PRE-SUBMITTAL REQUIREMENTS FOR ALL REZONING AND SPECIAL EXCEPTION APPLICANTS

Administrative Requirements
1. Submit Pre-submittal Conference Packet by 4:00 PM, Monday two weeks prior to the requested Pre-submittal Conference date. The packet includes, application, check for fee, and the Pre-submittal Site Plan

2. Include a $100.00 check, made payable to City of Tucson, to cover the conference fee. Should the applicant proceed with the Rezoning or Special Exception, the $100.00 fee will be applied to the Rezoning or Special Exception application fee. Please note cash and credit cards cannot be accepted at this time.

3. Staff will review the Pre-submittal Conference Packet for completeness within one working day of submittal and will notify the applicant of any deficiencies or needed corrections. Complete applications will be scheduled on the next available Pre-submittal Conference date. Pre-submittal Conferences are scheduled on Wednesdays as needed. Each Wednesday is limited to three (3) conferences.

4. Applications are considered complete when: the application is filled-out in its entirety and signed; the $100.00 fee check accompanies the submittal; and, the Pre-submittal Site Plan is included and meets the attached Pre-submittal Site Plan Checklist.

5. Once the Pre-submittal Conference application is determined to be complete and the Pre-submittal conference is scheduled, staff will distribute the application and site plan to the appropriate City agencies for review. Agency review comments will be made available at the conference.

PRE-SUBMITTAL SITE PLAN CHECKLIST

Pre-submittal Site Plan Format Requirements Include:

1. 11’ x 17’ Site Plan drawn to scale and fully dimensioned;

2. Legend and north arrow; and,

3. Legible drawing and lettering.

4. In upper right-hand corner of the plan, include:
   a. Property owner’s name, address and telephone number;
   b. Applicant’s name, address and telephone number (if different from owner); and,
   c. Parcel Identification Number (PIN) and assigned address (if available).

5. Aerial photographs included with the site plan must be less than two (2) years old.
Pre-Submittal Site Plan Content must include:

1. Property boundary – fully dimensioned;

2. Total area of site;

3. Existing Zoning on site and on adjacent properties;

4. Requested zoning. If more than one zone is requested, the proposed boundaries and area of each zone must be shown;

5. Locations and square-footage of existing and proposed structures, with setbacks dimensioned. Identify any existing structures to be demolished;

6. Locations of existing billboards on the project site. Note that the City policy is to require billboard removal as a condition of rezoning;

7. FEMA (AE Zone) 100-year floodplains on, or adjacent to the project site,

8. Watercourses subject to Unified Development Code (UDC) Section 5.7 Environmental Resource Zone and/or Tucson Code (TC) Chapter 29, Article VIII, Watercourse, Amenities, Safety and Habitat (WASH);

9. Major and local streets abutting the project including names, right-of-way (ROW) widths and identification as public or private;

10. Proposed ROW widths, and any overlay designation for any streets identified on the Major Streets and Routes (MS&R) Map;

11. Existing and proposed curb cuts and those curb cuts to be closed;

12. Utilities on and adjacent to project site, including SWG, TEP, Tucson Water, Pima County Water Reclamation, telephone, cable and fire protection;

13. Motor vehicle and bicycle parking areas, including drive-through lanes, access lanes, parking access lanes (PAALs);

14. Loading areas, including maneuvering areas;

15. Solid waste and recycling collection areas, including maneuvering area for collection vehicle;

16. Landscape borders and proposed screening.
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 ____________

Ward: ____________

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)

Surrounding Zoning: East _______ West _______ North _______ South _______

Surrounding Uses: East___________ West _______ North _______ South _______

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 ____________