

ADMINISTRATIVE MANUAL

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SECTION 1: GENERAL PROVISIONS

SECTION 1-01.0.0: GENERAL PROVISIONS

1-01.1.0 ESTABLISHMENT

1-01.2.0 PURPOSE

1-01.3.0 MAINTENANCE AND PUBLICATION

1-01.4.0 ENFORCEMENT

1-01.5.0 PROCEDURE TO AMEND THE ADMINISTRATIVE MANUAL

1-01.1.0 ESTABLISHMENT

The City of Tucson Administrative Manual (“Administrative Manual”) is established as Administrative Directive 1.02-9, under the City of Tucson Administrative Directives. The Administrative Manual is a supplemental document to the City of Tucson Unified Development Code.

1-01.2.0 PURPOSE

The purpose of the Administrative Manual is to establish criteria that ensure that land development is properly planned and executed with due consideration for public services and facilities, topographic constraints, and the general public’s health, safety, and welfare and that review of land development proposals are completed in a timely manner. Specifically, the Administrative Manual establishes the following:

- 2.1 Application submittal requirements;
- 2.2 Permitted modifications to the application submittal requirements;
- 2.3 City Development Review Committee (CDRC) review procedures;
- 2.4 Compliance Review Timeframes Policy; and,
- 2.5 Development review fees.

1-01.3.0 MAINTENANCE AND PUBLICATION

The Planning and Development Services Department (PDS) is responsible for maintaining and publishing the Administrative Manual. The Administrative Manual is available as a public record in the City Clerk’s Office and on the PDS website.

1-01.4.0 ENFORCEMENT

The department and/or agency responsible for the adopted Administrative Manual section are responsible for its implementation.

1-01.5.0 PROCEDURE TO AMEND THE ADMINISTRATIVE MANUAL

5.1 Purpose

The purpose of this section is to establish the procedure for amending the Administrative Manual.

5.2 Applicability

The amendment procedure provided below applies to amendments to Sections 1, Establishment of the Administrative Manual; 2, Submittal Requirements; 3, City Development Review Committee Procedure; and 5, Definitions. The amendment procedure for Development Review Fees is provided in Section 4.

5.3 Initiation

Only the Mayor and Council, City Manager, or the Director of any city department or non-city agency involved in development review may initiate amendments to the Administrative Manual.

5.4 Review

A. Proposed amendments are submitted to the Planning and Development Services Department (PDS) for review.

B. The director of the department responsible for the section under consideration will determine whether review of the proposed amendment requires review and comment by the public, City Development Review Committee (CDRC), and/or any other city department or non-city agency involved in the review of development applications.

C. The director of the department responsible for the section under consideration will ensure that community members affected by any proposed or revised Administrative Manual section, including annual subscribers to the Administrative Manual, have the opportunity to review and comment on such proposals. These individuals are notified by the PDS that a draft Administrative Manual section is available for review. Anyone interested in reviewing the draft Administrative Manual section proposal may request a copy from the PDS. The public review may occur concurrently with preliminary CDRC review.

D. The proposed amendment may be revised based on any comments received.

5.5 Decision

A. Following review of the proposal, the director of the department responsible for the section will consider whether to approve, deny, or request further revisions to the proposed amendment.

B. If approved, the director's decision is final, and the Administrative Manual section becomes effective upon the signature of the director of the department responsible for the section, unless the director refers the matter to the Mayor and Council for consideration and action.

C. In situations where the Administrative Manual section is established or amended through adoption of an ordinance by the Mayor and Council, the effective date of the ordinance will apply.

5.6 Notice of Decision

Notice of the PDSD Director's or the Mayor and Council's decision, whichever is applicable, is sent to the affected governmental and non-governmental agencies and individuals who have requested to be notified of amendments to the Administrative Manual.

SECTION 2: APPLICATION SUBMITTAL REQUIREMENTS

SECTION 2-01.0.0: PERMITTED MODIFICATIONS TO THE APPLICATION SUBMITTAL REQUIREMENTS

2-01.1.0 GENERAL

2-01.2.0 REQUEST REQUIRED

2-01.3.0 REVIEW AND APPROVAL

2-01.1.0 GENERAL

Upon a request from an applicant, the Planning and Development Services Department (PDSD) Director may allow modifications and exceptions to the application submittal requirements for all application and plan types, except the Protected Development Right Plan requirements.

2-01.2.0 REQUEST REQUIRED

Requests from applicants for modifications and exceptions to the submittal requirements must be made prior to submittal of the application. The request must identify the submittal requirement(s) being requested for modification or exception and provide a rationale for the change

2-01.3.0 REVIEW AND APPROVAL

3.1 The PDSD Director may decide to approve or deny the request;

3.2 The PDSD Director shall consider the purpose statements of the applicable plan policies, zone, overlay, subdivision, site plan, and other development standards when rendering a decision. Approval of the request does not represent the department's endorsement or approval of the project;

3.3 For projects requiring approval through a legislative procedure, the Zoning Examiner, Planning Commission, or the Mayor and Council, whichever is applicable, may request additional information concerning the omitted or modified sections during their review and consideration for approval; and,

3.4 The rationale for the approved exceptions shall be included with the submittal.

SECTION 2-02.0.0: PLAN AMENDMENT APPLICATIONS

2-02.1.0 APPLICABILITY

2-02.2.0 APPLICATION SUBMITTAL REQUIREMENTS

2-02.3.0 REAPPLICATION

2-02.1.0 APPLICABILITY

This section provides the application submittal requirements for the Land Use Plan Adoption and Amendment Procedure provided in Section 3.6 of the Unified Development Code (UDC).

2-02.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Plan amendment applications and accompanying materials shall be submitted electronically to the PDSD.

The following documents and information are required upon application.

2.1 Application Form

A completed electronic application authorized by the property owner or authorized designee.

2.2 Neighborhood Meeting Information

Documentation of the offer to meet with the surrounding property owners and other applicable parties in accordance with UDC Section 3.2.2 must be submitted with the application. Required documentation includes the meeting notification letter, the mailing list provided to the applicant by the city, the meeting attendance sheet, and the minutes of the meeting. The minutes should include any concerns raised at the meeting and the applicant's response to them, if any.

2.3 Plan Amendment Request Information

- A. A description of the section of the plan for which the amendment is requested.
- B. A statement by the applicant explaining why this amendment is necessary and how it is consistent with the overall goal(s) of the plan.
- C. Proposed new language and/or maps which incorporate this change.

2.4 Concept Plan Recommended

The applicant is encouraged to submit a concept plan of the proposed development, particularly for sites of two and one-half acres or greater. The plan will assist staff and the Planning Commission in the determination of whether the proposed plan amendment would be compatible with the surrounding areas. The concept plan is for informational purposes only to assist in the review and consideration of approval of the proposed amendment. The concept plan is not formally adopted through approval of the plan amendment.

2.5 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDSO policy.

2-02.3.0 REAPPLICATION

In accordance with UDC Section 3.6.11, Reapplication, new plan amendment applications will not be accepted for any property which had a previous application acted upon by the Mayor and Council within one year of the date of that action, except as follows.

- 3.1 When the application does not involve a request for a zoning district or land use which was denied;
- 3.2 When there has been substantial change in the use of the property adjacent to the plan amendment site since the previous case was heard; or,
- 3.3 When there has been an ownership change on the plan amendment site and a substantially modified development concept is presented.

SECTION 2-03.0.0: REZONING (CHANGE OF ZONING) APPLICATIONS

- 2-03.1.0 APPLICABILITY
- 2-03.2.0 APPLICATION SUBMITTAL REQUIREMENTS
- 2-03.3.0 PRELIMINARY DEVELOPMENT PACKAGE (PDP) FORMAT REQUIREMENTS
- 2-03.4.0 PRELIMINARY DEVELOPMENT PACKAGE (PDP) CONTENT REQUIREMENTS
- 2-03.5.0 ENVIRONMENTAL RESOURCE REPORT

2-03.1.0 APPLICABILITY

This section provides the application submittal requirements for the Rezoning (Change of Zoning) Procedure provided in Section 3.5 of the Unified Development Code (UDC).

2-03.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Rezoning applications are available on the PDSD website. Completed applications and accompanying materials shall be submitted electronically to PDSD.

The following documents and information must be submitted upon application.

2.1 Application Form

A completed electronic application authorized by the property owner or authorized designee.

2.2 Neighborhood Meeting Information

Documentation of the offer to meet with the surrounding property owners and other applicable parties in accordance with UDC Section 3.2.2 must be submitted with the application. Required documentation includes the meeting notification letter, the mailing list provided to the applicant by the city, the meeting attendance sheet, and the minutes of the meeting. The minutes should include any concerns raised at the meeting and the applicant's response to them, if any.

2.3 Development Package or Preliminary Development Package, whichever is applicable

For direct ordinance adoption requests, a Development Package in accordance with Section 2-06.0.0, Development Package, is required.

For requests other than direct ordinance adoption, a Preliminary Development Package (PDP) is required in accordance with Sections 2-03.3.0, Format, 2-03.4.0, Content, and, when applicable, 2-03.5.0, Environmental Resource Report.

2.4 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule, Timing of required payment will be determined by PDSD policy.

2-03.3.0 PRELIMINARY DEVELOPMENT PACKAGE (PDP) FORMAT REQUIREMENTS

The PDP shall include:

3.1 A written report, which may include maps and photographs;

3.2 Maps must include a legend and north arrow;

- 3.3 Recent aerial photographs, a north arrow, and the project site boundaries; and,
- 3.4 Illustration(s) showing the applicable components of the site analysis and plan proposal:
 - A. Fully dimensioned; and,
 - B. Drawn to an appropriate scale (one inch equals 40 feet is recommended).

2-03.4.0 PRELIMINARY DEVELOPMENT PACKAGE (PDP) CONTENT REQUIREMENTS

The PDP shall include the following components: 1) Introduction and Policy, Section 2-03.4.1; 2) Site Analysis, Section 2-03.4.2; and, 3) Plan Proposal, Section 2-03.4.3; and, when applicable, 4) Environmental Resource Report, Section 2-03.5.0.

4.1 Introduction and Policy

- A. Indicate the applicable subregional, area, or neighborhood plans;
- B. Provide a summary statement describing how the proposed development complies or conflicts with adopted plan policies; and,
- C. Delineate any area of the site proposed for development which would conflict with an adopted city ordinance or policy.

4.2 Site Analysis

A. General

- 1. A table of contents;
- 2. A map showing the location of the project site within the boundaries of the plan area;
- 3. A small project location map at a scale of one inch equals 1,000 feet showing the rezoning site at the center and indicating what generalized land uses surround it within a one-half mile radius. Major streets should be identified;
- 4. The property boundary dimensions;
- 5. Existing zoning on-site and adjacent to the site. If more than one zone is requested, identify the location of the proposed zoning boundaries with dimensions and acreage of each zone requested on the Plan Proposal;
- 6. Locations, size (square footage), and height of all existing buildings within 100 feet of the project site, dimensioned to show distance to project site boundaries, including approximate densities of residential uses and types of commercial or industrial uses;

7. Locations, size (square footage), and height of all buildings existing or proposed on the project site. Note the approximate setbacks from property boundaries and whether existing buildings will remain as part of the project or if they will be removed; and,

8. Locations of any existing billboards on the project site. Note whether the intent is to leave in place, relocate, or remove.

B. Circulation and Trips

1. Map the following information:

a. Major and/or local streets abutting the project; names and widths of these streets; proposed rights-of-way for the major streets per the Major Streets and Routes (MS&R) Plan; scenic or gateway routes abutting the project site; distance to and identification of nearest major intersection;

b. Existing and proposed curb cuts and access drives; their widths and locations relative to the street intersection or to the project property line; any driveways to be closed;

c. Locations of deceleration or turn lanes if traffic volumes, access, or other design features require this solution after consultation with the City Traffic Engineer; and,

d. Locations of existing/proposed curbs, driveways, sidewalks, and bike paths both on-site and adjacent off-site; locations of structures, such as poles or transformers, that will require relocation because of new right-of-way improvements.

2. Provide the following information in the form of notes on the map or as part of a separate report.

a. Locations of existing or proposed traffic signals within one mile of the project boundaries;

b. Locations of nearest existing public transit stops, any proposed transit stops, and park-and-ride facilities;

c. Projected date of any roadway or other improvements affecting the project and currently included in the City Capital Improvement Program (C.I.P.), including street lighting improvements; indicate if property owner is required or willing to participate in an improvement district for these improvements;

d. Existing traffic counts (average daily traffic) on the major streets within one mile of the proposed project; and,

e. Provide trip generation calculations for existing and proposed uses on the project site, including separate calculations for each different land use activity if the proposed project is a mixed-use project.

C. Cultural Resources

Provide a letter from the Arizona State Museum, the State Historic Preservation Office, or a qualified archaeologist indicating whether the site has been field surveyed, whether there are archaeological or historical resources on or adjacent to the site, and stating their recommendations with regard to further investigation and/or preservation.

D. Hydrology & Drainage

1. Map the following information:

- a. On-site and off-site drainageways which relate to project site drainage characteristics. Note if part of any of the drainageway or its adjacent off-site system is natural or constructed (engineered channel, etc.);
- b. One hundred-year floodplains on the site or adjacent to the site;
- c. Drainageways subject to the provisions of the Environmental Resource Zone (ERZ) or Watercourse Amenities, Safety, and Habitat (WASH) ordinances; and,
- d. Erosion hazard (setback) areas.

2. Provide the following information as notes on the map or in a separate report:

- a. Estimated amount of cubic feet per second (cfs) on record at peak flow 100-year event currently entering and leaving the site;
- b. Whether existing condition is sheet flow or in a contained channel (natural or constructed), and locations of proposed retention/detention areas; and,
- c. Reference whether the City Floodplain Ordinance and/or Article VIII, Section 29-12 of the Tucson Code, WASH, or ERZ are applicable to the site.

E. Schools, Recreational, and Cultural Facilities

1. Map the following information:

- a. Locations of any schools, parks, libraries, and public land abutting the project site; show the name of the facility and the ownership. If any abutting vacant land is proposed for such uses, indicate the name of the facility and the ownership;
- b. Pedestrian and bike routes currently used by children going to schools, parks, or other public facilities and those proposed if the project is residential; note any conflict points, if known, between vehicular and pedestrian or bicycle traffic; and,
- c. Location of any trail or off-street shared use path on or adjacent to the site, existing or designated as part of the City of Tucson Greenway network or the Pima County Chuck Huckleberry Loop. Note whether any current or future trails are located within one mile of the site.

4. For residential projects only, provide the following information in the form of notes on a map or as part of a separate report:

- a. Names of any existing or proposed schools which service this project and the estimated number of children who will attend these schools; and,

- b. Parks and libraries within one mile of the rezoning site.

F. Soils

- 1. Map the following information:

- a. Any heavily disturbed areas (by prior grading or excavation) and any unstable soils which may be prone to subsidence or erosion; and,

- b. Locations of any hazardous materials on the project site placed on the property or naturally occurring, such as landfills, “wildcat” dumps, dross, or radon gas. Provide the results of soil testing that may have been done for the site, either for the proposed project or for previous development.

- 2. Provide the following information in the form of notes on the map or in a separate report.

- a. Locations of any landfill sites or hazardous materials storage within one mile;

- b. Any other existing facilities/operations within one mile which may impact the project (such as sand/gravel operations, power plants, airports, sewage treatment plants, etc.); and,

- c. If applicable, describe soil suitability for septic use.

G. Topography

Map the following:

- 1. Topographic contour lines or spot elevations; and,

- 2. Direction and percent slope of all areas over 15%. Indicate whether the site is within the Hillside Development Zone (HDZ).

H. Utilities

Map all utilities (including utility line sizes and locations) and any dedicated easements existing on or adjacent to the project site, such as gas, electric, water, telephone, cable, sewer, fire protection, etc.

I. Vegetation

Provide a written description and map on an aerial photograph with the following information:

- 1. Existing on-site vegetation, including mesquite bosques, visually prominent cacti, or individual trees with a caliper of four inches or greater, and all saguaros. Identify those vegetative areas of wildlife, scenic value, or screening significance; and,

- 2. Existing landscaping and screening (walls/fences) along site boundaries.

J. Views

Describe the views to and from the site. Provide photographs and/or map the views.

4.3 Plan Proposal

A. Building Layout

Illustrate the location of proposed buildings. Note on the plan the square footage and height of each building.

B. Design Compatibility

Describe, and when possible, illustrate the following:

1. Mitigation ensuring the privacy of adjacent residences;
2. How the proposed building form, surface treatment, and materials respond to and are compatible with the climate and surrounding area;
3. Techniques that will conserve energy and reduce the urban heat island effect created by the proposed development;
4. Additional proposed building setbacks, beyond the minimum requirement, which mitigate impact;
5. Transition of building height and number of stories;
6. Transition of densities;
7. Landscaping and screening that will be employed to mitigate sound, visibility, exterior lighting, traffic, and other negative impacts of the proposed development;
8. Street improvements that are proposed to mitigate any traffic impacts anticipated as part of this development (i.e., center or right turn lanes);
9. Defensible space techniques;
10. View corridors to and from the site; and,
11. Changes in elevation due to grading.

C. Hydrology & Drainage

1. The proposed drainage solution (generalized), i.e., natural channel, street system, retention, constructed channel, landscaped areas, parking areas, etc. Include rationale for constructed drainage system, if one is proposed; and,
2. Describe and map post development water discharge on- and off-site within one-fourth of a mile; describe and map potential drainage impacts of off-site land uses both upstream and downstream of the proposed development.

