DEVELOPMENT PACKAGE

2-01.1.0 GENERAL
2-01.2.0 FORMAT
2-01.3.0 CONTENT
2-01.4.0 SUBMITTAL REQUIREMENTS
2-01.5.0 REVIEW PROCESS
2-01.6.0 APPROVAL
EXHIBIT I INSTRUCTIONS FOR FOLDING TO AN 8½" X 11" FORMAT

2-01.0.0 DEVELOPMENT PACKAGE.

2-01.1.0 GENERAL.

1.1 Purpose. This Standard has been prepared for the purpose of informing applicants of the submittal and review requirements for development package documents to assure proper and adequate information is presented in a consistent manner, thereby providing the basis for an efficient and timely review. The development package documents are prepared in support of applications for building permits and related reviews

The information that is requested establishes the basis upon which the project will be approved and could affect what is required of the property in the future, should there be a proposal for expansion or for a different use of the property.

This Standard does not waive any applicable City regulations or codes.

1.2 Definitions. Other than as provided below, definitions used in this Standard are found in the Development Standards Glossary or Sec. 6.2.0 of the *LUC*.

A. Development package documents. Development package documents as referred to in this standard are graphic representations of proposed development submitted in support of an application for a building permit, subdivision plat, or to demonstrate compliance with rezoning or other conditions.

1.3 Applicability. A development package may be submitted in lieu of an otherwise required site plan, tentative plat, or development plan.

2-01.2.0 FORMAT.

2.1 Each sheet shall measure 24" x 36" and include a minimum one (1) inch margin on left side and one-half (1/2) inch margin on all other sides to facilitate efficient record keeping. A larger sheet format may be used with the approval of DSD.

2.2 All mapped data shall be drawn at an engineering scale having no more than fifty (50) feet to the inch. This scale is the minimum accepted to assure the plan will be legible during review and when digitized and/or reduced for record-keeping purposes. The same scale shall be used for all sheets within the set. Smaller scales (60:1 or greater) may be used for some or all of the sheets with the prior approval of DSD when it is determined legibility and the ability to be digitized and/or reduced for archiving will not be affected.

2.3 All lettering and text (upper or lower case), and numbering, shall be a minimum of 3/32 inches in height to assure the plan will be legible during review and when digitized and/or reduced for archiving.

2.4 A title block shall be provided in the lower right quadrant of each sheet.

2.5 A three (3) inch by five (5) inch space shall be reserved in the lower right quadrant of each sheet for an approval stamp.

2.6 A small, project-location map shall be provided in the upper right corner of the cover sheet.

2.7 The north arrow, contour interval, and scale as applicable to each sheet should be placed together in the upper right corner of each sheet.

2.8 The plan drawing shall be oriented with north toward the top of the sheet. If it is not practical to orient north to the top of the sheet, the plan drawing shall be oriented with north to the left side of the sheet.

2.9 A legend that shows and describes all symbols used on the drawing is to be provided, preferably on the first sheet.

2.10 A key plan (if provided) shall be located on the first sheet.

2-01.3.0 CONTENT.

3.1 The name, mailing and email addresses, and phone number of the primary property owner of the site, the developer of the project, registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents shall be provided on the right half of the cover sheet. The applicable registration or license number shall be provided if prepared by or with the assistance of a registered professional, such as a surveyor, architect, landscape architect, or engineer. All sealing shall be consistent with Arizona Board of Technical Registration guidelines.

3.2 The title block shall include the following information.

A. The proposed name of the project or subdivision, or if there is no name, the proposed tenant's name.

B. A brief legal description and a statement as to whether the project is a resubdivision are to be provided. On resubdivisions, provide the recording information of the existing subdivision plat.

C. The number of proposed lots and common areas are to be noted. If the subdivision is a Residential Cluster Project (RCP), a condominium, or a similar type of residential subdivision utilizing special provisions of the *LUC*, it shall be so noted.

D. The administrative street address.

E. Page number and number of pages.

3.3 Relevant case numbers (development package document, rezoning, board of adjustment, DDO, MDR, DSMR, overlay, etc.) shall be provided adjacent to the title block on each sheet.

3.4 The project-location map shall cover approximately one (1) square mile, be drawn at a minimum scale of 3" = 1 mile, and provide the following information.

