

TO ALL REZONING/SPECIAL EXCEPTION APPLICANTS:

Applications for pre-submittal conferences must include a completed application form submitted by 4:30 PM, seven (7) working days prior to the requested conference date.

A check for \$100 made payable to the *City of Tucson* must accompany the application.

A preliminary development plan must be submitted to include the information specified in the Administrative Manual 2-03.4.2.A and .b on an 11"x17" sheet. The information must be legible at this scale along with all required calculations. Staff will make the necessary copies and distribute to the applicable City agencies for review.

Staff will provide the time and date of your pre-application meeting at the time your application is submitted. However, if the meeting time and date are not provided, staff will determine the acceptability of the application within one working day and notify the applicant via e-mail the scheduled date and time of the pre-application conference.

If you have questions or need further information, contact Rezoning Staff at 791-5550.

Thank you,

Rezoning/Special Exception Staff
Planning & Development Services Department



Time Stamp _____

PLANNING & DEVELOPMENT SERVICES DEPARTMENT
REZONING/SPECIAL EXCEPTION PRE-SUBMITTAL CONFERENCE REQUEST

APPLICANT

Name _____

Address _____

City _____ State _____ Zip _____

Daytime/Message Phone _____ Fax _____ E-mail _____

PROJECT LOCATION

Address (if assigned) _____

Location (major cross streets) _____

Parcel Number _____ - _____ Township _____ Range _____ Section _____

PROJECT DESCRIPTION

Request is for (check only one): Rezoning _____ Special Exception _____

Existing Zoning: _____ Proposed Zoning (for rezoning request): _____ Property Size in acres: _____

Existing Use (Required) _____

Proposed Use (Required) _____

Building Height _____ # of Stories _____ Floor Area of Non-residential Development _____

ATTACHMENTS

- One, 11" x 17" copy of the Preliminary Development Plan – must be legible (Admin Man. 2-03.4.2.A and .B).
- Check made to the City of Tucson for \$100. The fee will be credited toward the total rezoning or special exception (ZESE & MCSE applications only) fees if the request is filed **within six months** of pre-submittal conference date.
- For wireless communication facilities only** - One, 11" x 17" copy of the last City approved Development Plan for the site – must be legible.

SIGNATURE

Applicant's signature

date