D. Landscaping and Screening

The following information is most appropriately shown on a landscape plan. If possible, this information can be shown on the preliminary development plan.

1. Types of materials, location, and dimensions of screening from adjacent properties. Indicate the width and type of any proposed vegetative screening;

2. Types, placement, and sizes of proposed vegetation. Include the number of canopy trees in parking areas; and,

3. Indicate whether there will be landscaping within detention areas and drainageways.

E. Lighting. Types and placement of lighting.

F. Pedestrian Access

1. Pedestrian circulation and access, including ADA considerations; and,

2. Locations of walkways, parking and loading areas, and pedestrian connections.

G. Signs. Types and placement of signs.

H. Topography. Proposed changes in elevation and topography due to the proposed grading plan, including spot elevations;

I. Traffic and Trip Generation

1. Traffic mitigation measures proposed by the applicant (including air quality mitigation, such as carpooling programs, staggered work hours, park-and-ride lots, and bus shelters); and,

2. Trip generation calculations for existing and proposed uses on the project site, including breakout by different land use activities if it is a mixed-use project.

J. Undisturbed Areas. Map and note any areas to be left undisturbed and preserved in place. Temporary fencing must be installed to preclude disturbance prior to grading and construction.

K. Utilities

1. Map the any proposed changes to existing utilities and easements and any new utilities and easements due to utility service or any required upgrades (poles, transformers, cables, etc.).

2. Provide the following information in the form of notes on the plan or in a separate report:

a. If the project is residential, provide the estimated number of residents that will live on-site;

b. Indicate the water service provider. Indicate whether the water company is certified by the state for the 100-year assured water supply. If the provider is other than Tucson Water, indicate whether the company can also provide fire protection service;

c. Indicate whether the project can be connected to existing infrastructure or whether the project requires new off-site improvements to the infrastructure; and,

d. Indicate whether the development will connect to public sewer. If on-lot sewage disposal is proposed, state the reasons for not utilizing public sewer service.

L. Vehicular Use Areas. Illustrate the following:

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

2. Public or private streets;

3. Loading areas; and,

4. Solid waste and recycling collection areas, including the proposed location(s) of collection container(s) and proper maneuvering area for pick-up vehicle.

2-03.5.0 ENVIRONMENTAL RESOURCE REPORT

5.1 Purpose

The purpose of the Environmental Resource Report (ERR) is to identify and describe environmental issues that must be taken into consideration.

5.2 Applicability

An Environmental Resource Report is required of rezoning requests for site(s) in the following instances:

A. Site(s) located in the following plan areas: Bear Canyon, Catalina Foothills, Esmond Station, Houghton East, Old Fort Lowell, Pantano East, Rincon/Southeast, Santa Cruz, Sabino Canyon-Tanque Verde, South Pantano, Tucson Mountains, and Tumamoc;

B. Site(s) adjacent to a designated resource corridor or within one mile of designated public preserves as identified for preservation or protection by the General, Area, and/or Neighborhood plan, basin management plans, the Tucson Stormwater Management Study, or the Critical and Sensitive Biological Communities Map (CSBC); or,

C. Whenever the “set aside” option of the Native Plant Preservation Ordinance (NPPO) is proposed. The Environmental Resource Report may also be used as the basis for the Native Plant Inventory and Native Plant Preservation Plan if prepared in sufficient detail.

5.3 Format Requirements

A. The Environmental Resource Report may be provided as individual illustrations and/or in report form, which may include photographs, maps, and illustrations;

- B. Maps must include a legend and north arrow;
- C. Recent aerial photographs, a north arrow, and the project site boundaries; and,
- D. Illustrations must:
 - 1. Include a legend and north arrow;
 - 2. Be fully dimensioned;
 - 3. Be drawn to an appropriate scale (one inch equals 40 feet is recommended); and,

5.4 Content Requirements

The ERR shall include the following:

A. General

- 1. A table of contents; and,
- 2. A location map showing the project site within the boundaries of the plan area or a public preserve is required.

B. Topography/Hydrology Map

- 1. Topography may be shown with a one- or two-foot contour map or an aerial photo with a one- or two-foot contour overlay.
- 2. On-site predevelopment hydrologic characteristics should be mapped including any 100- year floodplains with discharge of 50 cfs or greater and peak discharges entering or leaving the site for 100-year events.
- 3. If significant natural features, vegetation, or floodplain areas are proposed to be encroached upon, state why the encroachment could not be avoided and what mitigation measures will be taken.

C. Vegetation and Wildlife Map

- 1. Delineate any habitat type noted on the Critical and Sensitive Biological Communities (CSBC) Map including riparian and significant non-riparian habitat. Describe the densities of any of these communities or associations.
- 2. Include a written statement from the Arizona Game and Fish Department's regional office regarding:
 - a. Endangered species (both plant and animal) on or near the project site;
 - b. Significant densities of wildlife by species; and,
 - c. All Class I or Class II habitat as defined by the CSBC Map present on or adjacent to the project site.

D. Conceptual Grading Plan

1. Indicate all areas proposed for grading;
2. Note all proposed changes in elevations within the project boundary due to grading by providing predevelopment and post-development spot elevations. Indicate maximum grade differential from adjacent properties at project boundaries. Differential grading information is to be provided in accordance with the Differential Grading Ordinance;
3. Indicate approximately how much surface area of the project site will be graded as a result of the proposed development; and,
4. Show all changes to drainageways including upstream and downstream conditions.

E. Composite Map

1. The purpose of the composite map is to identify where development is appropriate and where it inappropriate due to site constraints;
2. The composite map is prepared based on the information obtained from the PDP and the above mentioned requirements;
3. The proposed project as shown on the PDP should reflect the findings of the composite map; and,
4. Include the following elements as applicable on the composite map:
 - a. Gateway or scenic routes;
 - b. Drainageways to be left in a natural state;
 - c. Historical or archaeological features;
 - d. Heavily disturbed soils;
 - e. Landfills;
 - f. Protected peaks/ridges;
 - g. Sloped areas in excess of 15%;
 - h. Significant vegetative communities and/or wildlife habitat corridors;
 - i. Trails and trail access points; and,
 - j. Adjacent land uses.

SECTION 2-04.0.0: PLANNED AREA DEVELOPMENT (PAD) REZONING APPLICATIONS

- 2-04.1.0 APPLICABILITY
- 2-04.2.0 APPLICATION SUBMITTAL REQUIREMENTS
- 2-04.3.0 FORMAT REQUIREMENTS
- 2-04.4.0 CONTENT REQUIREMENTS

2-04.1.0 APPLICABILITY

This section provides the application submittal requirements for the Planned Area Development (PAD) Rezoning provided in Section 3.5.6 of the Unified Development Code (UDC).

2-04.2.0 APPLICATION SUBMITTAL REQUIREMENTS

2.1 Pre-Review Requirements

Prior to formal submittal of the PAD for rezoning, the City Development Review Committee (CDRC) must conduct a pre-review of the PAD application and report. The pre-review only is conducted in accordance with Section 3-01.0.0, CDRC Procedure. The applicant shall provide the following for pre-review:

- A. Application Form. A completed rezoning application authorized by the property owner or authorized designee;
- B. PAD Report in accordance with Sections 2-04.3.0, Format, and 2-04.4.0, Content. The number of copies required will be determined on a case-by-case basis; and,
- C. Fees. One-half of the total fees in accordance with Section 4-01.1.0, Development Review Fee Schedule.

2.2 PAD Rezoning Application Requirements

PAD rezoning applications and accompanying materials shall be submitted electronically to PDSD. Incomplete or inaccurate applications will not be accepted, nor will any application in which the preapplication conference or neighborhood meeting requirements have not been met. The following documents and information shall be submitted upon application.

- A. Application Form. A completed electronic rezoning application authorized by the property owner or authorized designee;
- B. Neighborhood Meeting Information. Documentation of the offer to meet with the surrounding property owners and other applicable parties in accordance with UDC Section 3.2.2 must be submitted with the application. Required documentation includes the meeting notification letter, the mailing list provided to the applicant by the city, the meeting attendance sheet, and the minutes of the meeting. The minutes should include any concerns raised at the meeting and the applicant's response to them, if any;
- C. PAD Report in accordance with Sections 2-04.3.0, Format Requirements, and 2-04.4.0, Content Requirements; and,
- D. Fees. Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDSD policy.

2-04.3.0 FORMAT REQUIREMENTS

3.1 The information required below shall be in the form of illustrations and a separate written report, which may include maps, aerial photographs, and photographs.

3.2 Illustrations must be:

- A. Fully dimensioned; and,
- B. Drawn to an appropriate scale (one inch equals 40 feet is recommended).

3.3 Maps must include a legend and north arrow.

3.4 Recent aerial photographs, a north arrow, and the project site boundaries.

2-04.4.0 CONTENT REQUIREMENTS

The PAD Report shall include the following components: 1) Introduction and Policy, Section 2-04.4.1; 2) Site Analysis, Section 2-04.4.2; and, 3) PAD Proposal, Section 2-04.4.3; and, 4) Other Information as Required by the PDS Director, Section 2-04.4.4.

4.1 Introduction and Policy

A description of the purpose, scope, main concepts, and goals of the PAD, indicating the following:

- A. Substantial conformance with the General Plan and city land use plans which encompass all or part of the proposed PAD;
- B. The rationale for the use of a PAD zone rather than the use of other zones;
- C. The benefits to the community and the applicant by the use of a PAD;
- D. The suitability of the PAD to significant environmental factors if applicable;
- E. The compatibility of the PAD with adjoining land uses; and,
- F. The physical and economic suitability and feasibility of the PAD with existing infrastructure and services.

4.2 Site Analysis

The following information is required:

- A. Significant natural and built constraints of the site and surroundings;
- B. Major transportation and circulation elements intended to serve the PAD;
- C. Existing zoning of the PAD site and parcels within 150 feet;

- D. Adjacent parcels and structures within 150 feet of the PAD boundary;
- E. Off-site open space, recreational facilities, parks, and trails within one mile of the PAD site;
- F. Public, educational, community, and cultural facilities on site and within one mile off site;
- G. Existing drainage;
- H. PAD site affected by any overlay zone ordinances and the Major Streets and Routes (MS&R) Ordinance;
- I. Inventory of existing structures, roads, and other development;
- J. Location and extent of existing provisions for sewage disposal, effluent use, stormwater drainage, and utilities;
- K. Inventory of existing infrastructure and public services;
- L. Hydrology and water resources;
- M. Topography and slope;
- N. Vegetation and wildlife;
- O. Geology and soils;
- P. Viewsheds and visual analysis; and,
- Q. Paleontological and cultural (archaeological and historical) sites, structures, and districts.

4.3 PAD Proposal

The following information is required:

- A. Illustrative site plan;
- B. The general allocation and identification of major proposed land uses, including residential (by density range), nonresidential, open space, and recreational land uses;
- C. Name, location, and extent of existing or proposed major streets located within the PAD or needed for servicing the PAD;
- D. Typical street cross-sections;
- E. A detailed listing of the permitted land uses in the PAD;
- F. A detailed listing of the regulations governing permitted uses, including performance standards and standards for development, regulations for development densities, heights, floor area and floor area ratios (FARs), open space, lot area and coverage, parking, landscaping, and other site improvements;

- G. Standards for the conservation, development, or utilization of natural resources, including surface water, soils, vegetation, and wildlife;
- H. Where applicable, the methods of conservation for scenic natural and built features and viewsheds;
- I. Standards and responsibilities for maintenance of infrastructure and whether the infrastructure is public or private;
- J. Standards for the phasing and construction of streets proposed for the PAD or needed for servicing the project as identified in the required study(ies) submitted with the PAD proposal;
- K. Standards for the phasing and construction of sewage disposal, effluent use, stormwater drainage, solid waste disposal, and public utilities as identified in the required study(ies) submitted with the PAD proposal;
- L. A phasing schedule for the following, as applicable:
 - 1. The preservation of site features established by the PAD;
 - 2. The development of the PAD; and,
 - 3. The construction, dedication, and provision of public services.
- M. When financial assurances are required, a draft form of financial assurances to be recorded prior to ordinance adoption;
- N. Specifications as to how and to what extent the PAD is to supplement or supersede adopted city zoning regulations;
- O. Standards for the interpretation of the PAD regulations and requirements;
- P. Development design guidelines;
- Q. General landscape program;
- R. Drainage plan;
- S. A traffic and transportation study which includes trip generation factors for various modes, estimated trips per day by land use, proposed vehicular access and circulation plan, and traffic impacts by mode on adjacent development;
- T. Impacts on existing structures, roads, and other development;
- U. Impacts on existing infrastructure and public services; and,
- V. Location and extent of proposed provisions for sewage disposal, effluent use, stormwater drainage, and utilities.

4.4 Other information as may be determined necessary by the PDSD Director

SECTION 2-05.0.0: PLANNED COMMUNITY DEVELOPMENT (PCD) REZONING APPLICATIONS

2-05.1.0 APPLICABILITY

2-05.2.0 APPLICATION SUBMITTAL REQUIREMENTS

2-05.3.0 FORMAT REQUIREMENTS

2-05.4.0 CONTENT REQUIREMENTS

2-05.1.0 APPLICABILITY

This section provides the application submittal requirements for the Rezoning (Change of Zoning) Procedure provided in Section 3.5 of the Unified Development Code (UDC).

2-05.2.0 APPLICATION SUBMITTAL REQUIREMENTS

PCD rezoning applications and accompanying materials shall be submitted electronically to PDSD.

The following documents and information shall be submitted upon application.

2.1 Application Form

A completed application authorized by the property owner or authorized designee is required.

2.2 Neighborhood Meeting Information

Documentation of the offer to meet with the surrounding property owners and other applicable parties in accordance with UDC Section 3.2.2 must be submitted with the application. Required documentation includes the meeting notification letter, the mailing list provided to the applicant by the city, the meeting attendance sheet, and the minutes of the meeting. The minutes should include any concerns raised at the meeting and the applicant's response to them, if any.

2.3 Development Inventory Report and Master Site Plan

A Development Inventory Report and Master Site Plan in accordance with Sections 2-06.3.0, Format, and 2-06.4.0, Content, is required; and,

2.4 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDSD policy.

2-05.3.0 FORMAT REQUIREMENTS

The PCD rezoning application shall be in the form approved by the Planning and Development Services Director and shall include text, map(s), diagrams, charts/tables, photographs, or a combination of all elements as appropriate.

2-05.4.0 CONTENT REQUIREMENTS

The PCD rezoning application shall include the following elements.

4.1 Development Inventory Report (DIR)

The DIR shall describe and provide information regarding the existing conditions, characteristics, infrastructure, and natural resources of the property within the proposed PCD that will be used as supporting data for recommended actions and proposals to be included in the Master Site Plan (MSP). To the extent that the information and plans of the DIR and MSP listed below are redundant to any submittal requirements for the Zoning Examiner's Legislative Procedure, Section 3.5.3, the DIR and MSP shall be deemed to satisfy the submittal requirements. This information shall include the following:

- A. Contact listing of key project team representatives including the contact, owner, and developer;
- B. A vicinity map drawn to a suitable scale showing the existing land use, zoning, major streets and routes, other applicable city plans, and general condition of the land within the proposed PCD boundary and adjacent lands located within a one-half mile radius of the PCD boundary;
- C. Legal description, of the PCD boundary stamped by a registered land surveyor; and,
- D. Existing conditions in the form of scaled maps, text, diagrams, graphics, tables, pictures, analysis reports, letters from appropriate agencies, composite maps, as requested by the Planning and Development Services Department. The background information shall include the total gross property acreage, current principal land uses, a delineation of major physical constraints or opportunities, major environmental features, topography, existing roads, trails, utilities, and 100-year floodways and mapped storm water drainage conditions.

4.2 Master Site Plan (MSP)

The MSP shall include a Land Use Plan, a Resource and Infrastructure Plan, Phasing Plan, Implementation Plan, and, if applicable, a Development Agreement. The MSP shall be in compliance with the purpose statements of the PCD in accordance with Section 3.5.7.A.

A. Land Use Plan

The Land Use Plan shall include general information, a land use map, development standards, and design guidelines as provided below:

1. General information comprised of:

- a. A statement by the applicant describing the overall rationale for the proposal in the subject area;
- b. An explanation in the application describing how the PCD complies with the policies of the applicable General Plan, specific plan, area plan or neighborhood plan;
- c. A parcel matrix or other summary table format of the proposed contents of the District Areas (DA) and DA zoning districts(s), showing the approximate size in acres of land uses including residential, nonresidential, mixed-use, job/employment centers, functional open space, natural undisturbed open space, and natural open space. The matrix will show: the minimum and maximum acreage of functional open space, natural undisturbed open space, natural open space and total open space; the minimum and maximum number of potential dwelling units, and the proposed minimum and maximum square footage for nonresidential and mixed uses. In addition, the matrix will show the approximate number of miles of roads and trails. The anticipated rate of development will also be provided in narrative or graphic form; and,
- d. Citywide policy compliance. To the extent there are policies in effect in the city, this report must address compliance with the following: energy efficiency, water conservation, an affordable housing strategy, mass transit, alternate transportation modes, transportation levels of service, water harvesting, and related policies as applicable to development within the city.

