



City of Tucson
City Development Review Committee (CDRC)
Thursday Pre-Submittal Meeting Application

Upload this application and plan set per submittal requirements online at www.tucsonaz.gov/file-upload-pdsd. Applicant will receive an email of the meeting time and activity number to search on www.tucsonaz.gov/pro. Questions or comments, contact CDRC@tucsonaz.gov.

Type(s) of review requested:

- Development Package (select 1 or more)
- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> Site/Plot Plan | <input type="checkbox"/> Landscape | <input type="checkbox"/> Stormwater (SWPPP) | <input type="checkbox"/> Floodplain | <input type="checkbox"/> Tentative Plat (TP) |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Native Plant (NPPO) | <input type="checkbox"/> Water Harvesting | <input type="checkbox"/> Environmental Resource (ERR) | <input type="checkbox"/> Flexible Lot (FLD) |
- Land Division/Subdivision (select 1 only) (The following require separate submittal, list development package activity number(s): _____)
- | | | | | |
|--|-------------------------------------|--|--------------------------------------|---|
| <input type="checkbox"/> Final Plat (FP) | <input type="checkbox"/> Block Plat | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Condominium | <input type="checkbox"/> Land Split/Reconfiguration |
|--|-------------------------------------|--|--------------------------------------|---|

Additional review and documentation is required if the project is located in the following: (check all applicable)

- | | | | | |
|---|---|---|---|-----------------------------------|
| <input type="checkbox"/> Airport Environs (AEZ) | <input type="checkbox"/> Hillside Develop (HDZ) | <input type="checkbox"/> Corridor (SCZ/GCZ) | <input type="checkbox"/> Environmental Resource (ERZ) | <input type="checkbox"/> W.A.S.H. |
|---|---|---|---|-----------------------------------|
- (The following require separate submittal, list case/activity number(s): _____)
- | | | |
|--|--|--|
| <input type="checkbox"/> Rio Nuevo (RNA) | <input type="checkbox"/> Historic Preserve (HPZ) | <input type="checkbox"/> Neighborhood Preserve (NPZ) |
|--|--|--|
- (The following require separate submittal, list case/activity number(s): _____)
- | | | | | |
|-------------------------------------|---|--|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Planned Area (PAD) | <input type="checkbox"/> Board Adjust Variance | <input type="checkbox"/> Parking Design (PDMR) | <input type="checkbox"/> Infill Incentive District (IID) |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Special Exception | <input type="checkbox"/> Design Develop (DDO) | <input type="checkbox"/> Technical Standards (TSMR) | <input type="checkbox"/> Main Gate District (MGD) |

Project Address: _____ Project Title: _____

Assessor Parcel Number(s): _____

Description of Work and Land Use(s): _____

Applicant Name: _____ Email: _____

Name of Company (if applicable): _____ Phone: _____

NOTE: This review is based on the information provided on the submittal. Please include as much information as possible with this submittal. This will allow reviewers to be more effective in identifying City required improvements necessary for approval of your project. Changes to the plan after the pre-submittal meeting may create additional or revised project requirements. A more detailed review will occur when the plans are officially submitted. The quality of the review at the pre-submittal meeting is based on the information submitted. Pre-submittal meetings are for major issues only (floodplain, zoning, overlay zones, etc.) not specific details for plan approval. Specific details are provided at time of plan submittal. If you need information for existing buildings as well as current and prior uses, this may be on file and available to you in records of Planning & Development Services Department.

Submittal Checklist:

1. Identify proposal and why review is required. (land split, minor subdivision, major subdivision, compliance with HDZ, change of existing development plan, new development plan, condition of annexation or rezoning)
2. Identify any existing case numbers associated with the property. (Rezoning, Subdivisions, Board of Adjustment, etc.) Provide supporting documentation, rezoning conditions, etc.
3. Provide a copy of existing approved Site Plan, Development Plan/Package or Tentative Plat for re-subdivisions.
4. If new plan, place a north arrow on it with correct scale.
5. Provide the address, parcel number, location of the property or a map to identify the subject lot. (A copy of the Plat Map from the Pima County Assessor's Office will help.)
6. Identify the last approved use for the property and the proposed use(s).
7. Show existing/proposed property lines, lots, dimensions, and total square footage of each.
8. If no plan is on file, new plan should show the existing building(s), proposed expansion(s) if applicable, gross floor area, and distance to all property lines for each structure.
9. Identify the height of each new structure and/or expansion.
10. If your project is a **bar, social organization, worship use, civic use, or restaurant**, provide a fully dimensioned floor plan, identifying the use of each area or room.
11. Identify the existing zoning on the property, and adjacent zoning in all directions.
12. Provide height of outside walls closest to property lines of all existing/proposed buildings.
13. Show existing & proposed, dimensioned: parking spaces, driveways, site entrance/exit points.
14. Show refuse collection provisions with adequate ingress/egress.
15. Identify pavement, curb, and sidewalk locations for all property frontages in the public Right Of Way (ROW).
16. Show existing/proposed landscaping, fences, walls, and current/future ROW.
17. Indicate Federal Emergency Management Area (FEMA) or city Flood Hazard designated areas.
18. Show proposed location of new sewer lines and connections to main.

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.