A. Show the subject property approximately centered within the one (1) square mile area.

B. Identify major streets and regional watercourses within the square mile area and all streets that abut the subject property.

C. Section, township, and range; section corners; north arrow; and the scale will be labeled.

3.5 When the development package documents consists of more than one (1) sheet, a sheet index (a legible drawing of the site showing the area represented on each sheet) is to be placed on the cover sheet or the second sheet.

3.6 If the project is located within the boundaries of a Planned Area Development (PAD) zone, include a reduced-scale map of the PAD District on the first sheet, indicating the location of the portion being developed.

3.7 General Notes. The following general notes are required. Additional notes specific to each plan are required where applicable.

A. *Zoning and Land Use Notes.*

1. List as a general note: "Existing zoning is ____."

2. List the gross area of the site/subdivision by square footage and acreage.

3. If the plan/plat has been prepared in conjunction with a rezoning application, add the following note next to the existing zoning note: "Proposed zoning is ____." List the applicable rezoning file number and conditions of approval. Also place the C9-__-__ (if applicable) and the plan/plat file numbers in the lower right corner of each sheet.

4. Identify the existing and proposed use of the property as classified per the Land Use Code. List all Land Use Code sections each proposed use is subject to.

5. On residential projects, list the total number of units/lots proposed.

6. List special exceptions, zoning variances, zoning and development standard modifications, overlay zones, and other reviews that are applicable to the project.

a. List special exceptions, variances, and modifications such as Sec. 2.8.10.8, Modification of Development Regulations (MDR), Sec. 5.1.7, Board of Adjustment (BOA), Sec. 5.1.8, Design Review Board (DRB), Sec. 5.1.9, Historical Commission, Sec. 5.1.10, Historic District Advisory Board (HDAB),

Sec. 5.3.4 and 5.3.5, a Design Development Option (DDO), 5.3.9 Special Exception Land Uses, Sec. 5.4.1 and General Legislative Procedures, and 5.4.3 Zoning Examiner Legislative Procedure (SE), or DS 1-01.0, Development Standard Modification Request (DSMR), by case number, in lower right corner of each sheet. As a general note provide the case number, date of approval, what was approved, and the conditions of approval.

b. List overlay zones that are applicable to the property, such as Sec. 2.8.1, Hillside Development Zone (HDZ); Sec. 2.8.2, Scenic Corridor Zone (SCZ); Sec. 2.8.3, Major Streets and Routes (MS&R) Setback Zone; Sec. 2.8.4, Gateway Corridor Zone; Sec. 2.8.5, Airport Environs Zone (AEZ); Sec. 2.8.6, Environmental Resource Zone (ERZ); Sec. 2.8.7, Downtown Heritage Incentive Zone; Sec. 2.8.8, Historic Preservation Zone (HPZ), 2.8.9 Drachman School Overlay (DSO), or 2.8.10 Rio Nuevo And Downtown (RND) of the *LUC*; or Sec. 29-12 through 29-19 Watercourse Amenities, Safety, and Habitat (WASH) Ordinance of the Tucson Code, by case number, in lower right corner of each sheet. As a general note state that the project is designed to meet the overlay zone(s) criteria, and provide the case number, date of approval, what was approved, and conditions of approval.

   If there is more than one (1) lot within the site, the note should specify which lots are affected by the overlay zones. Projects involving Historic Preservation Zones, Downtown Heritage Incentive Zones (involving demolition), or overlay zones, require separate review and approval.

c. If the property includes Protected Riparian Area add a note stating that the project is designed to comply with Development Standard 9-06.0., specifying all lots impacted and including a total for the regulated area and the Protected Riparian Area.

7. If the property is subject to annexation requirements, provide the applicable C9-__-__ or C15-__-__ annexation file number, in the lower right corner of each sheet. List the conditions of approval as a note.

8. If the property is part of a subdivision plat that is being reviewed or has been recorded, provide the subdivision name and file number (S[YR]-___), in the lower right corner of each sheet. Indicate whether the project is part of a Residential Cluster Project (RCP), condominium, or another similar type project. If this plan is a separate drawing from the plat, indicate the subdivision plat file number (S[YR]-___) in the lower right corner of each sheet.