2. Land Use Map. The PCD land use map shall be divided into DAs and any zoning districts within DAs as applicable. The map shall be drawn to a scale suitable to the Planning and Development Services Department and include at least the following:

- a. The boundary for the proposed PCD;
- b. The general location of all proposed major and minor arterial streets, including any proposed connections to major streets identified on the Tucson Major Streets and Routes Map;
- c. Major drainage elements;
- d. The proposed locations of educational facilities, public parks (ten acres or greater in size or as requested) and regional natural open space areas; and,
- e. The proposed locations of public trails, greenways, off-street shared use paths, and/or bicycle boulevards , including any proposed connections identified in related city or county plans.

3. The Development Standards establish the standards applicable to the PCD. These requirements shall comply with Sections 3.5.7.C, Identification of the PCD, 3.5.7.D, Development Standards, of the UDC and shall at a minimum contain:

- a. Development Standards. The PCD shall provide development standards for the following, but not limited to: landscaping, streetscapes, block patterns, lot clustering, screening, pedestrian connections, street design and connectivity, parking, environmental, natural resource and cultural conservation areas, scenic corridors, private recreation areas, housing types, and any other areas that are appropriate. To the extent applicable, the development standards shall be comparable to those in UDC Section 6;

b. Dimensional Regulations. The standards shall address, as applicable, permitted heights; setbacks; lot coverage; minimum and maximum density ranges; commercial, civic, and industrial square footage standards; population ratios; acceptable pedestrian distances; facility service radius distances; and related topics; and,

c. Cross-Sections. Provide cross-sections illustrating the proposed standards for roads, sidewalks, and trails.

4. The Design Guidelines shall contain the following:

a. Urban design strategies and specific techniques to enhance the land use compatibility and physical design of all components of a master planned community and interface with adjacent existing development; and,

b. Design guidelines that address building orientation, residential product diversity, and architectural character, variety and materials.

B. Resource and Infrastructure Plan

The Resource and Infrastructure Plan shall include individual plans with maps, programs, and requirements for a systematic implementation of the PCD. The Plan shall elaborate the various conceptual plans based on the information and details in the DIR.

1. Master Drainage and Hydrology Plan, prepared by an Arizona registered engineer based on publicly available data, including the following:

a. Existing washes and/or drainageways that shall be preserved as natural open space;

b. Proposed manmade channels or wash realignment;

c. Proposed flood control facilities, such as stormwater detention dams and basins; and,

d. A basin-wide analysis of the cumulative effect of upstream and downstream impacts on basins in the watershed, detention and retention facilities and existing and proposed rates of on-site and off-site flows shall be provided. Pima County Regional Flood Control District (PCRFCDD) shall be included in all reviews.

2. Master Water and Sewer System Plan prepared by an Arizona registered engineer based on publicly available data with analysis of sewer capacity by the Pima County Regional Wastewater Reclamation Department.

3. Traffic Impact Analysis Engineering Plan prepared by an Arizona registered engineer recommending logical connections and extensions based on publicly available data as is practicable including mass transit, multi-modal levels of service, and any other pertinent data as required by the authorizing agency.

4. Public Facilities Plan showing the proposed locations of schools, police stations, fire stations, parks and recreational areas/amenities, as applicable.

5. Cultural Resource and Archaeology Plan consistent with state and federal regulations.

6. Natural Resource Plan identifying areas specified or appropriate for preservation as natural open space or natural undisturbed open space in the applicable General Plan, specific plans, areas that may be subject to applicable city natural resource regulations [e.g. Environmental Resource Zones (UDC Section 5.7)], W.A.S.H. Ordinance (Tucson Code, Chapter 29, Article VIII), and areas proposed as natural open space, or natural undisturbed open space by the applicant.

7. Horizontal Infrastructure Site Plan including roads, water, wastewater, and dry utilities (such as gas, electric, telephone, cable; drainage structures) providing the following:

a. Summary of capacity of existing horizontal infrastructure as it relates to the project;

b. Summary of horizontal infrastructure demand and improvements needed to support the project; and,

c. Summary of how the horizontal infrastructure will be phased to support the project, and the concurrent partial or full release or substitution of assurances for such infrastructure.

8. An Infrastructure Financing Plan describing the proposed methods for financing the public infrastructure that is needed to support the project.

C. Phasing Plan

The PCD application shall contain a preliminary phasing plan including the following:

1. The anticipated approximate start date under which horizontal infrastructure construction or development is expected to begin, the number of phases, the approximate duration of time required for completion of each phase; and

2. Proposed development phasing if the project will not be developed as a single DA or phase.

D. Implementation Plan

An implementation plan and procedure document shall be prepared that establishes how the goals, criteria, requirements, development, and phasing schedules in the overall MSP will be implemented and monitored in the approval of individual site plans and subdivision plats.

E. Development Agreement

A development agreement between the city and the applicant pursuant to A.R.S. § 9-500.05 may be prepared and reviewed concurrently to afford resolution to issues and concerns identified through agency review including the financing and phasing of public facilities and infrastructure.

SECTION 2-06.0.0: DEVELOPMENT PACKAGE (TENTATIVE PLATS AND SITE PLANS)

2-06.1.0 GENERAL

- 2-06.2.0 APPLICATION SUBMITTAL REQUIREMENTS
- 2-06.3.0 FORMAT REQUIREMENTS
- 2-06.4.0 CONTENT REQUIREMENTS
- 2-06.5.0 FLEXIBLE LOT DEVELOPMENT (FLD) - ADDITIONAL REQUIREMENTS

2-06.1.0 GENERAL

1.1 Purpose

The purpose of this section is to inform applicants of the submittal and review requirements for 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. Required submittal contents shall be determined by PDSD but may include a site plan, grading plan, native plant preservation plan, landscape plan, water harvesting plan, drainage plan, stormwater pollution prevention plan, or traffic impact study.

This standard does not waive any applicable city regulations or codes.

1.2 Applicability

This standard shall be used for all site plans and tentative plats submitted to PDSD for review.

At the discretion of PDSD staff, expansions or alterations which are proposed on sites with existing development may be able to utilize an abbreviated checklist provided on the PDSD website and may be able to utilize the last approved site plan on record as a base for a new development package submittal. This standard may be used for minor changes to existing sites. Examples of expansions or alterations that may be eligible include:

- Shade canopies or structures,
- Ramadas or outdoor seating or dining areas,
- Minor building additions,
- Fences or perimeter walls,
- Stairs, ramps, or loading areas,
- Other expansions less than 25% in square footage of land area, floor area, lot coverage, or vehicular use area, and
- Modifications to accessible or standard parking areas.

2-06.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Development Package applications are available on the PDSO website. Completed applications and accompanying materials shall be submitted electronically to PDSO. Incomplete or inaccurate applications will not be accepted, nor will any application in which the pre-application conference or neighborhood meeting requirements have not been met.

The following documents and information shall be submitted upon application:

2.1 Application Form

A completed electronic application authorized by the property owner or authorized designee;

2.2 Development Package

A development package must be prepared to the format and content requirements described in subsequent sections.

2.3 Resubmittals

Resubmittals of development packages require a comment response letter that details how all previous comments have been addressed.

2.4 Related Reviews

A project may require review for other types of plans and documents. The applications for those processes are submitted electronically for review and approval by the appropriate department(s). Related review applications can occur concurrently with the development package application. However, should the related application be approved subject to conditions or denied, this may affect the development package documents;

2.5 Concurrent Reviews

The development package is designed to allow for concurrent review of any site related reviews. Examples of site related reviews include but are not limited to: site plans, landscape plans, native plant preservation plans (NPPP), water harvesting plans, grading plans, stormwater pollution prevention plans (SWPPP), floodplain use permits, traffic impact studies, and overlay reviews.

2.6 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDSO policy.

2-06.3.0 FORMAT REQUIREMENTS

- 3.1 A legible scale shall be established on the plan sheets and shall be consistent throughout the plan set.
- 3.2 Space shall be reserved in the lower right quadrant of each sheet for an approval stamp.
- 3.3 A north arrow, contour interval, and scale shall be included on each sheet;
- 3.4 Plan drawings shall orient 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;
- 3.5 An index of sheets shall be included on the first page of the plan set.

2-06.4.0 CONTENT REQUIREMENTS

4.1 General content for all submitted plans must include the following:

- A. The cover sheet (or first sheet of the plan set) shall include:
 1. The name, mailing address, email 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.
 2. The seal of an Arizona Registered civil engineer, surveyor, architect, landscape or architect.
 3. A small project-location map that covers approximately one square mile and includes all major streets, all streets that abut the subject property, section corners, and the section, township, and range.
 4. If the project is located within the boundaries of a Planned Area Development (PAD) zone, include a reduced-scale map of the PAD, indicating the location of the portion being developed.
 5. A legend that shows and describes all symbols used on the plans.
- B. A title block on each sheet that includes:
 1. Proposed name of the project or subdivision, or if there is no name, the proposed tenant's name;
 2. Brief legal description;
 3. Recording information of the existing subdivision or case number of the proposed subdivision, if applicable;

4. The number of proposed lots and common areas are to be noted. If the subdivision is a Flexible Lot Development (FLD), a condominium, or a similar type of residential subdivision utilizing special provisions of the UDC, it shall be so noted;
5. The page number and the total number of pages in the package (i.e., sheet xx of xx).
6. The administrative street address and relevant case numbers (development package document, subdivision, rezoning, board of adjustment, DDO, PDMR, TSMR, overlay, etc.)

4.2 Zoning and land use notes are required. Additional notes specific to each plan are required where applicable.

- A. List as a note: “Existing zoning is ____.”
- B. If the plan/plat has been prepared in conjunction with a rezoning application, add the following note: “Proposed zoning is ____.” List the applicable rezoning case number and conditions of approval.
- C. List the gross area of the site/subdivision by square footage and acreage.
- D. Identify the existing and proposed use of the property as classified per the UDC. Reference all UDC use-specific standards applicable to the proposed uses.
- E. On residential projects, list the total number of units or lots that are existing and proposed.
- F. If a plan/plat is prepared in conjunction with other applications or overlays or the parcel being developed is subject to conditions of an application processed previously, provide the following information on the plan and specify which lots are affected:
 1. List additional applications and overlays, by case number (if applicable), in lower right corner of each sheet. As a general note provide the type of application processed or overlays applicable, a statement that the project meets the criteria/conditions of the additional application or overlay, the case number, date of approval, what was approved, and the conditions of approval, if any.
- G. If the property includes Protected Riparian Area add a note stating that the project is designed to comply with Technical Manual Section 4-02, Floodplain, WASH, and ERZ Standard, specifying all lots impacted and including a total for the regulated area and the Protected Riparian Area.
- H. Total square feet of each principal or accessory building, including the footprint of open structures. Percentage of building area and vehicular use area lot coverage, as applicable.
- I. Percentage of building, lot area, or vehicular use area expansion, including previous expansions. When the proposed site is part of a larger site, the calculations encompass the entire site, whether existing or proposed.

- J. Required ratios and number of spaces provided for 1) standard, accessible, and van accessible vehicle parking spaces, 2) electric vehicle parking spaces 3) loading spaces, and 4) short- and long-term bicycle parking.

4.3 Drainage notes are required, as applicable. Additional notes specific to each plan are required where applicable.

- A. List the following notes on all plans/plats: “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.”
- B. If applicable, list a floodplain note which reads: “This project is affected by the City of Tucson Floodplain Regulations, specifically lots _ are affected.” (List the lots affected by lot number, or in the case of a one lot development, place a period after the word “Regulations” and delete the remainder of the note.
- C. If applicable, list a floodplain use permit note which reads: “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 lot development, place a period after the word “required” and delete the remainder of note.
- D. List the following note on all development package documents: “Drainage will remain in its natural state and will not be altered, disturbed, or obstructed other than as shown on this site plan.”

4.4 Streets, roads, and utilities notes are required, as applicable. Additional notes specific to each plan are required where applicable.

- A. 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.”
- B. 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 Section 10-01.5.0, Sight Visibility, of the Technical Standards Manual.”
- C. Provided the following notes as applicable: “Total miles of new public streets is _____.” and “Total miles of new private streets is _____.”
- D. List the following note on all development package documents: “Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public.”

4.5 Wastewater management notes are required, as applicable. Additional notes specific to each plan are required where applicable.

- A. All projects with public and private sewers or disposal systems, must indicate: “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 Regional Wastewater Reclamation Department (RWRD) at the time of submittal of plumbing or building plans.”
- B. All commercial or industrial projects must indicate: “Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of Pima County RWRD Ordinance No. 1991-140, or as amended.”
- C. If public sewers are proposed, the following notes will appear on the plan/plat as applicable:
 - 1. “On-site sanitary sewers will be public and will be designed and constructed to Pima County Regional Wastewater Reclamation Department Standards and must be accepted and released for service by Pima County prior to the issuance of sewer connection permits.”
 - 2. “A project Construction Permit must be secured from Pima County Regional Wastewater Reclamation Department before beginning any work on this project.”
- D. If off-site sewer construction is required, indicate: “The required off-site public sanitary sewer line will be designed and constructed to Pima County Regional Wastewater Reclamation Department Standard.”
- E. If off-site augmentation is required, indicate: “The required off-site public sanitary sewer augmentation will be designed and constructed to Pima County Regional Wastewater Reclamation Department Standards.”
- F. If private sewers are proposed, the following notes will appear on the plan/plat as applicable:
 - 1. For projects with more than one lot, indicate: “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 lot within the development.)
 - 2. For projects without a homeowners association proposed, indicate: “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.”
- G. For projects with private disposal systems, indicate: “Sewerage disposal for lots ____ will be by private individual disposal systems. Conceptual approval by the Pima County Department of Environmental Quality (PDEQ) for private individual disposal systems will be obtained prior to approval of the development package documents.” (If a one-lot project, delete “for lots ____ “.)

4.6 Trails notes are required, as applicable. Additional notes specific to each plan are required where applicable.

- A. Indicate whether proposed trails or paths 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 existing 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.
- B. For new trails or paths to be constructed, indicate: “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 Conservation Lands and Resources (CLR) Department.”

4.7 Existing and Proposed Site Conditions

The following information shall be provided on the site plan or plat drawing, as relevant to the drawing type, to indicate the existing and proposed conditions on site. In all instances, a distinction shall be made between existing and proposed conditions for clarity. Additional information regarding conditions within 50 ft or across a street may be requested by a reviewer if needed to adequately complete a full review.

- 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. Identify all lots within the project/subdivision with the parcel identification number (if recorded), block or lot number within the subdivision boundary, total square footage, and lot line boundaries with approximate distances and measurements.
- C. If the project/subdivision has common areas, label each common area individually with a separate letter designation. Differentiate common areas, private streets, etc., that will have separate restrictions, a separate homeowners’ association, or any common area that is separated by a public right-of-way.
- D. 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). Identify any existing or proposed features of the City of Tucson Parks and Recreation System Master Plan and/or the Pima Regional Trail System Master Plan within or immediately adjacent to the project boundaries, such as trailheads, trails parks, paths, trails, river parks, greenways, bike boulevards, and/or enhanced corridors.
- E. Delineate proposed Natural Undisturbed Open Space (NUOS) in a surveyable manner.

- F. Indicate all existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) on the drawing with zoning boundaries clearly defined. If the property is being rezoned, use those boundaries and classifications. Indicate graphically, where possible, compliance with conditions of rezoning.
- G. Illustrate or provide notes on all applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and zoning.
- H. Illustrate all buildings and provide the square footage, the height, the proposed use, and the number of units (if applicable) within the footprint of each building(s).
- I. All easements (utility, sewer, drainage, access, etc.) shall be drawn, dimensioned, and labeled 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. Indicate if any existing easements are proposed to be abandoned or vacated. Should an existing 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. The easements may have to be recorded and the recordation information added to the development package prior to approval. Obtain review for conflicts and written concurrence from existing easement holder(s). Said written concurrence must be present as a part of the final package for approval or evidence that the easement will be moved resulting in no additional conflicts.
- J. The following information regarding existing or proposed utilities shall be provided as applicable: 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 Regional Wastewater Reclamation Department (RWRD) 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.
- K. 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 1%, contour lines shall be drawn at intervals of not more than one 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 100 feet apart in all directions.
 - 2. For land that slopes between approximately 1% and 5%, contour lines shall be drawn at intervals of not more than two feet.
 - 3. For land that slopes more than 5%, contour line intervals shall be drawn at five-foot intervals. If the property is subject to the Hillside Development Zone (HDZ), the contour

lines are to be drawn at intervals which satisfy the specific requirements of the HDZ and Section 9-01.0.0, Hillside Development Zone, of the Technical Standards Manual.

4. If applicable, protected peaks and ridges shall be delineated on the plan/plat.
- L. Existing storm drainage facilities on and adjacent to the site will be shown.
 - M. 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.”
 - N. 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.
 - O. Floodplain information, including the location of the 100-year flood limits for all flows of 100 cfs or more with 100-year flood water surface elevations, shall be indicated.
 1. Where natural flood-prone 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 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.
 - P. If the project is to be phased, additional information is needed to indicate that each phase complies with all requirements as a separate entity as follows:
 1. Show phase lines on the drawing with calculations clearly provided for each phase
 2. 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.
 3. 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, maintenance and incorporation of future phases into this project are required.
 - Q. Proposed traffic circulation:

1. Proposed traffic circulation will be designed in accordance with Section 10-01.0.0, Street Technical Standards, of the Technical Standards Manual, 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), accessible ramps, and sidewalks. Street improvements, such as sidewalks, curbs, pavement, and accessible ramps, do not need to be drawn on the plan if such information is provided on typical street cross sections.

If a new street is created (for other than for subdivisions) which divides the property into two or more lots, a subdivision plat is required (refer to the definition of subdivision in UDC Section 11.4.20).

