

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 \_\_\_\_\_

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**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 \_\_\_\_\_

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**PART 4 PLANNING INFORMATION**

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

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### 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.

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### 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.