9. For development package documents provide:

   a. Floor area for each building.

   b. Percentage and area in square feet of building and accessory building coverage.

c. Percentage of building, lot area, or vehicular use area expansion. If the building(s) or lot area have been previously expanded, those calculations shall be included.

d. When the proposed site is part of a larger site, the calculations encompass the entire site, whether existing or proposed. If the project is being phased, calculations must show that, at each phase, requirements are being met.

B. *Drainage Notes.* List the following notes as appropriate.

1. List the following notes on all plans/plats.

a. "The developer, any successors and assigns, will hold the City of Tucson, its officers, employees, and agents harmless from any and all claims for damages related to the use of this development as shown hereon, now and in the future, by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."

2. If applicable, list the following notes and complete the blanks.

a. "The following lots are affected by the City of Tucson Floodplain Regulations: _____." (List the lots affected by lot number.)

In the case of one (1) lot development, substitute the words, "This project is affected by the City of Tucson Floodplain Regulations."

b. "A floodplain use permit and/or finished floor elevation certificates are required for the following lots: _____." (List the lots affected by lot number, or in the case of a one (1) lot development, place a period after the word "required" and delete the remainder of note.

3. List the following note on all development package documents

a. "Drainage will remain in its natural state and will not be altered, disturbed, or obstructed other than as shown on this (site or development) plan."

C. *Streets and Roads Notes.*

1. List the following note if applicable: "All new public roads within and adjacent to this project will be constructed in accordance with approved plans. Construction plans will be submitted to the City Engineer's Office for review and approval."

2. List the following note on all development package documents: "No structure or vegetation shall be located or maintained so as to interfere with the sight visibility triangles in accordance with Development Standard 3-01.0."

3. Provided the following notes as applicable:

a. "Total miles of new public streets is _____.

b. Total miles of new private streets is _____.

D. *Utilities Note.* All development package documentss are to include the following note: "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

E. *Wastewater Management Notes.* List the following notes as appropriate.

1. If public sewers are proposed, the following notes will appear on the plan/plat, as applicable.

   a. The following notes will be placed on all plans/plats.

      1) "On-site sanitary sewers will be public and will be designed and constructed to Pima County Wastewater Management Department Standards and must be accepted and released for service by Pima County Wastewater Management prior to the issuance of sewer connection permits."

      2) "A project Construction Permit must be secured from Pima County Wastewater Management before beginning any work on this project."

   b. The following note will be placed on all plans/plats in instances where off-site sewer construction is required: "The required off-site public sanitary sewer line will be designed and constructed to Pima County Wastewater Management Department Standards."

   c. The following note will be placed on all plans/plats in instances where off-site augmentation is required: "The required off-site public sanitary sewer augmentation will be designed and constructed to Pima County Wastewater Management Department Standards."

   d. The following note will be placed on all plans/plats if the proposed project is a commercial or industrial project: "Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, or as amended."

2. The following notes will be provided on the plans/plats if private sewers are proposed for construction on the property.

   a. "On-site sanitary sewers will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans."

   b. "A property owners' association will be formed to accept responsibility and liability for construction, maintenance, operation, and control of all private sewers." (This applies only if there is more than one [1] lot within the development.)

If no homeowners' association is being formed, use the following note: "Maintenance and operation of the private sanitary sewer to its point of connection to the public sanitary sewer is the responsibility of each and every property owner within this development."

3. The following note shall be placed on a plan/plat proposed for commercial or industrial use: "Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County Ordinance No. 1991-140, as currently amended."

4. The following note will be provided if public and private sewers are proposed for construction or if public sewers are existing: "On-site sanitary sewers, except public sewers within public sewer easements or rights-of-way, will be private and will be constructed, operated, and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans."

5. The following note will be provided on the development review documents if private disposal systems will be provided: "Sewerage disposal for lots ____ through ____ will be by private individual disposal systems. Conceptual approval by the Pima County Department of Environmental Quality for private individual disposal systems will be obtained prior to approval of the development package documents." (In the case of a one [1] lot development, delete " . . . for lots ____ through ____ . . . " on the first line.)

F. *Trails Notes.* List the following notes as appropriate.

1. If a trail or path is proposed, provide a note, as appropriate, indicating that a trail or path will be constructed for public or private use, the general location of the trail or path, and whom it will be constructed and maintained by. If it is intended to connect to an offsite feature, such as an exiting trail, wash, sidewalk, road, commercial or residential development, etc., so indicate. If the trail or path is to be dedicated, indicate the method of dedication.