2. Show 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. Show full dimensions for all existing and proposed parking and circulation areas in accordance with UDC 7.4.6, Motor Vehicle Use Area Design Criteria, including: 1) standard, accessible, and van accessible vehicle parking spaces, parking area access lanes (PAAL), and access lanes, 2) electric vehicle parking spaces and equipment, 3) loading spaces, maneuverability, and stacking areas/lanes, and 4) short- and long-term bicycle parking.
- R. If any of the required parking is located off-site as permitted by UDC Article 7.4.6.B.1, a drawing of that parking area together with the city's required parking agreement (include a copy of the lease agreement if applicable) must be provided.
- S. Show on-site pedestrian circulation and refuge utilizing location and the design criteria in Section 7-01.0.0, Pedestrian Access, of the Technical Standards Manual.
- T. Show pedestrian circulation along abutting rights-of-way. Such sidewalks must comply with accessibility requirements for the physically disabled and the design criteria in Section 10-01.0.0, Street Technical Standards, of the Technical Standards Manual.
- U. Show fully dimensioned refuse collection areas, including dumpsters, screening location and materials, vehicle maneuverability, and access route. If dumpster service is not proposed, indicate type of service. For specific information on refuse collection, refer to Section 8-01.0.0, Solid Waste and Recycle Disposal, Collection, and Storage, of the Technical Standards Manual. Refuse collection on all projects shall be designed based on that section, even if collection is to be contracted to a private firm.
- V. Street conditions, design, dedications, and vacations:
1. Indicate if streets within or adjacent to the site are public or private, the street names, recordation type, utility locations, and fully dimensioned widths, curbs, and sidewalks.

2. If streets are proposed, indicate the appropriate cross-section in accordance with Technical Standards Manual Section 10-01.0.0. Indicate if streets are designed for on-street parking to accommodate visitor parking or if parking is provided in common parking areas. Visitor parking shall be evenly distributed, usable by all residents of the project, and not located on private property. Streets designed without on-street parking must demonstrate how parking will be restricted in order to provide for adequate life safety and refuse collection service access.
 3. Show all right-of-way dedications on or abutting the site and label. Preexisting subdivision plats, conditions of a rezoning, or other processes may include requirements for street dedication in accordance with the Major Streets and Routes (MS&R) Plan. This may include projects bounded by streets having only a portion of the right-of-way width dedicated may be required to dedicate up to one-half right-of-way width to complete the street width.
 4. 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, to complete the street width.
 5. Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.
 6. If a street dedication is not required or proposed and the project site is adjacent to a MS&R draw the Major Street right-of-way lines for those streets including: future sidewalk, right-of-way lines, sight visibility triangles, etc.
- W. A conceptual grading plan is required on projects with significant topographic conditions. The PDS Civil Engineer or designee will determine the need for such a plan.
1. Concurrent Review. For all projects, grading plans may be included in the development package and will be reviewed concurrently.
 2. Tentative Plats - Non-Concurrent Review. A separate grading plan may be submitted after the second resubmittal of the tentative plat; however, the grading plan cannot be approved unless it is conformance with an approved tentative plat.
- Note: In the case of a tentative plat submitted in conjunction with a rezoning request, the tentative plat and grading plan cannot be approved until 30 days after adoption of the rezoning ordinance. See UDC Section 3.5.3.K.6, Ordinance Effective Date.
- X. 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 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.
- Y. Include all Pima County RWRD information on the development package documents, in accordance with current Wastewater standards.
- Z. For gang mailboxes indicate location to assure there are no conflicts with other requirements, such as pedestrian accessibility, utilities, and landscaping.
- AA. 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 with the Sign Code, UDC Article 7A, is required.
- BB. 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. In accordance with Section 2-11.0.0, Landscape Plan Requirements.

2-06.5.0 FLEXIBLE LOT DEVELOPMENT (FLD) - ADDITIONAL REQUIREMENTS

5.1 Site Plan Required

FLDs not proposing to subdivide the project site must prepare a site plan in accordance with Section 2-06.0.0, Development Package, including Section 2-06.5.3, Additional Information;

5.2 Tentative Plat Required

An FLD proposing to subdivide the project site into two or more lots must prepare a tentative plat. Tentative plats for FLDs must be prepared in accordance with Section 2-06.0.0, Development Package, including Section 2-06.5.3, Additional Information, and the following developable area information:

- A. Provide, by note on the plat, the developable area calculation for the entire FLD; and,
- B. Show the maximum developable area of each lot (i.e., building footprint).

5.3 Additional Information

The following are required in addition to the requirements of the tentative plat or site plan, whichever is applicable:

A. Reduced Setbacks

Street setbacks along interior street rights-of-way and setbacks between interior lots may be modified in accordance with UDC Section 8.7.3.L, Setbacks on Interior Lots. Applicants requesting a setback reduction must indicate what the required and reduced setbacks are and their locations. Applicants requesting a reduced street setback must provide a written description of how the reduced yard will enhance the architectural design or the vehicular circulation in the FLD and submit a transportation statement, or if required by the Department of Transportation and Mobility (DTM), a traffic impact study;

B. Maximum Density Option

Applicants requesting a Maximum Density Option in accordance with Section 8.7.3.C.3.b must demonstrate compliance with the applicable criteria by written report or on the plat or site plan, whichever is appropriate;

C. Functional Open Space

Delineate the boundaries of the proposed functional open space on the tentative plat or site plan, whichever is applicable. Provide, by note on the plat, the required and proposed functional open space calculations;

D. Building Elevations

Provide dimensioned building elevations of all proposed units. The elevations can be preliminary drawings. The model home construction plans will be used to determine exact setbacks and screening requirements at the time of application for building permits;

E. Architectural Variation Plan

When applicable, an Architectural Variation Plan (AVP) is required in accordance with UDC Section 8.7.3.M.1 as follows:

1. Identify on the tentative plat or site plan the lots and/or units that must provide architectural variation; and,

2. Provide a written statement and drawings (such as elevations and building footprints) demonstrating how the proposed architectural variation techniques comply with UDC Section 8.7.3.M.1.

3. Alternative Compliance requests require the following in addition to the Architectural Variation Plan:

- a. Rationale for Alternative Compliance with the requirements of Section 8.7.3.M.1;
- b. Explanation of how the proposed is best practice; and,
- c. Photographs and/or graphical illustrations to support the rationale and best practice.

F. Privacy Mitigation Plan

When applicable, a privacy mitigation plan is required in accordance with UDC Section 8.7.3.M.2.d as follows:

1. Identify on the tentative plat or site plan the lots and/or units that must provide privacy mitigation;
2. Provide photographs of the site and its interface with the adjacent properties documenting the existing conditions; and,

3. Provide a written statement and drawings (such as elevations and landscape plans) demonstrating how the proposed mitigation techniques comply with UDC Section 8.7.3.M.2.b. The plan should include when practicable additional design elements to increase privacy such as the siting angle of buildings, windows, and lots;

G. Covenants, Conditions, and Restrictions

1. Provide a copy of the Covenants, Conditions, and Restrictions (CC&Rs) regarding the homeowner's association's responsibility for the ownership and maintenance of commonly-owned property.
2. Provide a copy of the protective covenants or common use agreements for any shared areas being established by easements over individually owned property.

SECTION 2-07.0.0: FINAL PLAT, BLOCK PLAT, MINOR SUBDIVISION, AND CONDOMINIUM PLAT APPLICATIONS

- 2-07.1.0 APPLICABILITY
- 2-07.2.0 APPLICATION SUBMITTAL REQUIREMENTS
- 2-07.3.0 SUBMITTAL TIMING
- 2-07.4.0 FORMAT REQUIREMENTS
- 2-07.5.0 CONTENT REQUIREMENTS
- 2-07.6.0 APPROVAL DOCUMENTS AND PROCEDURE

2-07.1.0 APPLICABILITY

Final plats, block plats, minor subdivisions, and condominium plats shall be prepared according to the requirements provided below. Hereafter referred to as “plat” or “plats.”

A final plat serves as a survey document suitable for recording all or part of an approved tentative plat. The final plat must conform to the approved tentative plat in road alignments, infrastructure layout and general site conditions. At the discretion of the PDSO Civil Engineer or designee, minor modifications to lot line configuration, size of lots, number of lots, bearings and distances, open space, trails, easements, change in ownership, landscape buffer widths, notes, etc., may not require a revised tentative plat. Approved final plats are recorded in the Pima County Recorder’s Office. The final plat is kept on file and becomes part of the permanent record for the subject site.

2.-07.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Plat application information is available on the PDSO website. Completed plat applications and accompanying materials shall be submitted electronically to PDSO. Incomplete or inaccurate applications will not be accepted, nor will any application in which the pre-application conference or neighborhood meeting requirements have not been met.

The following documents and information shall be submitted upon application:

2.1 Application Form

A completed electronic application authorized by the property owner or authorized designee and a current title report;

2.2 Resubmittals

Resubmittals of plat application require a comment response letter that details how all previous comments have been addressed;

2.3 Plat

A plat must be prepared to the format and content requirements described herein; and,

2.4 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDSO policy.

2-07.3.0 SUBMITTAL TIMING

Final plats are typically reviewed after approval of the tentative plat because revisions to the tentative plat may affect the final plat. Final plats may be submitted for review prior to the approval of a tentative plat if

the tentative has gone through at least one review cycle. If the applicant wants concurrent submittals of the tentative and final plat, PDSD approval is required prior to submittal.

2-07.4.0 FORMAT REQUIREMENTS

Plats must:

- 4.1 Be on a 24-inch by 36-inch sheet(s). The plat may comprise several sheets showing various elements of required data;
- 4.2 Be prepared on materials that can be transferred to double-matt Mylar reverse read;
- 4.3 Have a two-inch margin on the left side and one-half inch margins on the remaining sides to comply with standardization requirements of state law for recorded plats;
- 4.4 Be drawn to a scale of no more than one inch equals 40 feet; and,
- 4.5 All lettering and dimensions shall be three-thirty-seconds inch in height.

2-07.5.0 CONTENT REQUIREMENTS

5.1 A small project-location map must be located on the first sheet of the plat that covers approximately one square mile and includes all major streets, all streets that abut the subject property, section corners, and the section, township, and range.

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

5.3. Place the words “SEQ#_____” in both the upper and lower right corners outside the margin line. The blanks will be completed by the Pima County Recorder’s Office at the time of recordation.

5.4. Provide a title block in the lower right corner of each sheet with the following information:

- A. Subdivision name; number of blocks, lots, and/or units; and common area;
- B. Legal description by section, township, and range; and,
- C. If the final plat is a resubdivision of a previously recorded plat, indicate the title and the book and page/sequence number reference of the existing subdivision; and
- D. State “FINAL PLAT” in the title and title block.

5.5. 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.

5.6. The TD-DIV-___ subdivision case number assigned to the approved tentative plat must be placed in the lower right corner of the plat next to the title block. If the property is subject to a rezoning case, the C9-___-__ rezoning case number is to be noted also.

5.7. A legend that shows and describes all symbols used on the drawing.

5.8 General Notes

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

A. "The gross area of this subdivision is ___ acres."

B. "The total number of lots is ____."

C. Provide the following notes, if applicable:

"Total miles of new public streets are ____." "Total miles of new private streets are ____."

D. If the property is subject to conditions of rezoning, add the following note: "This plat is subject to the conditions of rezoning case number C9-___-__, unless superseded by a subsequent rezoning ordinance."

E. If subject to floodplain requirements, add the following note: "Prior to issuance of any building permit, a Flood Plain Use Permit is required for Lots ____."

F. If the property is subject to the requirements of the Hillside Development Zone, add the note: "Prior to the issuance of any building permits, Hillside Development Zone approval is required for Lots ____."

G. If a Board of Adjustment variance is granted, provide the following note: "This plat is subject to Board of Adjustment variance C10-___-__, unless expired or superseded by a subsequent application."

H. Add the following note on all plats. The purpose of this note is solely for review for compliance with local and state laws governing subdivision and land splits. "There will be no further division of lots without the expressed approval of the City of Tucson."

I. If the subdivision was the result of a rezoning case and did not require submittal and review of a tentative plat, add the following note: "Any relocation, modification, etc., of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public."

J. If applicable, add the following note: "This subdivision is subject to Ordinance No. ___ which established zoning in the _____ Annexation Area."

5.9 Standard Paragraphs

The plat must include the following statements, as applicable. All signatures must be in permanent, black ink and be accompanied by a notary signature and seal.

A. Certification of Survey

The following statement must be signed by a registered land surveyor and placed on the first page:

CERTIFICATION OF SURVEY	
“I hereby certify that the boundary survey as shown on this plat was performed under my direction and that all existing or proposed survey monuments and markers shown are correctly described. I further certify that this plat was prepared under my direction.”	
_____	_____
Printed Name	Seal and Signature

B. Dedications

The following statements are required on the first page of the plat. These statements indicate that all streets, alleys, easements, and other rights-of-way and any lands for public uses are dedicated by the plat to the public or for private use. The paragraph entitled DEDICATIONS consists of four elements: a statement of certification of title; a dedication statement; a hold harmless clause; and a signature line(s) for the property owner(s). The paragraphs may be amended to fit the applicable situation.

1. Certification of Title.

“(I/We), the undersigned, hereby warrant that (I am/we are) the owner(s) and the only (party/parties) having any interest in the land shown on this plat, and (I/we) consent to the subdivision of said land in the manner shown hereon.”	
_____	_____
Printed Name	Signature

2. Dedication Language. Use one of the following four statements as may be appropriate for the plat. Section 2-07.5.3.B.2.c may be used in subdivisions with private elements. Section 2-07.5.3.B.2.d may be used where electrical facilities are not specifically located in common areas.

a. “(I/We) hereby dedicate and convey to the public forever all rights-of-way as shown hereon, including all streets, roads, parks, easements, and drainageways.”

b. "(I/We) hereby grant to the public and all utility companies all easements as shown hereon for the purposes of access for installation and maintenance of public sewers and utilities and other uses as designated by this plat."

c. "Private streets, drainageways, and common areas, as shown hereon, are reserved for the private use and convenience of all owners of property within this subdivision and are granted as easements to the public and all utility companies for the purposes of access, installation, and maintenance of utilities, drainage, and public sewers. Title to the land of all private streets, drainageways, and common areas shall be vested in an association of individual lot owners as established by Covenants, Conditions, and Restrictions recorded in Sequence # _____ in the Pima County Recorder's Office. The association will accept responsibility for control, maintenance, and liability for the private streets, drainageways, private sewers, and common areas within this subdivision."

d. "Private streets, drainageways, and common areas shown on this plat are reserved for the private use and convenience of all owners of property within this subdivision, and easements are granted to the public and all utility companies together with access for the installation, maintenance, and improvements of aboveground and underground utilities, public sewers, and drainage. Title to the land of all private streets, drainageways, and common areas will be vested in an association of individual lot owners as established by Covenants, Conditions, and Restrictions recorded in Sequence # _____ in the Pima County Recorder's Office. The association will accept responsibility for control, maintenance, and liability for the private streets, drainageways, private sewers, and common areas within this subdivision."

3. Add the following hold-harmless statement: "(I/We), the undersigned, do hereby hold harmless the City of Tucson, its successors and assigns, their employees, officers, and agents from any and all claims for damages related to the use of the property depicted on this plat now and in the future by reason of flooding, flowage, erosion, or damage caused by water, whether surface flood or rainfall."

4. Add the signature lines for the property owners. The number of signatures depends on the number of persons who have fee title interest according to a title report current within 30 days of recordation of the proposed plat.

5. The signature shall be notarized in general conformance with the following format, modified as necessary:

State of Arizona) s.s.:

Pima County)

On this _____ day of _____, 20__ , before me personally appeared _____, who acknowledged to be the trust official of _____ and being authorized so to do, executed the foregoing instrument for the purpose therein.

My commission expires: _____

Notary Public

C. If applicable, the following BENEFICIARY block must be included on the title page.

<p>BENEFICIARY “The beneficiary of (Title Company Name and Trust Number) is (Name and Address).”</p>
--

D. Approval and Recording Data Blocks

The APPROVAL paragraph, where the City Clerk certifies that the plat has been approved by Mayor and Council, and the RECORDING DATA paragraph, which provides space for the recording information, must be placed on the first sheet of the plat adjacent to each other. The paragraphs are as follows.

<p>APPROVAL</p> <p>“I, (fill in name of current City Clerk), Clerk of the City of Tucson, Arizona, hereby certify that this plat was approved on this ____ day of _____, 20__.”</p> <p>_____</p> <p>Clerk, City of Tucson Date</p> <p>Sequence _____</p> <p>Fee _____</p> <p>State of Arizona</p> <p>County of Pima</p> <p>I hereby certify that the instrument was filed for record at the request Of _____ Date _____ Time _____</p> <p>Witness my hand and Official Seal day and year above written.</p> <p>(“name of current County Recorder”) , County Recorder</p> <p>BY _____ Deputy</p>
--

E. Assurances

The following ASSURANCE block must be placed on the plat's first sheet.

