Time Stamp _____

CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES

APPLICATION
MAYOR AND COUNCIL SPECIAL EXCEPTION (MCSE) PROCEDURE

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 MCSE 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 PRE-APPLICATION CONFERENCE INFORMATION

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

Date of pre-application conference: _____

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

If no, contact Rezoning Section staff at 520-791-5550 for more information.

PART 5 NEIGHBORHOOD MEETING

Have you offered to meet and discuss the proposed MCSE special exception on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the MCSE special exception site? ☐ Yes ☐ No

Attach documentation and summary, and indicate date of contact. _____
date of contact

Provide the tracking number from your neighborhood meeting mailing labels: T_____

PART 6 PLANNING INFORMATION

In accordance with the *Unified Development Code* (Section 3.2.3) MCSE special exception applications, together with any supporting documentation, including the preliminary development package (Administrative Manual 2-03.3.and .4), are reviewed for compliance with the City of Tucson *General Plan*, as implemented by specific plans, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. MCSE special exception requests that do not demonstrate compliance with the *General Plan* cannot accepted.

Are there any specific plans, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the special exception site? ☐ Yes ☐ No

Name of Plan(s) _____

Are there any billboards or signs located on the property? ☐ Yes ☐ No If yes, provide description below.

_____

_____

Briefly describe how the project will be designed to be compatible with adjoining development and any applicable plan policies. (Use additional sheets, if necessary.)

_____

_____

_____

_____

PART 7 MATERIALS REQUIRED WITH APPLICATION

- ☐ A completed "City of Tucson Mayor and Council Special Exception Procedure Application" signed by the owner and agent*.
- ☐ Seven (7) copies of the preliminary development package (PDP) (Admin. Manual 2-03.3 &.4)
- ☐ One (1) 11"x17" reduction of the PDP map. (Admin. Manual 2-04.2.A &.B)
- ☐ Seven (7) copies of the Environmental Resource Report (Admin. Manual 2-03.5) as required.
- ☐ A statement addressing how the applicable use-specific standards have been addressed.
- ☐ Pre-application Conference Verification Sheet.
- ☐ Documentation of neighborhood meeting (at a minimum, a copy of the meeting invitation, mailing list, sign-in sheet and summary notes from the meeting.
- ☐ 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).
- ☐ Payment receipt for rezoning pre-application conference.
- ☐ Payment receipt for neighborhood meeting mailing labels.
- ☐ Appropriate fees payable to the City of Tucson.
- ☐ IMPORTANT NOTICES:
  - ☐ Do not staple materials. Paper clips and binder clips are acceptable.
  - ☐ Do not incorporate application and neighborhood meeting materials into required reports. Keep them separate.

PART 8 SIGNATURES

I (We), the undersigned, request consideration for the MCSE 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's 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.

Revised 01/10/13