2. If a new trail or path will be constructed, add the following note, as appropriate: "All new onsite and offsite trails or paths constructed in conjunction with this project will be constructed in accordance with approved plans. Construction plans will be subject to the review and approval of the City's Parks and Recreation Department, and, if requested, Pima County Natural Resources, Parks and Recreation."

3. The Eastern Pima County Trails System Master Plan does not show any trails on or adjacent to the development site.

3.8 Existing Site Conditions. The following information shall be provided on the plan/plat drawing to indicate the existing conditions on site and within fifty (50) feet of the site. On sites bounded by a street with a width of fifty (50) feet or greater, the existing conditions across the street will be provided.

A. Provide site boundary/subdivision perimeter information, including bearing in degrees, minutes, and seconds, with basis for bearing noted, together with distances in feet, to hundredths of a foot, or other functional reference system.

B. All easements shall be drawn on the plan. The recordation information, location, width, and purpose of all easements on site will be stated. Blanket easements should be listed in the notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement shall occur prior to approval of plan unless written permission from easement holder(s) is provided.

C. The following information regarding existing private or public right-of-way adjacent to or within the site shall be provided: the name, right-of-way width, recordation data, type and dimensioned width of paving, curbs, curb cuts, and sidewalks.

D. The following information regarding existing utilities shall be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, sanitary and storm sewers, including the pipe diameter and the invert and rim elevations of all manholes and cleanouts; the Pima County Wastewater Management Department (PCWMD) reference number; locations of gas lines, electric and telephone lines, poles, and communications cables, on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the tract, indicate the direction, distance to, and sizes of those nearest the property.

   Identifying the locations of all utilities and service equipment immediately adjacent to the project is especially important in situations where pedestrian and vehicular access and circulation or landscaping can be in conflict. By knowing the location of the existing utilities, design of the project can take those elements into consideration and can help avoid expensive and time-consuming relocation of utilities, major redesign, or requests to vary regulations after commencement of construction.

E. Indicate the ground elevation on the site based on City of Tucson Datum (indicate City of Tucson field book number and page).

   1. For land that slopes less than approximately one (1) percent, contour lines shall be drawn at intervals of not more than one (1) foot. Spot elevations shall be provided at all breaks in grade and along all drainage channels or swales and at selected points not more than one hundred (100) feet apart in all directions.

   2. For land that slopes between approximately one (1) percent and five (5) percent, contour lines shall be drawn at intervals of not more than two (2) feet.

   3. For land that slopes more than five (5) percent, contour line intervals shall be drawn at five (5) foot intervals. If the property is under the applicability of the Hillside Development Zone (HDZ), the contour lines are to be drawn at intervals which satisfy the specific requirements of the HDZ and Development Standard 9-01.0.

   4. If applicable, protected peaks and ridges shall be delineated on the plan/plat.

F. Existing storm drainage facilities on and adjacent to the site will be shown.

G. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., shall be shown. These elements should be indicated in a different line weight than the proposed improvements and labeled "to be removed" or "to be retained."

H. Conditions on adjacent land significantly affecting the design of the project will be shown, such as the approximate direction and gradients of ground slope; character and location of adjacent development; and drainageways, arroyos, ditches, and channels, including their existing conditions.

I. Floodplain information, including the location of the 100-year flood limits for all flows of one hundred (100) cfs or more with 100-year flood water surface elevations, shall be indicated.

1. Where natural floodprone areas, such as washes, channels, drainageways, etc., exist within the development document boundaries of the drawing, water surface contours for the 100-year flood with water surface elevations indicated must be shown and clearly labeled.

2. The linear distance between water surface contour intervals should not exceed two hundred (200) feet unless prior agreement has been made with the City Floodplain Engineer or designee.

3. A symbol identical to that used to represent the water surface contour intervals on the development package documents should be included in the legend.

3.9 Information on Proposed Development. The following information on the proposed project shall be shown on the drawing or added as notes.

A. Draw in all proposed lot lines with approximate distances and measurements.

B. Identify each block or lot by number within the subdivision boundary and include the approximate square footage of each, or a note may be provided stating that all lots comply with the minimum lot size requirements.

C. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each common area, private street, etc., that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

D. Delineate proposed Natural Undisturbed Open Space (NUOS) in a surveyable manner.

E. Proposed land splits or existing lot lines shall be drawn on the plan with dimensions and the identification number and approximate square footage of each lot. (Please be aware that, if land division occurs and the number of lots falls within the definition of subdivision, a subdivision plat is required.)

F. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) shall be indicated on the drawing with zoning boundaries clearly defined. If the property is being rezoned, use those boundaries and classifications. The basis for this requirement is that some zoning requirements on a project are based on the zoning classification of adjacent property. Also, in some instances, each zone has to be taken into consideration on property that is split by two (2) or more zoning classifications, as each may have different requirements.

G. If the project is to be phased, provide calculations, setbacks, etc., to indicate that each phase complies with all requirements as a separate entity. Show phase lines on the drawing. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.

H. Proposed traffic circulation:

1. Proposed traffic circulation will be designed in accordance with Street Development Standard 3-01.0, to include streets, intersections, street names, right-of-way widths, curve radii of centerlines and curb returns, and proposed improvements, such as pavement, curbs, access points (driveways), handicap ramps, and sidewalks. Street improvements, such as sidewalks, curbs, pavement, and handicap ramps, do not need to be drawn on the plan if such information is provided on typical street cross sections.

   Please be aware that, if a new street is created (for other than for subdivisions) which divides the property into two (2) or more lots, a subdivision plat is required (refer to the definition of subdivision in Sec. 4.1.2 of the *LUC*).

2. Show future and existing sight visibility triangles. On a designated MS&R street, the sight visibility triangles are based on the MS&R cross-section.

3. Indicate fire circulation, including accessibility and vehicle maneuverability.

4. Indicate if existing streets are public or private; provide street names, widths, curbs, sidewalks, and utility locations, all fully dimensioned.

5. If utilizing parking area access lanes (PAALs), they shall be designed in accordance with Sec. 3.3.0 of the *LUC* and Development Standard 3-05.0.

   a. Show all motor vehicle off-street parking spaces provided, fully dimensioned. As a note, provide calculations on the number of spaces required (include the ratio used) and the number provided, including the number of spaces required and provided for the physically disabled. The drawing should indicate parking space locations for the physically disabled. A typical parking space detail shall be provided for both standard parking spaces and those for the physically disabled. For information on parking requirements for the physically disabled, refer to adopted building and accessibility codes of the City of Tucson. Design

criteria for parking spaces and access are located in Development Standard 3-05.0.

b. If any of the required parking is located off-site as permitted by the *LUC*, a drawing of that parking area is to be provided, together with the City's required parking agreement (include a copy of the lease agreement if applicable). Please remember that in these situations, if the off-site parking location is a new parking area, it must comply with all parking area requirements and must be allowed as a principal use by the zoning classification of that property. If the off-site parking area location is an existing parking lot, the parking spaces utilized for the proposed land use must be nonrequired parking for the existing use for which the parking area was established.

c. Show all loading zones, and vehicle maneuverability fully dimensioned, and access route, and provide, as a note, the number of loading spaces required, the number provided, and the design vehicle.

d. Show bicycle parking facilities fully dimensioned. For specifics, refer to Development Standard 2-09.0. Provide, as a note, calculations for Class I and Class II bicycle spaces required and provided.

6. If the project is phased, the phase under consideration shall be designed so those later phases are assured legal access. If such access is provided through the phase under consideration, public streets are required, or access easements must be delineated and dedicated for such use. If private easements are utilized, protective covenants establishing the right of access and incorporation of future phases into this project are required.

7. If streets are proposed, indicate if they are designed for on-street parking to accommodate visitor parking or if parking is provided in common parking areas. Visitor parking is to be evenly distributed and usable by all residents of the project. Extra parking on individual lots, such as tandem parking in driveways, does not count toward visitor parking, as it is not available to other property owners within the project. Design criteria for streets are located in Development Standard 3-01.0.

   Streets designed at the minimum width, without on-street parking, need clearance for access to all homes by life safety vehicles and, where no alleys are provided, by refuse collection vehicles. If motor vehicles are parked along streets that are not designed to allow for parking, life safety services will be inhibited and, in many situations, blocked.

l. Show all right-of-way dedications on or abutting the site and label. If the development package documents have been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with the *Major Streets and Routes (MS&R) Plan* may be required by these processes.

Projects bounded by streets having only a portion of the right-of-way width dedicated will be required to dedicate right-of-way, up to one-half (½), to complete the street width.

Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.

J. If street dedication is not required or proposed and the project site is adjacent to a Major Street or Route, draw the Major Street right-of-way lines for those streets. (Add the MS&R future sidewalk, right-of-way lines, sight visibility triangles, etc.)

K. Identify and provide dimensions, approximate areas in square footage, and purposes of any lots proposed for dedication (such as open spaces, recreation areas, or natural areas) or for reservation for a public use (such as public parks, water facilities, or school sites).

L. All proposed easements (utility, sewer, drainage, access, etc.) are to be dimensioned and labeled as to their purposes and whether they will be public or private.

M. A conceptual grading plan is required on projects with significant topographic conditions. The DSD Engineering Administrator or designee will determine the need for such a plan.

N. In conjunction with a drainage report or statement, as applicable, prepared in accordance with the City Engineer's instructions and procedures, the following information will be indicated on the development package documents. For additional information regarding drainage standards, see the City of Tucson Standards Manual for Drainage Design and Floodplain Management.

1. Show areas of detention/retention including 100-year ponding limits with water surface elevations.

2. Indicate proposed drainage solutions, such as origin, direction, and destination of flow and method of collecting and containing flow.

3. Provide locations and types of drainage structures, such as, but not limited to, drainage crossings and pipe culverts.

4. Indicate all proposed ground elevations at different points on each lot to provide reference to future grading and site drainage.

5. Verification will be provided that any drainage solutions which occur outside the boundaries of the development document area are constructed with adjacent owners' permission. (Additional notarized documentation of that approval will be submitted with the drainage report.)

6. The 100-year flood limits with water surface elevations for all flows of one hundred (100) cfs or more will be drawn on the development package documents.

7. Draw locations and indicate types of off-site runoff acceptance points and/or on-site runoff discharge points.

O. All applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and zoning, including sight visibility triangles, will be shown.

P. The following Pima County Wastewater Management information will be indicated on the development package documents.

1. Preliminary sewer layout, including points of connection to existing sewers, proposed rim and invert elevations, and flow arrows at all manhole locations, length and percent of grade between manholes, size of pipe, and proposed flow-thru locations, should be shown if applicable.

a. The preliminary sewer layout shall be designed so that manholes will not interfere with street survey monuments. However, survey monuments may be offset from manhole locations if so indicated on the plan.

b. Where sewers must be located in easements other than drainageways, the sewer and easement must be located entirely on one (1) lot, or a note must be added to the plan which states the following. "No permits will be issued for any structures proposed to be built within a sewer easement."

c. The minimum width of sanitary sewer easements shall be twenty (20) feet. If applicable, indicate that off-site easements will be recorded by separate instrument.

d. All sanitary sewers will be designed to provide gravity flow, if possible.

Q. Provide the square footage and the height of each commercial, industrial, or business structure and the specific use proposed within the footprint of the building(s).

R. Show on-site pedestrian circulation as required by the *LUC* utilizing location and the design criteria in Development Standard 2-08.0.

S. Show on-site pedestrian refuge areas per Development Standard 3-05.

T. Show existing or proposed pedestrian circulation along abutting rights-of-way. Such sidewalks must comply with accessibility requirements for the physically disabled and the design criteria in Development Standard 3-01.0.

Show refuse collection areas, including locations of dumpsters, screening location and materials, and vehicle maneuverability, fully dimensioned, and access route. If dumpster service is not proposed, indicate type of service. For specific information on refuse collection, refer to Development Standard 6-01.0. Refuse collection on all projects shall be designed based on that Standard, even if collection is to be contracted to a private firm.

U. Indicate graphically, where possible, compliance with conditions of rezoning.

V. For gang mailboxes indicate location to assure there are no conflicts with other requirements, such as pedestrian accessibility, utilities, and landscaping.

W. Indicate the locations and types of proposed signs (wall, free-standing, pedestal) to assure there are no conflicts with other requirements and that minimal locational requirements can be met. Indicate if there are any existing billboards on site. Compliance to LUC Sec. 3.5.4.26 may be required.

X. Show compliance with landscaping and screening requirements by locations, material descriptions, and dimensions. Specific plant or hardscape material shall be detailed on a landscape plan. A detailed landscape plan is required. For more specific information, refer to Development Standard 2-07.0.