<p>ASSURANCES</p> <p>“This is to certify that all improvements, such as streets, non-lot specific/common area sidewalks, sewers, water and utility installation, drainage and flood control facilities, and monuments, required by the City of Tucson have been completed or the future completion of such improvements has been assured by a land trust financial assurance agreement, as the City of Tucson deems necessary and proper. In the event that any such assurance expires, lapses or is otherwise inadequate to assure the completion of assurable infrastructure, the city may suspend the issuance of building permits or certificates of occupancy, or require the subdivision be replatted to restore to original configuration.”</p> <p>City of Tucson Planning and Development Services Department Director</p> <p>City of Tucson Engineer</p>

5.10 Existing and Proposed Subdivision Information

Provide the following information on the plat:

- A. Indicate the name and width of each street, alley, easement (type), and drainageway within the subdivision boundary being created by this plat. Label each as public or private, along with the appropriate dedication notation;
- B. Identify all lots with the parcel identification number (if recorded), block or lot number within the subdivision boundary, total square footage, and lot line boundaries with approximate distances and measurements;
- 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. 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);

- E. Illustrate or provide notes on all applicable building setback lines, such as erosion hazard, floodplain detention/retention basins, and zoning;
- F. Show the limits of the 100-year flood-prone area in a surveyable and readily retraceable manner with frequent ties to intersecting lot lines for all flows of 100 cfs or more;
- G. Corner lots may be designated with a star symbol indicating which street will be used for access. Use of this designation may limit design options for access. In instances where the city, for safety reasons, limits accessibility, a one-foot no-access easement will be required;
- H. Show no-vehicular access easements where applicable;
- I. Show detention/retention areas in a surveyable and readily retraceable manner;
- J. Show the boundaries of all protected peaks and ridges, if applicable;
- K. If the plat represents one phase of a multiphased project and access is provided through this phase to the future phases, indicate the access easements or public streets on this plat that will guarantee the access; and,
- L. If the property includes Protected Riparian Area add a note stating that the project is designed to comply with Technical Manual Section 4-02, Floodplain, WASH, and ERZ Standard, specifying all lots impacted and including a total for the regulated area and the Protected Riparian Area.

5.11 Survey Information

- A. Indicate primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat will be referred. Where a coordinate system has been established by the City Engineer or County Engineer, primary control points may be referenced thereto. At least one corner of the subdivision will be tied by course and distance to a section corner, a quarter section corner, or an established city or county survey monument. The plat must include a description of that corner marker and an indication of how the bearings were determined. Corner tie recordation information is to be provided on the plat.
- B. Indicate tract boundary lines; right-of-way and centerlines of streets, easements, and other rights-of-way; and property lines of residential lots and other sites, with accurate dimensions, bearings, or deflection angles and radii, arcs, and central angles of all curves.
- C. Additional details to be shown are as follows:
 - 1. Basis of Bearings. The purpose of the basis of bearings on a survey is to enable another surveyor to retrace the original survey. As such, the statement must be referenced to found, readily locatable monuments. There are three general methods of establishing bearings:
 - a. Reference to a record of survey or a recorded plat;
 - b. Astronomic (normally solar or polaris); and,

c. Assumed.

The basis of bearings must be established from at least two found, physically monumented points described and shown on the final plat. If the monuments at each end of the reference line are fully described on the plat, they need not be described in the “Basis of Bearings” statement;

2. Label all boundary lines as to exact nature;
3. The boundary survey and section breakdown must be shown, if performed;
4. Boundary monumentation(s) must be labeled as “found” or “set.”

a. Fully describe and show all markings on found monuments.

b. A one-half inch iron rod tagged by a registered land surveyor must be set at all corners upon completion of construction.

5. Show the distance and bearing between all monuments used. Indicate whether measured or calculated. Measured is the physical, direct occupation of a point/line by line of sight and not through calculations of other measured distances; and,

6. In castings for points on section and quarter section lines, the standard survey monuments must be set on the street monument line at all intersections, points of curves (P.C.s), points of reverse curves (P.R.C.s), stub street termini, and at radius points of cul-de-sacs, eyebrows, or knuckles. All street monuments must be in place, stamped, and punched before public streets will be accepted for maintenance. Crossed out manhole covers are not acceptable survey monuments.

5.12 Protective Covenants

Protective covenants or Covenants, Conditions, and Restrictions (CC&Rs) establishing responsibility for construction, maintenance, and ownership of any proposed common area, open space, private street, or similar joint use, when needed, will:

A. Provide for maintenance of and liability for any proposed commonly-owned areas; and

B. Include the various conditions of rezoning or other special situations requiring permanent administration by an owners’ association.

2-07.6.0 APPROVAL DOCUMENTS AND PROCEDURE

State law A.R.S. 9-500.49 requires administrative personnel approval is given for final plats before the original final plat document is recorded. If any changes are made to a plat after it is approved, the revised plat is resubmitted for reapproval.

6.1 Documents Required

Applicants must electronically submit the following documents once the CDRC recommends approval of the final plat.

- A. The original final plat as approved, with all appropriate original signatures and seals affixed;
- B. The original documents that require recordation in conjunction with the plat, such as CC&Rs, consents to dedicate, and financial assurances, with appropriate signatures affixed;
- C. Submit all documents in pdf format;
- D. All fees per the CDRC approval letter; and,
- E. Submit an updated title report (current within 30 days). A statement from the title company certifying the title report previously submitted is still valid is acceptable in place of an additional title report.

6.2 Procedure

A. City Development Review Committee (CDRC) Approval

CDRC approval is required before a final plat is processed for administrative approval.

A. Administrative Approval

The original, fully executed final plat and all other documents, i.e., Covenants, Conditions, and Restrictions (CC&Rs), access agreements, consents to dedicate, assurances etc., must be submitted with the final plat for administrative approval.

Upon receipt of the original documents, the PDSO certifies that the project has been approved by the CDRC, verifies that the final documents meet current ordinances and standards and processes the plat for administrative approval, including signature by the PDSO Director and City Engineer (or designees), and recordation.

If the plat is dependent on the adoption of a rezoning ordinance, the administrative approval and signature of the final plat may not occur until after the Mayor and Council consideration of the rezoning ordinance.

C. Final Plat and Associated Documentation Transmitted to City Clerk

Upon approval, the final plat and associated documents are transmitted to the City Clerk. The Clerk authorizes the original plat and has it recorded by the Pima County Recorder's Office. The recordation should occur within five days of approval. If the use of the property proposed through the plat is dependent on the adoption of a rezoning ordinance, the recordation shall occur within five days after the effective date of any change in zoning. The subdivider shall pay the recording fees as specified by the Pima County Recorder's Office.

D. Changes to Approved Plat

If changes are made to an approved plat, the revised document requires resubmittal to the PDSD for review and approval.

SECTION 2-08.0.0: LAND SPLIT APPLICATIONS

2-08.1.0 PURPOSE

2-08.2.0 APPLICABILITY

2-08.3.0 APPLICATION SUBMITTAL REQUIREMENTS

2-08.4.0 FORMAT REQUIREMENTS

2-08.5.0 CONTENT REQUIREMENTS

2-08.1.0 GENERAL

1.1 Purpose

The purpose of this Section is to inform applicants of the submittal requirements for land splits.

1.2 Applicability

This standard shall be used for all land splits (or lot splits) submitted to PDSD for review. Per UCD Article 8, a “land split” is the division of improved or unimproved land for the purpose of sale or lease whose area is two and one-half acres or less, into two parcels (if previously platted) or three parcels (if not previously platted).

2-08.2.0 APPLICATION SUBMITTAL REQUIREMENTS

Land split applications are available on the PDSD website. Completed applications and accompanying materials shall be submitted electronically to PDSD.

The following documents and information shall be submitted upon application:

2.1 Application Form

A completed electronic application authorized by the property owner or authorized designee;

2.2 Land Split

A land split must be prepared to the format and content requirements described herein; and,

2.3 Fees

Fees will be invoiced in accordance with Section 4-01.0.0, Development Review Fee Schedule. Timing of required payment will be determined by PDS policy.

2-08.3.0 FORMAT REQUIREMENTS

A drawing showing the proposed land split shall be:

- A. Eleven inches by 17 inches or larger;
- B. Drawn to scale no less than one inch equals 20 feet; and
- C. Fully dimensioned.

2-08.4.0 CONTENT REQUIREMENTS

The following shall be submitted upon application:

4.1 Documentation of the land division history of the parcel, which may consist of Assessor's maps and records, deeds, title history search, or any other information that would credibly show the number of land divisions that have occurred from the original parcel from the date of annexation or recordation of a plat. Property information from the Pima County Assessor's Office establishing existing land split dates is acceptable;

4.2 If applicable, a copy of any easement agreement or other legal document which permits shared vehicle use areas and/or easements;

4.3 Documentation of any legal instruments that will be recorded establishing the shared aspects of the project must be provided;

4.4 Documentation of any easement that is to be recorded as a part of the land split;

4.5 New legal descriptions; and,

4.6 A drawing showing the proposed land split that includes the following:

- A. The boundaries of the original parcel or lot prior to the land split with distance and bearings labeled;
- B. The proposed lots with distance and bearings labeled;
- C. The rights-of-way adjacent to or within the property, including streets and easements. The streets and easements must be labeled and dimensioned;

- D. All proposed easements on and surrounding the property;
- E. The locations and dimensions of any existing structures and buildings;
- F. The setbacks of existing buildings and structures from existing and proposed property lines, if applicable;
- G. The land area of each proposed lot in square feet or acreage. If the property is developed, additional information may be needed, such as FAR, lot coverage, vehicle and bicycle parking, etc.;
- H. Access to all proposed lots in compliance with Section 7.8, Access; and,
- I. Any shared use of vehicle use areas, easements, etc. between properties;
- J. A survey drawing and legal descriptions prepared by a registered surveyor may be required at the PDSD Director’s discretion;

SECTION 2-09.0.0: ASSURANCES

- 2-09.1.0 PURPOSE
- 2-09.2.0 POLICY
- 2-09.3.0 SUBDIVISION IMPROVEMENT ASSURANCES

2-09.1.0 PURPOSE

To provide affected city departments with procedures for approving assurances for the completion of assurable infrastructure as required by state law, A.R.S. § 9-463.01(C)(8) and Article 8 of the Unified Development Code (UDC).

2-09.2.0 POLICY

Subdivision plats are to be reviewed and approved in a manner consistent with the requirements of state law.

2-09.3.0 SUBDIVISION IMPROVEMENT ASSURANCES

3.1 Assurance of Completion of Improvements

Assurances that all assurable infrastructure shall be completed, including streets and non-lot specific/common area sidewalks; sewer, water, and electric utilities; drainage and flood control

improvements; and monuments, as required by UDC Article 8, Land Division and Subdivision Standards, the Tucson Code, the Technical Standards Manual, the electric utility, the Pima County Regional Wastewater Reclamation Department (RWRD), Pima County Regional Flood Control District (PCRFCD), and state statutes and regulations, shall be approved by the city before a subdivision plat is approved. All required improvements shall be made by the subdivider in accordance with current policies of the PDS, Department of Transportation and Mobility, Tucson Water, Pima County and the applicable utilities.

3.2 Types of Assurances

Assurances for the completion of required assurable infrastructure shall be provided in the form of a Third Party Land Trust unless the PDS Director or designee approves an alternate form as provided in this section. The PDS Director or designee may also determine that no assurances are required.

A. Third Party Land Trust

In accordance with UDC Section 8.6.2.B.4 Third Party Land Trust, the subdivider may transfer title of the subdivision property to a land trustee to be held as an assurance that the required assurable infrastructure will be completed. The subdivider and land trustee shall then agree to the Third Party Land Trust Agreement to Construct Assurable Infrastructure and Amendment to Trust Agreement (the “Third Party Land Trust”) in the form provided by the city. The Third Party Land Trust is an agreement that the assurable infrastructure will be constructed before the title to the Property held in the land trust is released in accordance with UDC Section 8.6.2 Subdivision Improvements and Assurances. The Third Party Land Trust amends that trust to conform to the requirements of the Technical Standards Manual. By submitting the Third Party Land Trust, the subdivider and land trustee agree to be legally bound by the terms of the agreement and agree that these terms shall supersede and control over any contrary terms in the signed Third Party Land Trust or in the trust agreement between the subdivider and the land trustee.

B. Escrow Account

In accordance with UDC Section 8.6.2.B.2, Escrow Account, the subdivider may, at the discretion of the Director or designee, establish an account with the city with a cash or negotiable instrument (the “Escrow Account”) as an assurance that the required assurable infrastructure will be completed. The subdivider shall then agree to the Escrow Account Financial Assurance Agreement and Agreement To Construct Subdivision Improvements (the “Escrow Account Financial Assurance Agreement”) in the form provided by the city. The Escrow Account Financial Assurance Agreement is an agreement that the subdivider will construct the supersede infrastructure or, if not completed, that the city may provide for the construction by using the funds in the Escrow Account. By submitting the Escrow Account Financial Assurance Agreement, the subdivider agrees to be legally bound by the terms of the agreement and agrees that these terms shall supersede and control over any contrary terms in the signed Escrow Account Financial Assurance Agreement. The Escrow Account may be established with an escrow agent approved by the city provided the subdivider and escrow agent agree to be legally bound by the terms of the agreement and agree that these terms shall supersede and control over any contrary terms in the signed Escrow Account Financial Assurance Agreement.

The amount of the cash or negotiable instruments in the account shall be at least equal to the cost, as estimated by subdivider's engineer and approved the city, of construction, installation, and dedication of the required improvements. The Director or designee is authorized to require an escrow amount that is up to one and one-half times the estimated costs in order to provide for inflation and increased costs that would be incurred if the city was required to complete the improvements. If the PDSD Director determines that the escrow amount is impractical method to provide assurances for a specific project, the Director or designee shall have the discretion to require an alternate form of assurance.

The Escrow Account shall provide for one of the following:

1. That the principal and accumulated interest shall be held in trust by the city or an escrow agent approved by the city until released in whole or part by the city. The Escrow Account may not be used or pledged by the subdivider for any purpose during the period the Restricted Account is in effect; and further, that in the case of a failure on the part of the subdivider to complete the required improvements within the specified time period and upon notice by the city to the subdivider, the funds and all accumulated interest in the Escrow Account shall immediately, without further action, be made available to the city for use in completion of those improvements.

2. That the subdivider may make a cash contribution to an Escrow Account, and to include the interest accumulated thereon after the date of such contribution, so as to provide the city the flexibility of deferring permanent improvements along or adjacent to arterial or collector streets by holding contributed funds until such time as sufficient funds become available to design, and/or construct, an entire section of roadway or other improvement.

D. Letter of Credit

In accordance with UDC Section 8.6.2.B.3, Letter of Credit, the subdivider may, in the discretion of the Director or designee, provide a letter of credit as estimated by the subdivider's engineer and approved by the city, from a bank or other financial institution or person acceptable to the city as an assurance that the required assurable infrastructure will be completed. The subdivider shall then agree to the Letter of Credit Financial Assurance Agreement and Agreement To Construct Subdivision Improvements (the "Letter of Credit Financial Assurance Agreement") in the form provided by the city. The Letter of Credit Financial Assurance Agreement is an agreement that the subdivider will construct the assurable infrastructure or, if not completed, that the city may provide for the construction by using the funds in the Letter of Credit account. By submitting the Letter of Credit Financial Assurance Agreement the subdivider agrees to be legally bound by the terms of the agreement and agrees that these terms shall supersede and control over any contrary terms in the signed Letter of Credit Financial Assurance Agreement.

The letter of credit shall provide the following:

1. That the creditor guarantees funds in an amount equal to the cost, as estimated by the subdivider's engineer and approved by the DSD Director or designee, Director of Tucson Water, the Pima County Regional Wastewater Reclamation Department, and authorized representative of the electric utility, of construction, installation, and dedication of the required improvements. The Director or designee is

authorized to require an amount that is up to one and one-half times the estimated costs in order to provide for inflation and increased costs that would be incurred if the city was required to complete the improvements. If the PDSO Director or designee determines that letter of credit is impractical method to provide assurances for a specific project, the Director or designee shall have the discretion to require an alternate form of assurance.

2. That, in the case of failure on the part of the subdivider to complete the required improvements within the specified time period and upon notice by the city to the subdivider, the creditor shall, without further action, immediately pay to the city such funds as are necessary to complete the required improvements, up to the limit of credit stated in the letter.

3. That the letter of credit may not be withdrawn or reduced in amount until released by the city.

D. The PDSO Director or designee may, in the Director's discretion, approve other forms of financial assurances as appropriate and necessary to secure completion of the required improvements.

3.3 Assurance Requirements

The assurances described in Section 2-09.3.2, Types of Assurances, are subject to the following requirements:

A. The period within which the required improvements must be completed shall be incorporated in the documents creating the assurance and should generally not exceed two years from the date of final plat approval. However, the PDSO Director or designee may approve one or more extensions of up to two years each for completion of improvements where, because of incompatible grades, inadequate connecting facilities, lack of future planning or other reasonable cause, the completion within two years is impossible or undesirable.

B. The PDSO Director or designee may, at any time during the period of the assurance, accept a substitution of principal or sureties as provided herein.

C. The subdivider is required to ensure that assurances remain fully in effect until released by the city. In the event that any assurance provided to the city expires, lapses or otherwise becomes unavailable for the purpose of providing assurance that the required improvements will be constructed, the PDSO Director or designee may cease issuing building permits or certificates of occupancy for the effected subdivision.

3.4 Substitution of Assurances

The PDSO Director or designee may approve assurances in the form provided in Section 2-09.3.2, Types of Assurances, as substitutes for approved assurances and thereby release the prior assurances.

3.5 Inspection and Acceptance of Improvements

The PDSO Director and Director of Tucson Water shall provide for inspection of required improvements. If the PDSO Director, Director of the Department of Transportation and Mobility (DTM), Director of the Pima County Regional Wastewater Reclamation Department (RWRD), and the Director of Tucson Water

find upon inspection that any of the required improvements have not been constructed in accordance with the city's construction standards and specifications, the subdivider shall be responsible for completing or replacing such improvements to the specifications of the PDSD Director, DTM Director, or Director of Tucson Water.

