

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.



Time Stamp _____

Activity Number _____

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 _____