2-01.4.0 SUBMITTAL REQUIREMENTS. Development packages are submitted to the Community Design Review Committee (CDRC) office at the Development Services Department.

4.1 Application Packet. The documents, plans, and reports are submitted for review by the CDRC. For the number of copies and submittal requirements contact the CDRC Office at 201 North Stone Avenue or visit the Development Services Department Website at: http://www.ci.tucson.az.us/dsd. Include documentation of neighborhood contact/neighborhood meetings per the applicable process (e.g. RCP or overlay zone review). Blueline prints are submitted, folded to an 8½" x 11" format as shown in ***Exhibit I***.

4.2 Related Reviews. In addition to the plan process, a project may require review for other types of approvals. The applications for those processes are submitted to the appropriate Department for review and approval. These related reviews can be applied for so that review can occur concurrently with the development package documents application. However, it must be understood that, should the related application be approved subject to conditions or denied, this may affect the development package documents.

A. A report which includes the proposed solution for any land with unusual topography, soils, or other geographic hazards to life, health, or property shall be prepared to the City Engineer's specifications and will be submitted to CDRC.

B. Construction plans for all public sanitary sewers will be submitted to Wastewater Management prior to approval.

C. A basin study will be submitted to Wastewater Management in cases where future upstream or downstream development will occur or when required as a condition of rezoning.

D. Any additional documentation or information required as the result of a condition of rezoning will be provided. Such additional documentation or information may include a grading plan, as required by the Engineering Division, or a traffic study, as required by Traffic Engineering. Refer to the rezoning conditions applicable to the site for specific requirements.

E. Applications for street, alley, or easement abandonment are to be made to the Real Estate Program of the City Manager's Office.

F. Applications for variances (Board of Adjustment) or modifications of zoning regulations (Design Development Option), and Development Standards Modification Requests (DSMR) are submitted to the Development Services Department. DSMR's related to the development package documents may be submitted after the first review of the development package documents by the Development Services Department.

G. Should the proposed project be subject to review for overlay zone requirements, such as a Scenic Corridor Zone (SCZ), a Historic Preservation Zone (HPZ), or the Environmental Resource Zone (ERZ), a separate application is required for that review. The application for the overlay zone must be submitted simultaneously with the development review document application to DSD so that concurrent review can occur. These submittals may occur after the first review of the development review documents by the Development Services Department.

H. Applications where the property includes Protected Riparian Area within the 100-year floodplain shall conform to Development Standard 9-06.0.

2-01.5.0 DEVELOPMENT PACKAGE DOCUMENT REVIEW PROCESS.

5.1 Preapplication Conference. Preapplication conferences are held once a week, and prospective applicants are invited to attend. The conference is not mandatory, and fees are not required. The preapplication conference is designed to assist the developer by providing as much information as possible regarding City regulations and how they may affect the proposed design. Review is on a conceptual basis; therefore, comments made at this meeting are advisory and do not constitute any type of approval of the project. Contact the Development Services Department for additional information.

5.2 Application. Development package document applications, in compliance with Sec. 2-01.3.0 of this Standard, are submitted to DSD.

Incomplete submittals are not accepted for review.

5.3 Staff Review. After acceptance of the plan submittal, the documents are distributed for review and comment. Review comments shall be posted within the time allotted by policy for the type of review occurring. Each agency's response shall indicate whether or not a resubmittal is required. Once comments are posted the applicant may schedule a meeting with reviewers through the DSD Project Manager to give the applicant, consultant, and reviewers an opportunity to discuss the review comments as a whole. One such meeting is included in the initial review fee. Additional meetings shall be subject to additional meeting fees.

Staff reviews the development package documents in accordance with all requirements and any Mayor and Council conditions.

5.4 Staff Response. An official response letter is sent to the applicant detailing the number of copies of the plan to be resubmitted, should a resubmittal be required, in addition to further information, documentation, or other items needed to complete the development document review.

5.5 Applicant Resubmittal. Should a resubmittal be required to address review comments, the applicant shall submit a detailed letter of explanation with the resubmittal packet. The letter will address each comment as presented in the CDRC response letter and report revisions made to the plan or documents arising from those comments. Sufficient copies of the letter will be included in the resubmittal to attach to each copy submitted.

Any revisions made in addition to those requested in the CDRC response letter must be specifically addressed. Staff can accomplish its review in a more timely manner if advised where and how the revisions were made.