The city will not accept improvements for maintenance or release or reduce any assurance until the PDSD Director has received statements from the Director of Tucson Water and the Director of the Pima County RWRD that such improvements have been satisfactorily completed.

3.6 Reduction of Assurances

Where a subdivider completes the required improvements for a portion of the final plat, assurances for such improvements may be reduced only where the improvements can be used and maintained independently of improvements required for the entire plat. For example, temporary cul-de-sacs should be provided for incomplete streets; water, sewer, and electric facilities should be capable of independent operation; and adequate access for public safety vehicles should be provided. In no event shall assurances described in Section 2-09.3.2, Types of Assurances, be reduced below 25% of the principal amount of each assurance before completion of all required improvements. Any reduction of the amount of assurances shall be approved in writing by the PDSD Director or designee.

3.7 Release of Third-Party Land Trust Assurance

A. Residential Subdivisions

Up to 75% of the lots in any particular phase may be released prior to completion and acceptance of the common-element improvements (i.e., sewer lines, water lines, street improvements, etc.). Any lot(s) released must be served by the common-element improvements. Once all non-lot specific common-element improvements have been completed, inspected, and accepted by the appropriate agency, partial releases greater than 75% or a final release may be granted.

B. Commercial Subdivisions

Up to 60% of the lots in any particular phase may be released prior to the completion and acceptance of the common-element improvements (i.e., sewer lines, water lines, street improvements, etc.). Any lot(s) released must be served by the common-element improvements. Once the common-element improvements have been accepted, partial releases greater than 60% or a final release may be granted only when all the lot-specific improvements have been completed, inspected, and accepted by the appropriate agency.

C. Any release of lots in accordance with this Section must be approved in writing by the PDSD Director or designee.

3.8 Planning and Development Services Department (PDSD) Director Actions

The PDSD Director may designate an employee under the Director to perform any duty of the PDSD Director in Section 2-09.0.0, Financial Assurances, and in any assurance agreement.

3.9 Required Construction

The purpose of financial assurances is to ensure that occupied structures within the subdivision will be served by all improvements that are necessary for the subdivided lots to function independently. The assurances do not require the subdivider to initiate or complete construction of infrastructure if there are not structures to be occupied or new uses on individual lots. Where construction is suspended or terminated after there is a partial release of assurances permitting the occupancy and use of some individual lots, the assurances shall authorize the city to complete or direct the completion of all construction that may be necessary for the public health and safety of the existing developed or occupied lots. Required construction may include drainage areas, open space, recreation and other areas without structures where necessary for the developed or occupied lots.

3.10 Suspension of Issuance of Permits and Certificates of Occupancy

In the event that the assurances for a subdivision expire, lapse, become included in a bankruptcy estate or are otherwise inadequate to assure the construction of the required improvements, the Director of PDSD is authorized to suspend the issuance of new building permits and the approval of new certificates of occupancy for lots within the subdivision until such time as new assurances have been provided. The Director or designee shall notify the subdivider in writing within three days of a suspension of permits or certificates of occupancy under this subsection, stating the reason for the suspension and the lots that are subject to the suspension. The subdivider may appeal the Director's decision to the Board of Appeal.

SECTION 2-10.0.0: LANDSCAPE PLAN REQUIREMENTS

2-10.1.0 PURPOSE

2-10.2.0 APPLICABILITY

2-10.3.0 FORMAT REQUIREMENTS

2-10.4.0 CONTENT REQUIREMENTS

2-10.1.0 PURPOSE

This standard specifies means to demonstrate compliance with Section 7.6, Landscaping and Screening, of the Unified Development Code (UDC).

2-10.2.0 APPLICABILITY

A landscape plan is required to be submitted with all applications for land development, with certain exceptions as noted in UDC Section 7.6.2, Applicability. Any change in design or land use requires a new review and approval process for the landscape plan. Certificates of Occupancy will not be issued, nor will the building be occupied, until the landscaping on the site meets the approved landscape plan criteria.

All required site landscape plans that include planting, irrigation, grading, commercial rainwater harvesting and any associated detailing shall be prepared by a landscape architect that is licensed in the state of Arizona. All plans shall be sealed and signed by the landscape architect.

2-10.3.0 FORMAT REQUIREMENTS

The landscape plan shall be drawn to a scale of no smaller than one inch equals 40 feet

(Am. Admin. Directive, 5/14/2013)

2-10.4.0 CONTENT REQUIREMENTS

The landscape plan shall include the following:

4.1 Identification and Descriptive Data

A. All improvements and site information, such as adjacent rights-of-way and property lines, shown on the landscape plan will be identical in size and location to those shown on the base plan (site plan or tentative plat). Should amendments be required to the base plan through the review process, the same amendments will be made to the landscape plan which will then be resubmitted along with the base plan.

B. The landscape plan will contain the following identification in the lower right corner of each sheet:

1. Legal description and address of site;
2. Cross-reference to:
 - a. Rezoning case;
 - b. Subdivision case;
 - c. Board of Adjustment case;
 - d. Design Development Option case;
 - e. Development Review Board (DRB) case; and/or,
 - f. Any other relevant case number for reviews or modifications that affect the site.

C. The name, address, and phone number of the individual who prepared the landscape plan.

4.2 Proposed Landscape and Screening Improvements

Landscape plans submitted for review do not necessarily have to be complete working drawings ready for contractual work. However, all required landscaping and screening will be clearly shown in sufficient

detail as to readily convey the intent to comply. Plans will include a planting plan, an irrigation plan, a grading plan, and construction details, each with applicable legend, key, symbols, sizes, quantities, and notes.

The following information must be provided on the plans. Information may be combined on one sheet if the combination of information does not obscure other details.

A. Planting Plan

1. Vegetation Plan and Schedules

- a. The location of individual plants one gallon or larger in size and areas to be seeded, turfed, or planted from flats;
- b. Sizes of plants indicated in boxes, gallon cans, or flats or by height (palms), number of canes (ocotillo), or number of pads (opuntia);
- c. Ultimate size of plants indicated by the spread of canopy, circumference of shrubs, or spread of ground cover;
- d. Both the proper and common name of each type of plant material. They should be included for any proposed seed list, if applicable;
- e. Location, size, and name of existing vegetation to remain in place;
- f. The location of oasis allowance area; and,
- g. Material and areas of inert ground cover.

2. Calculations

- a. Square footage of the site;
- b. Square footage of the oasis allowance area and calculation;
- c. Square footage of the vehicular use area; number of parking spaces, including the required and provided parking space calculations; and the calculation of the required number of canopy trees;
- d. A shadow pattern and calculation are required in certain cases (see UDC Section 7.6.4.B, Vehicular Use Area). Provide these, if applicable;
- e. Minimum width and square footage measured from the inside edge of tree planters in vehicular use areas;
- f. Length and width of landscape borders and landscape transition borders and number of canopy trees per length; and,
- g. Square footage of all landscaped borders and calculation of the percentage of vegetative coverage, when applicable.

3. Screening

- a. Location of screening elements;
- b. Height of screening material and reference point for measurement;
- c. Nature of screening material (e.g., permanent or temporary as in phased development); and,
- d. Type of screening material (e.g., masonry wall, wood fence, species of plant material).

4. Maintenance Schedule

- a. Pruning schedules to show that plant material will maintain pedestrian and vehicular clearances or that the material will establish opaque hedge screens, if required;
- b. Replacement criteria, should plant material not survive;
- c. Replacement or upkeep maintenance schedules for inert ground cover materials;
- d. Upkeep maintenance schedules for exterior hardscape materials; and,
- e. Maintenance and replacement schedules for irrigation systems.

B. Grading Information

1. Grade changes across the site indicated by one-foot interval contour lines or by spot elevations;
2. Percent slope across the site and the direction of the slope of paved areas;
3. Existing grades on adjacent rights-of-way and adjacent sites. If an adjacent right-of-way or site is under construction, show the proposed finish grades;
4. Extent of grading boundaries if a portion of the site is to be kept in its natural undisturbed state. Indicate natural contours of undisturbed areas;
5. Areas of detention/retention, depths of basins, and percentage of side slope;
6. The methods by which water harvesting or storm water runoff is used to benefit the oasis allowance area and other planting areas on the site; and,
7. Percent side slope of berms.

C. Irrigation Plan

1. Type of water conserving irrigation systems proposed and differentiation between systems for the different water use zones on the site;
2. Source of irrigation water;
3. Indicate potable or reclaimed water use. Reclaimed water system specifications, if used;

4. System specifications and system design and layout (Section 4-01.4.2, Irrigation Standards, of the Technical Standards Manual);

5. Extent of supplementary irrigation in each planting area, provided by water harvesting methods;

6. Point of drainage off roof areas, amount of flow, and disposition of flow;

7. Temporary systems proposed to establish native seeded areas;

8. The length of irrigation duration (e.g., for native plant material, automatic drip for two years or until established); and,

9. The extent to which systems are proposed within the public right-of-way.

D. Construction Details

1. Materials and methods used to construct landscape planters;

2. Materials and methods used to construct plant guards and water diverters, such as curbs, bollards, or walls;

3. Materials and amounts necessary for inert ground cover;

4. Outdoor light fixtures;

5. Street furniture, outdoor art/sculpture, and water features;

6. Materials used for walkways and paving;

7. Grills or tree grates; and,

8. Planting details, method of caliche penetration, soil amendments, mulch cover, staking methods, and root barriers, if used.

E. Additional Information

1. Purpose and location of utility easements and facilities; and,

2. Locations of existing solar collectors on adjacent property.

SECTION 2-11.0.0: NATIVE PLANT PRESERVATION PLAN REQUIREMENTS

2-11.1.0 PURPOSE

2-11.2.0 APPLICABILITY

2-11.3.0 PERMITTED EXCEPTIONS

2-11.4.0 SUBMITTAL REQUIREMENTS

2-11.5.0 SALVAGE AND MITIGATION REPORT

EXHIBIT I NATIVE PLANT PRESERVATION WORKSHEET

2-11.1.0 PURPOSE

This standard is established to assure that proper techniques are used in all aspects of conforming with the Section 7.7, Native Plant Preservation, of the Unified Development Code (UDC).

2-11.2.0 APPLICABILITY

In accordance with Section 7.7.4.A, Submittal Requirements, a Native Plant Preservation Plan is required as provided herein.

2-11.3.0 PERMITTED EXCEPTIONS

Requests for exceptions from the Native Plant Preservation requirements in accordance with UDC Sections 7.7.3.D.3 and .4 are reviewed by the Planning and Development Services Department (PDSD). Submittals are required to document that the site does not contain, or the proposed project does not impact, Protected Native Plants. Submittal requirements shall consist of one or more of the following items:

- 3.1 An aerial photograph, taken within a maximum of three years of submittal, of the site at a minimum one inch equals 100 feet that delineates the site boundaries and clearly shows the absence of plants within those boundaries or a site plan that clearly shows that construction will not impact any plants. Any aerial photograph submitted, which was taken more than one year prior to submittal, shall be accompanied by a letter stating that the site is substantially unchanged from the date of the aerial photograph;
- 3.2 A signed statement from one of the plant professionals listed in UDC Section 7.7.4.D, Professional Expertise, who has visited the site and verified that Viable Protected Native Plants are not located on the subject site; or
- 3.3 Other documentation, acceptable to the PSDS Director, which clearly indicates that the site does not contain, or the project will not impact, Protected Native Plants. Such documentation includes, but is not limited to, photographs of the site taken from all sides of the property and a signed statement from the property owner that Protected Native Plants are not located on the subject site.
- 3.4 Based on factors such as the size of the site, site location, topography, and proximity to significant natural features, the DSD Director may require submittal of specific items above.

2-11.4.0 SUBMITTAL REQUIREMENTS

A Native Plant Preservation Plan shall consist of the information itemized below according to the preservation and mitigation methodology chosen by the applicant. Additional information may be required by the PDSO Director in order to ensure that the General Provisions and Requirements of the Native Plant Preservation ordinance, UDC Section 7.7.4, are fulfilled.

4.1 Native Plant Inventory for the Plant Inventory Methodology, the Plant Appraisal Methodology, and the Combined Methodologies (Outside of Set Aside Areas)

A. A Native Plant Inventory containing the following elements:

1. All Viable Protected Native Plants shall be tagged with an embossed metal, or approved equal, inventory number. Tagging is not required in those areas that are to remain undisturbed. If the sampling method is used to estimate Protected Native Plants, only the Protected Native Plants required to be either Preserved in Place (PIP) or Transplanted on Site (TOS) shall be tagged;

2. A list of all Protected Native Plants as designated in Section 5-02.0.0, Protected Native Plant List, of the Technical Standards Manual located on the site including all Saguaros; all trees with a caliper of at least four inches measured at six inches for single-trunked specimens and 12 inches for multitrunked specimens above grade level at the base of the tree, per UDC Section 11.4.4, Definitions - C all shrubs equal to or greater than three feet in height; all succulents equal to two feet in height or greater; and all cacti. The list shall include the identification number, genus and species, and size. If the Plant Inventory Methodology is chosen, then the Native Plant Viability and Transplantability Status (see Section 2-115.4.2) of all Protected Native Plants on the site shall be listed. If the Plant Appraisal Methodology is chosen, then the appraisal value of each plant removed from the site shall be listed;

3. An aerial photograph, taken within a maximum of three years of submittal, at a minimum scale of one inch equals 60 feet showing the site's boundaries, the locations of all Protected Native Plants within those boundaries, and the plants' identification numbers keyed to the inventory list in Section 2-11.4.1.A.2. Any aerial photograph submitted, which was taken more than one year prior to submittal, shall be accompanied by a letter stating that the site is substantially unchanged from the date of the aerial photograph;

4. Areas of the site containing communities of Protected Native Plants with a low plant viability rating (as in the case of plants damaged by fire, frost, flood, insects, disease, or other natural damage) may be evaluated as a group without inventory. These areas shall be clearly delineated and annotated on the aerial photograph inventory map;

5. Areas of the site may be sampled to estimate representative numbers of Protected Native Plants. These sampling techniques can be applied to any of the methodologies chosen to comply with the ordinance. Areas of the site must be inventoried by sampling typical identifiable areas for each genus and species and estimating representative plant numbers per square acre of the total site area. The samples must be representative of the Viable species found on-site and shall not be less than 20% of the total site.

If various plant associations (upland, riparian, xeroriparian, etc.) are found on one site, then a sample of not less than 20% of each defined plant association, by its respective site area, shall be inventoried. Under any methodology, Ironwoods and Saguaros shall be inventoried individually and not by sampling. Staff reserves the right to reject sampling to establish an inventory of plant counts, on a case-by-case basis; and,

6. Sites that use the sampling method for inventory of Protected Native Plants will require field tagging of those plants to be PIP or TOS. All PIP plants must be identified on the aerial photo and must be tagged, flagged, and fenced. In a summary, the total number of plants, by genus and species, that must be PIP or TOS and the required mitigation numbers shall be listed. This summary shall be located on the NPPO plan and any associated Landscape/Mitigation Plan. Protected Native Plants to be TOS may be identified individually or in a “pool count.” The “pool count,” or total number of required TOS Protected Native Plants, shall match the totals in the summary and may vary according to field conditions; and therefore, final selection will be that of the “plant professional” and the salvage contractor. Once the total number of plants to be TOS, by genus and species from the summary, has been identified in the field, they must be tagged and flagged for TOS. Plants within a designated Natural Undisturbed Open Space (NUOS) area, under any method, do not require individual tagging or flagging since their boundaries will be fenced.

4.2 Native Plant Viability and Transplantability Status for the Plant Inventory Methodology

The Native Plant Viability and Transplantability Status shall be determined for each native plant of the minimum size and shall be used to determine numbers and locations of plants required for preservation.

4.3 Native Plant Analysis and Objectives for the Plant Inventory Methodology

A. The Analysis of the inventory shall discuss in writing the criteria used to determine which plants and groups of plants will be preserved-in-place, salvaged and transplanted on-site, removed from the site, or destroyed, according to the plant status determined by the Native Plant Viability and Transplantability Status. Criteria may include, but are not limited to, health, vigor, wildlife value, environmental value, erosion control, soil structure, bedrock depth, slope, and the density and continuity of surrounding vegetation.

B. Based upon the analysis, a site plan or subdivision plat shall be prepared to maximize achievement of the following prioritized objectives:

1. A site design which avoids disturbance of communities of Protected Native Plants and promotes the preservation-in-place of individual Protected Native Plants;

2. Transplanting on-site of salvaged Protected Native Plants into common areas; landscaped areas as required by the Landscaping and Screening Regulations (including into the future right-of-way areas identified by the Department of Transportation and Mobility (DTM) or designee that will not be utilized for future right-of-way improvements and with the DTM’s Engineer or designee’s approval); disturbed wash areas; required retention/detention areas; disturbed landscape areas required to be revegetated, such as within Scenic Corridor Zones; and front yards of residential lots; and,

3. Salvage and transplanting off-site of any surplus Protected Native Plants which cannot reasonably be transplanted on-site.

4.4 Plant Preservation and Salvage Plan for the Plant Inventory Methodology

A. A Plant Preservation and Salvage Plan on an aerial photograph, taken within a maximum of three years of submittal, at a minimum scale of one inch equals 60 feet showing the locations of the following. Any aerial photograph submitted, which was taken more than one year prior to submittal, shall be accompanied by a note on the plans stating that the site is substantially unchanged from the date of the aerial photograph.

