle use area – fully dimensioned. This includes but is not limited to the following: vehicle and bicycle parking, landscape islands, cart storage, loading zones, pedestrian circulation, outdoor lighting, trash collection and fire access.
- ADA compliance: ramps, pedestrian traversability, truncated domes.
- Setbacks (erosion hazards, shy space, structures, etc.)
- Building information (proposed & existing and to remain) – note in building footprint (such as height and gross floor area). Also note dimensions/setbacks to all property lines.
- All proposed wall & fence – location and construction composition (includes retaining walls).
- All required landscape areas dimensioned.
- Basin delineations.

- Existing and future R.O.W. improvements, curbs & sight visibility triangles - all dimensioned (existing & future).
- Gated entry information (if applicable).

Grading, Paving, Drainage Plan:

- "BASE" layer.
- Cut/Fill quantities (cubic yards) on first page.
- Disturbance area (square feet) – delineation & calculations.
- Undisturbed areas (square feet) – delineation & calculations.
- Vertical data:
 - o Existing spot elevation and topo/contour lines & interval.
 - o Existing grades on adjacent rights-of-way and adjacent sites. If an adjacent right-of-way or site is under construction, show the proposed finish grades.
 - o Conditions on adjacent land significantly affecting the design of the project will be shown, such as the approximate direction and gradients of ground slope, locations of existing solar collectors on adjacent property, character and location of adjacent development, and drainage ways, arroyos, ditches, and channels, including their existing conditions.
- Basis of elevation with datum.
- Blue Stake phone number.
- Legend / keynotes / tables (1st page only of sub-cover sheet or master).
- Other pages provide keynotes as applicable to page.
- Drainage Information:
 - Dimension: setback (slope/basin/Erosion Hazard Setbacks, etc), back up spurs, easement widths, and other applicable setbacks.
 - Floodplain limits (FEMA & City flood hazard areas), basin/channel center flow line (width, depth, Q100, weir elevation), basin bottom slope and widths, etc.
 - Slope stabilization treatments.
 - Slope ratios for berms, slopes and drainage features.
 - Scuppers (type and location) and downspouts.
 - Depict positive drainage from structures (flow arrows).
 - Finished floor elevation.
 - Water harvesting, indicate depths.
 - Drainage patterns to water harvesting areas including details for routing. Depict if necessary.
 - All drainage openings.
 - Elevations associated with ADA compliance.
 - Construction notes.
 - Permanent and temporary barriers to provide landscape and open space protection.
 - Delineations, as applicable, of Protected Riparian Areas and regulatory floodplain areas.
 - Call out driveway longitudinal slopes, parking stalls cross slopes, entry drive high point elevations.
 - Storm drain information (size, alignment, slope, cover, etc...) catch basin location and details.

Details*: Please see introduction for a discussion of details.

- Street / pavement sections.
- Basin details: bottom & top elev, weir detail, Q100 in & out, volume, side slopes.
- Channel details: side slope, material, width, depth, Q100.
- Bridge details: scour structures, low chord elevation, etc.
- Roof drainage / retaining wall weep hole spacing / wall opening sizing.
- Riprap: grouted or with filter fabric.
- Detail for scupper-to-spillway transition with toe down.
- Bicycle parking detail.
- Vehicle parking stall detail (non-ADA).
- Vehicle parking stall with ADA van sign.
- Handicap/disabled ramp.
- Modifications to PC/COT standard details.

- Cross sections for PAAL (can include pedestrian circulation system and parking also), streets, basins and channels.
- Construction details and specifications for landscape plans.

Utilities Plan: (This plan may be combined with the grading plan for small projects.)**

- "BASE" layer.
- Proposed and existing utility lines and facilities.
- Coordinate the water and sewer sizes with the mechanical engineer/architect for the building as to what they are showing on their plans.
- Valve boxes/backflow preventers.
- Telephone pedestal locations (existing and new).
- Electrical pads and transformer locations (existing and new).
- Overhead and underground electrical.
- Gas, cable, telephone, location/easements.
- Sewer alignment, manholes, inverts, rim elevations, slopes, etc...

Landscape Plan:

- "BASE" layer.
- Floodplain limits and EHS.
- Recreation areas.
- Sight visibility triangles.
- Bicycle parking.
- Lighting.
- Trails, paths.
- Overlay zone.
- Vegetation plan and schedules.
- Calculations.
- Screening.
- Maintenance schedule.
- Irrigation plan.

Native Plant Preservation Plan (NPPO)*:

Native Plant Inventory Methodology:

- Viability and transplantability status.
- Native plant analysis and objectives.
- Native plant preservation and salvage plan.
- Salvage and mitigation report.

Plant Appraisal Methodology:

- Native plant inventory/site appraisal.
- Native plant preservation plan.

Set Aside Submittal:

- Environmental Resource Report.
- Aerial photograph (1" = 100' min.) delineating the natural resource values for areas on the site.
- Covenants, Conditions, and Restrictions.
If there are no protected plants on site, an application for an exception to the native plant preservation plan may be submitted.

Phasing Plan: will be required if the developer wishes to occupy a portion of the site prior to all elements of the plan being completed. A phasing plan must demonstrate how a site will work if subsequent phases are not built. The review will include Zoning, Landscape, Fire, Traffic (if public streets are involved), Engineering, PCWWM, TEP and ESD.

Stormwater Pollution Prevention Plan (SWPPP): submittals must meet the requirements of the Arizona Pollutant Discharge Elimination System General Permit for discharge from construction activities to waters of the United States and COT ordinances and codes.

Environmental Resource Report (Watercourse ERR): is required for sites that propose development within regulatory floodplain areas and Protected Riparian Areas associated with Environmental Resource Zone and Watercourse Amenity, Safety and Habitat (WASH) designated washes.

Hillside Development Zone (HDZ): must demonstrate compliance with the UDC Article 5.2. This includes but is not limited to the average cross slope analysis, height restrictions, grading restrictions, and colors.

Drainage Report/Statement: must meet the minimum requirements of TSM Section 4-04: *City of Tucson Manual for Drainage Design and Floodplain Management*.

Soils Report: must meet the minimum requirements under TSM Section 2-01.4 and the 2006 International Building Code Chapter 18.

Last Approved Site Plan: needed for expansions that are less than 25%. For expansions that are less than 25% only the new areas must meet current code. Expansions are cumulative.

Flexible Lot Development (FLD): must demonstrate compliance with UDC Article 8.7.3. FLD is a type of review in a development package and used to provide greater flexibility and creativity in the design of residential development. Provide in the development package: letter sent to surrounding owners, neighborhood associations, and council ward office; notarized statement, with mailing list attached, stating the letter was sent (note: mailing list must be compiled by PDS, as lists compiled by applicant will not be accepted); summary of the meeting including sign in sheet; architectural variation plan (if applicable); privacy mitigation plan (if applicable); and, additional \$200 fee.

Modification Request for Parking Design (PDMR) or Technical Standards (TSMR): is a separate submittal and used to administratively modify standards in a development package. Format and content requirements can be found in UDC Article 7.4.10 and TSM Section 1-01.6, respectively. Identify the section standard in addition to highlighting the area of request on the applicable development package sheet. Fees for review can be found in AM Section 4-01.12 (modification) and .2 (tech and archive).

*Indicates that the plan sheet is required. All other plan sheets maybe required based on property location, whether the land is vacant or developed, and/or city codes and ordinance.