5.6 CDRC Review of Resubmittal. Upon receipt of the resubmittal, CDRC distributes the documents for review.

2-01.6.0 APPROVAL.

6.1 Approval. Development package documents are approved by the DSD Director or designee. When all CDRC reviewing agencies have recommended approval of the plan and DSD has verified that all related reviews in accordance with Sec. 2-01.2.0 of this Standard have been completed and the requests considered under those reviews have been approved, the following documents are to be submitted to DSD. The documentation should be fully revised to reflect all CDRC comments, which were the basis for the CDRC recommended approval. A CDRC approval letter is sent to the applicant, which contains the number and type of documents required for final processing.

6.2 Development package documents processed under the existing zoning shall be signed by DSD Director or designee when approved. For development package documents related to a rezoning, see 6.3 below.

Once the submitted documents are signed as approved by the DSD Director or a designated representative, they will be distributed to the applicant and appropriate agencies.

6.3 Mayor/Council Action. If the development document is a requirement of a rezoning case, refer to Development Standard 1-07.0 for information on finalizing the rezoning request which can be done various ways.

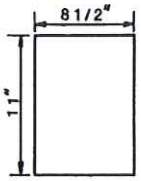
A. The standard rezoning process requires that a development document be approved through the CDRC process after the rezoning request has been authorized by Mayor and Council for an ordinance but prior to Mayor and Council consideration for adoption of such ordinance. In this process, the Planning Department, upon notification of approval of the development document by the DSD Director, transmits the rezoning ordinance to the City Manager's Office for scheduling on the next available Mayor and Council agenda.

In accordance with state law, a 30-day referendum period is required for rezoning ordinances. Should the rezoning ordinance be adopted, building permits, grading permits, occupancy, or approval of any improvements related to the rezoning case can be issued no sooner than thirty (30) days after the date the ordinance is made available to the public by the City Clerk's Office.

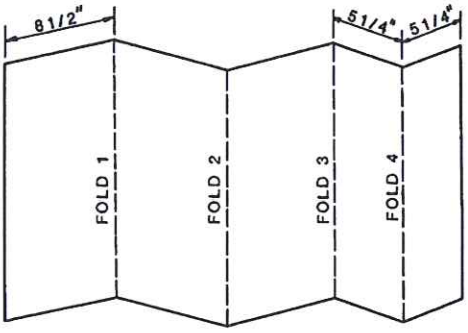
B. Alternative processes allow adoption of a rezoning ordinance by the Mayor and Council, subject to a development document being approved through the CDRC process, prior to application for building permits. This alternative requires detailed, up-front engineering and design work prior to the rezoning public hearing to assure that the development, as proposed, is physically viable prior to the Mayor and Council's concurrence to proceed.

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



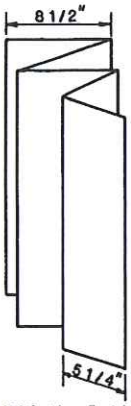
This instruction sheet is 8 1/2" X 11" size.



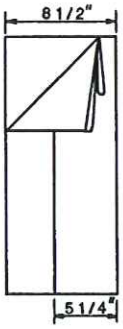
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

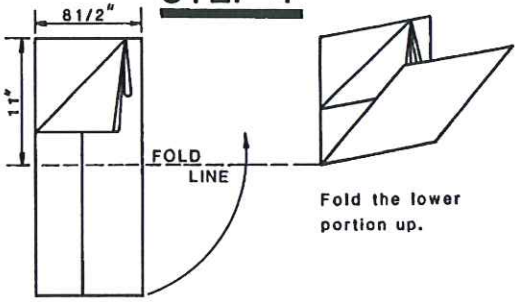


With the 5 1/4" fold to the right



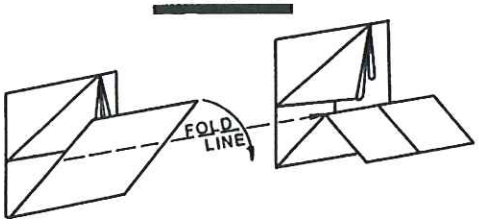
Fold down the corner, all but the last panel.

STEP 4



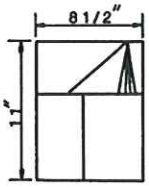
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".