1. Limits of all areas to be graded;
2. Location of proposed roads and utility easements;
3. Existing topographic contours at two-foot maximum contour intervals;
4. Disposition of all Protected Native Plants keyed to the inventory list and showing the following designations:

- a. Plants to be preserved-in-place;
 - b. Plants to be salvaged and transplanted on-site. To the extent possible, plants should be transplanted directly to their permanent location on-site;
 - c. Plants to be salvaged and removed from the site; and,
 - d. Plants to be destroyed.
5. The location of a temporary holding nursery to be used for salvaged plants.

B. Salvage and Mitigation Report that details:

1. A summary by genus and species that details the total numbers of all Protected Native Plants inventoried;
2. The calculations used to determine, by genus and species, the numbers of replacement plants, if any, to be provided as mitigation for Protected Native Plants transplanted on-site, removed from the site, or destroyed. For assistance in determining these calculations, see Exhibit I, Native Plant Preservation Worksheet. Any required landscape plans shall include a summary of plants required for mitigation and show their site location on the landscape plans. Any project that does not have required landscape plans shall have a landscape mitigation plan prepared to show the disposition of PIP, TOS, and required mitigation, as shown in the summary;
3. A schedule of salvage work to be accomplished including the timing and phasing of all tree boxing, tree and cacti salvage, and grading operations to take place on-site. See Section 2-11.5.0, Salvage and Mitigation Report;

4. A method and schedule for providing irrigation to salvaged plants in a temporary holding area. A method and schedule for providing irrigation to PIP, TOS, and mitigation plant materials. A method to provide irrigation to plants may include water harvesting for areas that are to remain natural; and,

5. A method of protection from intrusion and damage for the natural vegetation outside the graded area. Specify fencing materials and methods for controlling access to the designated NUOS areas (minimum fencing requirements as specified in UDC Section 7.7.5.C.4, Fencing Standards).

4.5 Set Aside Submittal

The requirements of the Environmental Resource Report shall be fulfilled in the assessment of the area(s) of natural resource to be set aside as undisturbed natural open space in lieu of performing a Native Plant Inventory, Analysis, and Plant Preservation and Salvage Plan. In addition, an aerial photograph, taken within a maximum of three years of submittal, is required at a minimum one inch equals 100 feet delineating the natural resource values for areas on the site and the area(s) to be set aside which will be platted and included in Covenants, Conditions, and Restrictions (CC&Rs) as NUOS. Any aerial photograph submitted, which was taken more than one year prior to submittal, shall be accompanied by a note on the plans stating that the site is substantially unchanged from the date of the aerial photograph.

2-11.5.0 SALVAGE AND MITIGATION REPORT

These standards provide a general list of the many aspects of salvage and transplanting which shall be addressed by a contractor. Current standards and professional practices for the arid southwest should always be followed.

The basic plant protection and salvage philosophy is to preserve-in-place as much native vegetation as possible and to utilize salvaged vegetation for landscaping in those areas that are graded or otherwise disturbed.

5.1 The salvage and transplanting operation shall be performed by a landscape contractor licensed in the State of Arizona.

5.2 For the salvage and transplant of trees, the Salvage and Mitigation Report should address the following items as applicable:

- A. Season of the year;
- B. Feasibility of successful salvage/transplant;
- C. Pruning requirements before and after transplant;
- D. Appropriate box size for salvaged material based on trunk diameter;
- E. Side boxing techniques and timing;

- F. Plant removal techniques and transportation techniques;
- G. Maintenance in temporary holding nursery;
- H. Permanent location planting techniques; and,
- I. Long-term maintenance.

5.3 For the salvage and transplant of Saguaros and cacti, the Salvage and Mitigation Report should address the following items as applicable:

- A. Season of the year;
- B. Orientation of the plant at the original site and in the holding nursery. All Saguaros and cacti should be stored and transplanted in the same north-south orientation as they naturally grow in the desert to avoid sunburn. All Saguaros and cacti should be premarked on the south side before moving. Any size Saguaro and cactus can be planted in full sun if it was originally growing in full sun; otherwise, provide artificial shade for a season, or plant under a tree or shrub. Cacti which were not in full sun must be protected by shade cloth or other shade in the nursery;
- C. Excavation of adequate root system;
- D. Protection of epidermis with burlap, foam rubber, or other padding;
- E. Support of the plant during salvage and transport;
- F. Final planting techniques;
- G. Maintenance in temporary holding nursery; and,
- H. Long-term maintenance.

5.4 Protected Native Plants that do not survive the salvage process shall be replaced on a one-to-one basis (same size and species).

Sources of additional information include, but are not limited to:

International Society of Arboriculture

National Forestry Association

Arizona-Sonoran Desert Museum

University of Arizona Cooperative Extension

Desert Botanical Garden, Phoenix

EXHIBIT I: NATIVE PLANT PRESERVATION WORKSHEET

This worksheet outlines the steps needed to calculate numbers for meeting the minimum standards, preservation credits, and mitigation requirements of the Native Plant Preservation Ordinance utilizing the Plant Inventory Methodology. This Worksheet has been designed to assist in calculating the numbers of plants needed for the Salvage and Mitigation Report described in Section 2-11.5.0; however, this particular Worksheet is not required as part of the submittal but the calculations are required. Fill out a separate worksheet for every genus and species of plant.

Abbreviations and Definitions used:	PIP = plants preserved-in-place
	TOS = plants transplanted on-site
	RFS = plants removed from site, damaged, or destroyed
	Mitigation = additional plants to be planted on-site

NAME OF PLANT (GENUS AND SPECIES) _____

STEP ONE Minimum Requirements for PIP or TOS

1. Number of plants of this genus and species inventoried and rated viable:
_____ **(1)**

2. Multiply line 1 by the appropriate number below.

When the result includes a fractional amount, .1 - .4 is rounded down to the next lower whole number, and .5 - .9 is rounded up to the next higher whole number.

Saguaros and Ironwood trees .5 x _____ = _____

Other Plants .3 x _____ = _____

Enter the minimum number of PIP and/or TOS required here: _____ **(2)**

3. Enter total number of plants proposed to be PIP: _____ **(3)**

4. If line 3 is less than line 2, subtract line 3 from line 2 and enter here: _____ **(4)**

If line 3 is more than or equal to line 2, enter 0.

This is the minimum number of plants required to be TOS.

5. Enter total number of plants proposed to be TOS: _____ **(5)**

6. Subtract line 4 from line 5 and enter here: _____ **(6)**

This is the number of “excess” plants to be TOS.

7. Add line 3 and line 5 and enter here: _____ **(7)**

This is the total number of plants that will remain on the site.

8. Subtract line 7 from line 1 and enter here: _____ (8)

This is the total number of plants proposed for RFS.

STEP TWO Preservation Credits for Plants PIP

9. Multiply the number of plants PIP, based on plant size, by the appropriate multiplier below and enter here. **Add the total, for each plant, and enter the total preservation credits here.** _____(9)

Saguaros 6-10' high	2 x _____ = _____
Saguaros >10' high	3 x _____ = _____
Ironwood trees 6-12" in caliper	2 x _____ = _____
Ironwood trees >12" in caliper	3 x _____ = _____
Barrel Cacti >2' high	2 x _____ = _____
Other Cacti >4" high	2 x _____ = _____
Ocotillos >6' high	2 x _____ = _____
Yuccas >2' high	2 x _____ = _____
Other Trees 6-14" in caliper	2 x _____ = _____
Other Trees >14" in caliper	4 x _____ = _____
Shrubs >6' in height or diameter	2 x _____ = _____

STEP THREE Mitigation Requirements for Plants TOS and RFS

10. Enter number of plants from line 4 here: _____ (10)

This is the mitigation requirement for the required number of plants TOS.

11. Multiply the number of plants from line 8 by the appropriate multiplier below and enter result here: _____(11)

This is the mitigation requirement for plants RFS.

Saguaros and Ironwood trees:	3 x _____ = _____
Other plants:	2 x _____ = _____

12. Add line 10 and line 11 and enter total here: _____ (12)

This is the total number of plants required for mitigation.

STEP FOUR Net Mitigation Requirements

This step balances the preservation credits and requirements.

13. Subtract line 6 from line 12 and enter here: _____(13)

This is mitigation requirement reduced by “excess” plants TOS.

14. Subtract line 9 from line 13 and enter here: _____(14)

This is mitigation requirement reduced by preservation credits.

15. If amount on line 14 is greater than 0, enter number here: _____ (15)

If amount on line 14 is 0 or less, enter 0 here (no mitigation is required for this plant).

This is the number of mitigation plants that must be provided.

16. Add line 7 and line 15 and enter number here: _____(16)

This is the total number of plants (of this genus and species) that will be on the site.

SECTION 2-12.0.0: PROTECTED DEVELOPMENT RIGHT APPLICATIONS

2-12.1.0 APPLICATION SUBMITTAL REQUIREMENTS

2-12.2.0 PROTECTED DEVELOPMENT RIGHT PLAN REQUIREMENTS

2-12.3.0 MODIFICATIONS PROHIBITED

2-12.1.0 APPLICATION SUBMITTAL REQUIREMENTS

In accordance with UDC Section 3.12.2, Protected Development Right, the following must be submitted upon application of a Protected Development Right:

1.1 Application Form

A completed electronic application authorized by the property owner or authorized designee;

1.2 Protected Development Right Plan

A Protected Development Right Plan in accordance with Section 2-12.2.0, Protected Development Right Plan Requirements; and,

1.3 Fees

Fees will be invoiced in accordance with the Development Review Fee Schedule, Section 4-12.0.0, Protected Development Right Plan Fees. Timing of required payment will be determined by PDSD policy.

2-12.2.0 PROTECTED DEVELOPMENT RIGHT PLAN REQUIREMENTS

2.1 All Applications

All applications for a Protected Development Right plan must be for a plan or plat approved by the city and describe with a reasonable degree of certainty:

- A. The proposed uses of the site;
- B. The boundaries of the site;
- C. Significant topographical and other natural features affecting development of the site;
- D. The number of dwelling units;
- E. The location of all existing and proposed utilities and a provision for other infrastructure on the property, including water, sewers, road, and pedestrian walkways;
- F. All other studies and reports required by the UDC Subdivision Regulations and other city codes, including traffic reports, drainage reports, and master street plans; and,
- G. All necessary easements and dedications.

2.2 Nonphased Development

In addition to the requirements of this standard, a plan or subdivision plat, for a nonphased development, may be considered protected development right plan only if the plan:

- A. Describes with a reasonable degree of certainty the square footage, height, and general location of the proposed buildings, structures, and other improvements; and,
- B. Is an approved site plan or plat.

2.3 Phased Developments

In addition to the requirements of this standard, an application for a protected development right plan for a phased development shall:

- A. Include the proposed phasing plan, the boundaries of each phase, and the schedule of development of each phase;
- B. Include the general location on the property of the proposed buildings, structures and other improvements for the first phase;
- C. Include the number of dwelling units proposed for all phases of the development;
- D. Include the square footage and height of the proposed buildings and other structures for the first phase;
- E. Identify all improvements required to be constructed for each phase;
- F. Include a phased public infrastructure schedules;

G. Demonstrate that each phase will be fully functional and independent at the time of completion of that phase; and

H. Is an approved site plan or plat.

2-12.3.0 MODIFICATIONS PROHIBITED

The provisions of Section 2-12.0.0, Protected Development Right Plan Standards, cannot be modified because they are required by state law and the UDC.

SECTION 3: REVIEW COMMITTEE AND COMPLIANCE REVIEW TIMEFRAMES POLICY

SECTION 3-01.0.0: CITY DEVELOPMENT REVIEW COMMITTEE

3-01.1.0 GENERAL

3-01.2.0 ORGANIZATION

3-01.3.0 FUNCTIONS

3-01.1.0 GENERAL

1.1 Purpose

To establish the organization and function of the City Development Review Committee (CDRC).

1.2 Policy

The City of Tucson is committed to encourage and facilitate the efficient and innovative development of land within its city limits, with a particular interest in infill areas.

3-01.2.0 ORGANIZATION

2.1 General

The CDRC is composed of city departments, utility companies, other government agencies and other agencies which regulate land use within the city limits.

2.2 Membership

A. Core Members

Members in this category are the following city departments and divisions, which are asked to review and comment in writing on submittals to the CDRC and are invited to attend meetings, as scheduled by the CDRC office:

Planning and Development Services (Building Code, Zoning, Landscape and NPPO, Planning, ADA, and Engineering)

Department of Transportation and Mobility
Fire
Environmental Services Department (Sanitation)
Parks and Recreation
Police Department

B. Utilities

Members in this category are the utilities which are asked to review submittals and respond in writing and may be asked to attend meetings as scheduled by the CDRC office:

Pima County Regional Wastewater Reclamation Department
Southwest Gas*
Century Link Communications*
Tucson Electric Power Company
Tucson Water Department

C. Other Public Agencies

Public agencies under this category are asked to review submittals and comment in writing and may be asked to attend meetings as scheduled by the CDRC office:

United States Postal Service*
State of Arizona Department of Transportation
Pima Association of Governments
Pima County Planning & Development Services
Pima County Addressing
Pima County Assessor
Tucson Airport Authority

D. Other Review Entities

Other review entities under this category are asked to review submittals and comment in writing and may be asked to attend meetings as scheduled by the CDRC office:

Design Professional

Any other entity determined to be necessary by the Planning and Development Services Director (PDSD)

* Designates an agency that does not provide written comments

2.3 Coordination

The PDSD Director or designated representative, chairs the CDRC and is responsible for coordinating, compiling, and maintaining a record of all the responses generated by the CDRC members. CDRC recommendations are transmitted to the PDSD Director, the Zoning Examiner, the City Manager, Mayor and Council, and the applicant as applicable.

The PDSD serves as a single point of contact and administrative review agency to ensure the processing of submittals in an orderly and timely manner and with the least amount of difficulty.

As part of its coordination function, the PDSD maintains a list of professionals, agencies, etc., which, even though they are not members of the CDRC, have expressed interest in being informed when submittals for new projects are made to the CDRC for review. The PDSD provides a copy of the CDRC application to these interested parties as a courtesy when a submittal is made to the CDRC. The recipients cannot place any requirements on the project.

2.4 Meetings

The chair of the CDRC schedules meetings when requested by the applicant. The chair discusses the issues with the applicant to determine which review agencies should be invited to the meeting. Such meeting may be used to discuss the comments generated by the CDRC members and get clarifications/explanations regarding regulations and processes. If the project is close to approval, this meeting may be used to approve the plans.

CDRC meetings are open to the public, but they are not public hearings. Members of the public are allowed only to listen and ask questions related to the project under discussion.

2.5 Project Review Comments

Each CDRC member reviews submittals, as appropriate, only for conformance with the codes, ordinances, Administrative and Technical Manuals, and other applicable regulations for which their department or agency is responsible for enforcing. Each CDRC member provides the CDRC with a written response which includes any resubmittal requirements, if applicable. Comments generated by CDRC members shall quote the pertinent section(s) of the code(s), ordinances or Administrative and Technical Standards Manuals. PDSD compiles and makes available these comments to the applicant in a timely manner.

2.6 Conflicting Requirements

The PDSD Director, or his agent, resolves any conflict that may arise among CDRC members regarding a development requirement or process and documents the measures taken to resolve the conflict.

3.1 General

- A. The CDRC serves in a technical advisory capacity for the City Manager, the Zoning Examiner, the Planning Director, the PDSO Director, and the Mayor and Council.
- B. The CDRC's primary functions are to facilitate and expedite the review and approval of subdivision plats, development packages, and land development standards, such as the Administrative and Technical Manuals, and to ensure compliance with adopted codes and regulations applicable to a project.
- C. CDRC members possess the necessary administrative authority and expertise to properly evaluate matters before the CDRC and are obligated to respond expeditiously and in a timely and courteous manner.
- D. They are also expected to objectively enforce requirements established by an adopted code, ordinance, or the Administrative and Technical Manuals and to assist to the best of their ability in finding solutions to technical and procedural problems.

3.2 Development Standards Information

CDRC members provide information to individuals regarding development of specific sites within the City of Tucson. Such information may include explanations of regulations and design standards applicable to the proposed development and any other land use related information including projected capital improvements.

3.3 Technical Review

- A. The CDRC performs formal technical review of all tentative and final plats, development packages, and design standards, in accordance with applicable codes, ordinances and legal requirements. Review shall minimally include compliance with codes regulating streets, sidewalks and public transportation access, zoning, floodplain and drainage, fire, water, environmental services, wastewater, and other Pima County and utility company regulations.
- B. Once a complete application is accepted by the CDRC, the submitted documents are distributed to the CDRC members for review and comment on all applicable codes, ordinances, the Administrative and Technical Manual and all other applicable regulations.
- C. Once the review is complete, the CDRC, shall prepare a letter which details the status of the plan review. If the plan has been approved, the letter will detail the items that must be submitted to the CDRC office for final approval. If the plans have been denied, the letter will detail the resubmittal requirements and the issues that need to be addressed and remedied. The resubmittal requirements will include the number of copies of the plans required along with all other documents needed to complete the review. The letter will also indicate which agencies must continue to review the plans after the required changes have been made.
- D. When a resubmittal is required, the applicant must, in addition to any corrected or modified tentative plat, final plat and/or development package, and required additional documentation, include a letter with

the resubmittal package. The letter must respond to each comment in the CDRC response letter and explain in detail any revisions made by the applicant to the plans and/or documents addressing those comments.

E. Upon receipt of a resubmittal PDS shall distribute the revised plan, documents, and resubmittal letter to the CDRC for review and comment. If the resubmitted plans and documents do not resolve all comments and demonstrate compliance with applicable requirements, then the CDRC shall again issue a letter detailing the resubmittal requirements.

F. Once the CDRC office issues an approval letter and the applicant submittals all the items detailed in the approval letter, the plans shall be forwarded to the PDS Director with a recommendation for approval. The PDS Director shall approve the plans within five working days of receipt of the plans and required documents as long as all other processes associated with the plan have already been approved. Rezoning, overlays, Board of Adjustment variances, etc. can delay approval. Once approved, the applicant will receive a signed copy of the plan for use for additional reviews and permits. The CDRC approval letter will include the expiration date of the plan.

G. The approval date of the plan is the date of the CDRC approval letter unless the plan involves a rezoning. The approval date of the plan with a rezoning is the date the rezoning is ordinances by the Mayor and Council. Refer to Article 8 of the Unified Development Code of information on review periods and extensions to review periods.

H. PDS review of final plats usually occurs after the tentative plat has been approved. The applicant may submit a final plat for review after PDS has completed the first review of the tentative plat. The PDS Director may give prior approval for concurrent review of a tentative and final plat. However, in all cases where the applicant submits a final plat prior to a tentative plat approval the applicant must assume the risk that PDS or the CDRC may require changes to the tentative plat that may affect the final plat.

I. See Administrative Manual Section 2-07.6.0 for information on recording an approved final plat.

J. Informal preliminary reviews may be done by the CDRC by scheduling a pre-application conference with PDS. The quality of comments generated at a pre-application conference is directly related to the quality and level of detail provided by the applicant. Some processes (minor subdivisions and block plats) require a pre-application conference. A pre-application conference is required for these processes to determine whether or not there are sufficient design or technical issues to warrant review of a tentative plat. Determination as to whether or not a review of a tentative plat is warranted shall be by the CDRC upon evaluation of the information. If the CDRC determines that review of a tentative plat is not required, the pre-application conference notes provided at the conference must be submitted with the first submittal of the plans to the CDRC office. The notes must indicate that the CDRC members at the pre-application conference concur with the process elected by the applicant.

K. The PDS Director has the discretion to ask the CDRC for advice regarding any other matter related to land development.

SECTION 3-02.0.0: COMPLIANCE REVIEW TIME FRAMES POLICY

- 3-02.1.0 PURPOSE
 - 3-02.2.0 APPLICABILITY
 - 3-02.3.0 GOALS OF THE REVIEW PROCESS
 - 3-02.4.0 APPLICATIONS SUBJECT TO A.R.S. § 9-831 et seq.
 - 3-02.5.0 EXCEPTIONS
 - 3-02.6.0 APPLICATION FORM CONTENTS
 - 3-02.7.0 REGULATORY CLARIFICATION
 - 3-02.8.0 REVIEW TIME FRAME REQUIREMENTS
 - 3-02.9.0 TIME FRAME SUSPENSIONS
 - 3-02.10.0 NOTICES OF COMPLETENESS AND SUBSTANTIVE COMPLIANCE
 - 3-02.11.0 ADMINISTRATIVE REVIEW, NOTICE
 - 3-02.12.0 SUBSTANTIVE REVIEW, REQUESTS FOR CORRECTIONS
 - 3-02.13.0 APPROVAL, WITHDRAWAL, DENIAL
 - 3-02.14.0 APPLICATION RESUBMITTALS
 - 3-02.15.0 REFUNDS
- TABLE 3-02 REVIEW TIME FRAME REQUIREMENTS TABLE

3-02.1.0 PURPOSE

SENATE BILL (SB) 1598 WAS ADOPTED BY THE ARIZONA LEGISLATURE IN 2011. THE LAW, WHICH WAS CODIFIED AS A.R.S. § 9-831, ET SEQ. AND AMENDED IN 2013 BY HOUSE BILL 2443, APPLIES TO ALL ARIZONA MUNICIPALITIES AND COUNTIES AND FLOOD CONTROL DISTRICTS. THE LAW REQUIRES THE CITY OF TUCSON (CITY) AND OTHER PUBLIC ENTITIES TO WHICH THE STATUTE APPLIES TO ESTABLISH TIME FRAMES FOR THE APPROVAL OR DENIAL OF EACH TYPE OF LICENSE TO WHICH THE LAW APPLIES. THE PURPOSE OF THIS COMPLIANCE REVIEW TIME FRAMES POLICY (COMPLIANCE POLICY) IS TO BRING CITY DEVELOPMENT REVIEW APPLICATION PROCESSING PROCEDURES INTO COMPLIANCE WITH THE A.R.S. § 9-831 ET SEQ.

3-02.2.0 APPLICABILITY

2.1 This Compliance Policy applies to the various types of City application review procedures that produce outcomes that qualify as “licenses,” defined in A.R.S. § 9-831(2) as “the whole or part of any municipal permit, certification, approval, registration, charter or similar permission required by law.”

2.2 This Compliance Policy will take precedence over any time frame for a qualifying “license” in the Unified Development Code (UDC), Administrative Manual, or Technical Standards Manual.

3-02.3.0 GOALS OF THE REVIEW PROCESS

3.1 The City has consistently supported and practiced expeditious review of all applications and will continue to do so under the time frames set forth in this Policy. The Planning and Development Services Department (PDSD) will continue to engage in process improvement to review various applications in the most expeditious way possible and will continue to work with customers to review their applications in a manner that:

provides flexibility when needed;

assures the public health and safety; and,

allows a customer complying with the City’s development regulations to achieve their permitting and development goals in a timely manner.

3.2 By state law, the City may not initiate discussions with an applicant about waiving the requirements of A.R.S. § 9-831 et seq. However, if requested to do so by the applicant, PDSD staff will answer any questions the applicant might have regarding an alternative, more flexible review processes.

3-02.4.0 APPLICATIONS SUBJECT TO A.R.S. § 9-831 ET SEQ.

The following City of Tucson development review applications fall under the definition of “license” under A.R.S. § 9-831:

4.1 Procedures requiring decision by the PDSD Director.

4.2 Procedures requiring decision by the PDSD Director pursuant to Single-Family Construction

4.3 Procedures requiring decision by the PDSD Director pursuant to the 100-foot notice procedure.

4.4 Procedures requiring decision by the PDSD Director pursuant to the 400-foot notice procedure.

4.5 Procedures requiring Zoning Administrator’s decision.

4.6 Procedures in certain overlay districts requiring PDSD Director’s decision.

4.7 Special exceptions requiring PDSD Director’s decision.

4.8 Special exceptions requiring Zoning Examiner’s decision.

3-02.5.0 EXCEPTIONS

Under A.R.S. § 9-835(N), the provisions of this Compliance Policy do not apply to a license or permit that:

5.1 Is issued within 7 working days of application.

5.2 Expires within 21 calendar days of issuance.

5.3 Is for a Transaction Privilege Tax license.

5.4 Is necessary for the construction on, or development of a residential lot, including swimming pools, hardscape and property walls. For purposes of this section, “residential” means construction or development that is subject to the International Residential Building Code (IRC) that was adopted by the City as one of its Building Codes, and other residential development not subject to the IRC, as determined by an administrative interpretation by the PDSO Director.

5.5 Is for a subdivision or master planned community as those terms are defined in A.R.S. § 9-835(O)(1) and (2).

3-02.6.0 APPLICATION FORM CONTENTS

City of Tucson development review applications must include the following information as required by A.R.S. § 9-836:

6.1 A list of all required steps in the application/approval process;

6.2 Applicable time frames;

6.3 Contact person (name and telephone. number);

6.4 Website address; and,

6.5 Notice for opportunity to clarify ordinances or regulations, or both.

3-02.7.0 REGULATORY CLARIFICATION

An applicant may request from the City clarification of a regulation pertaining to an application. A request must be in writing and include all information required by A.R.S. § 9-839. The City may provide the requestor with an opportunity to meet and discuss the request. In compliance with A.R.S. § 9-839, the City must provide a written response within 30 calendar days of receipt of the request.

3-02.8.0 REVIEW TIME FRAME REQUIREMENTS

8.1 A.R.S. § 9-835(A) requires the City to have in place an overall time frame during which the City will either grant or deny license applications that are subject to A.R.S. § 9-831 et seq. A.R.S. § 9-835(C) provides for flexibility in structuring the license time frame process. The overall time frame for each type of

license must separately provide for (1) an administrative time frame for application completeness, and (2) a substantive time frame for review. The time frames will be posted on the City’s website.

8.2 A.R.S. § 9-470 requires the City to approve, conditionally approve or respond with required additions or revisions to an application for a single-family residential building permit within fifteen working days after the date the application is submitted per. The time frame requirements for overall, administrative and substantive review for applicable types of license procedures are listed in Table 3-02 provided below.

8.3 Any new zoning application review provisions must comply with the Compliance Review Policy.

8.4 The beginning of an application completeness review time frame is the date following the actual date an application is submitted to PDSD.

8.5 The beginning date of the substantive review period is the day following the date of the notice of application completeness.

3-02.9.0 TIME FRAME SUSPENSIONS

The overall time frames listed in Table 3-02 below are suspended for the following time periods:

9.1 From the date of a notice to the applicant of specific deficiencies in an application, whether on review for completeness of application or substantive review, and the date that the City receives the missing information from the applicant.

9.2 Time for substantive review and overall completion of certain purposes, including any or all of the following delays for:

1. Public hearings;
2. State or federal licenses;
3. Approvals from public utilities on residential or commercial development projects ; or other non-municipal licenses; or
4. Participation in meetings required by law.

3-02.10.0 NOTICES OF COMPLETENESS AND SUBSTANTIVE COMPLIANCE

The City must review applications for both application completeness and substantive compliance. The City must send written notice to the applicant of the application’s status within the mandatory time frames listing all required additional information or corrections. Written notices may be delivered by mail or electronically (the term “notice” as subsequently used in this Compliance Policy includes either type of notice). If the permit sought requires approval of more than one City department, each department may issue separate notices.

3-02.11.0 ADMINISTRATIVE REVIEW, NOTICE

11.1 The City will review an application for administrative completeness. If the City determines that an application is not administratively complete, the City must issue a written notice with a comprehensive list of the specific deficiencies. A.R.S. §§ 9-835(D), 9-835(E). The statute provides for additional written notices of deficiencies based on the applicant's submission of the missing information.

11.2 The notices of deficiencies must cite all reference to the applicable regulation or policy, and inform the applicant that the City's mandatory time frame is suspended pending receipt of the requested corrections or any missing information. A.R.S. § 9-835(E).

11.3 If the City fails to provide notice to the applicant of administrative completeness or deficiency, the application is then deemed complete. A.R.S. § 9-835(F).

3-02.12.0 SUBSTANTIVE REVIEW, REQUESTS FOR CORRECTIONS

12.1 For substantive reviews of a license application, the City may issue no more than one comprehensive request for corrections, as that term is defined in the A.R.S. § 9-831(7) except as listed below.

12.2 The City may make the following additional requests for corrections:

1. If the City subsequently identifies legal requirements that were not included in the comprehensive request for corrections, the City may amend the comprehensive request for corrections once to include the legal requirements and provide the legal authority for the requirements.

2. If an applicant fails to resolve an issue identified in a request for corrections, the City may make a supplemental written requests for corrections that are limited to issues previously identified in a comprehensive request for corrections.

3. If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive request for corrections and may have an additional fifty percent of the substantive review time frame for the license to be granted or denied.

12.3 Nothing in the statute prohibits communication between the City and the applicant regarding a comprehensive request for corrections. A.R.S. § 9-835(H).

12.4 The substantive and overall time frame may be extended by mutual written or electronic agreement. The extensions may not exceed 50% of the overall time frame. For an application requiring more time, the applicant must submit a new application. A.R.S. § 935(I).

12.5 The City must approve, conditionally approve or respond with required additions or revisions to an application for a single-family residential building permit within fifteen working days after the date the application is submitted per A.R.S. § 9-470.1 __

A. The time frame prescribed by this subsection does not begin until the applicant has satisfied the following requirements:

1. The City has approved construction documents for the dwelling to be constructed.

2. The City has approved vertical construction activities to begin in the subdivision in which the dwelling is to be constructed or, if the dwelling is not to be constructed in a subdivision, on the individual lot on which the dwelling is to be constructed.

B. If the City does not respond within fifteen working days, any required review of the application may be performed by a qualified third party selected by the City pursuant to the following requirements:

The City must maintain a list of third-party reviewers who are eligible to be hired by the City to perform a building application review

2. The applicant is responsible for any fees and costs associated with a third-party review and must pay the fees and costs to the City.

3. The third-party review provisions do not: a) apply to applications required to comply with a hillside development ordinance or for floodplain reviews; and b) modify the authority of a building official to withhold a certificate of occupancy in accordance with the municipality's adopted codes and ordinances.

C. The applicant may appeal a decision by the municipality to approve, conditionally approve or deny a single-family residential building permit application.

8.2.1 The City may not deny a residential license application that is necessary for land development or building construction unless: a) the municipality considers the application withdrawn; or b) the municipality has notified the applicant and the property owner within 15 working days after the submission of the application that the application may be subject to denial because of excessive substantive deficiencies.

Third Party Reviews for Building Permits:

8.3 A.R.S. § 9-470.1(A) establishes a maximum fifteen working day time limit for the processing of residential building permits for the construction of single-family dwellings. Should the City not approve, conditionally approve or respond to an application for a single-family residential building permit within 15 working days of submittal, any required review of the application may be performed by a qualified third party selected by the municipality.

3-02.13.0 APPROVAL, WITHDRAWAL, DENIAL

13.1 The City must give notice of approval, denial or withdrawal.

13.2 The City may deem an application withdrawn if the applicant does not provide the requested documentation or information, or an explanation why the information cannot be provided within the established time period after:

1. fifteen days from date of the notice of application corrections or deficiencies; or
2. thirty days after the date of the notice of a request for corrections.

13.3 If the notice is for a denial or withdrawal, the notice must include the following:

1. Citations of the pertinent regulations justifying an application denial or withdrawal; and
2. An explanation of the applicant's rights to appeal the denial or withdrawal, including the number of working days in which the applicant must file an appeal and the telephone number of a municipal; contact person who can answer questions regarding the appeal process; and
3. An explanation of the applicant's right to resubmit the application, the total amount of fees that will be assessed for reapplication and the method in which those fees are calculated.

13.4 If within the substantive review time frame for a license, and after all permitted comprehensive requests for corrections, the license request is still not in compliance with the City regulations and policies, the application will be denied.

3-02.14.0 APPLICATION RESUBMITTALS

Upon receiving a notice of application denial or withdrawal, the applicant may submit a new application to the City for further reviews. If an application is denied or has been withdrawn, and the applicant resubmits the application for the same purpose with only revisions or corrections to the original, the City may not assess any additional application fees that exceed the cost of processing the resubmitted revisions or corrections. A.R.S. § 9-835(L) and (M).

3-02.15.0 REFUNDS

If the City does not send notice to an applicant regarding approval, denial, or withdrawal within the overall time frame or any mutually agreed extension thereof, the City must refund the all fees within 30

working days of the expiration of the overall time frame or any mutually agreed extension of the overall time frame, waive any additional fees for further review of the application, and continue to process the application. A.R.S. § 9-835(K).

TABLE 3-02: REVIEW TIME FRAME REQUIREMENTS

PDS D DIRECTOR APPROVAL PROCESS	
APPLICATION TYPES	
1. Changes of use; 2. Downtown Area Infill Incentive District – within the Downtown Core Sub-district requesting a modification of regulations (Note: within the Greater Infill Incentive Sub-district are processed in accordance with the 400' Notice Procedure below); 3. Electrical connections (certain types); 4. Expansion of existing premises; 5. Home occupations; 6. Individual Parking Plans for greater than 300' from R-3 or more restrictive zoning districts; 7. New construction; 8. Nonconforming same Land Use Class substitution; 9. Nonconforming parking areas; 10. Parking Design Modification Requests (except requests to modify the number of bicycle or motor vehicle parking spaces); 11. within certain overlay zones; 12. Restricted adult activities; 13. Temporary uses or structures; 14. Tenant improvements; 15. Wireless Communication uses (certain types); 16. Rio Nuevo District Zone Minor Modifications of Development Regulations (MDR); 17. Zoning Compliance for Site Improvements in Existence on May 1, 2005; 18. Other applications, such as blood donor centers and circus, carnival and tent shows; or 19. Site plans (Site plans in Overlay Districts require different time frames for review).	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	65 working days
Overall Time frame	85 working days Note: This time period includes a second review after return of comments on the first review, or when a development package or site plan is required. Total time is less if only one review is needed for a particular

	approval, or when a development package or site plan is not required.
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<u>PDSD DIRECTOR APPROVAL PROCESS - SINGLE-FAMILY CONSTRUCTION</u>	
<u>APPLICATION TYPE</u>	
<ol style="list-style-type: none"> 1. <u>New construction for single-family residential*</u> 2. <u>Site plans related to single-family residential*</u> 	
<u>TIME FRAME</u>	
<u>Administrative Compliance Review for Application Completeness</u>	<u>5 working days</u>
<u>Substantive Review</u>	<u>10 working days</u>
<u>Overall Time frame</u>	<u>15 working days</u>
<p>*Per A.R.S. § 9-470.1, the City must approve, conditionally approve or respond with required additions or revisions to an application for a single-family residential building permit within fifteen working days after the date the application is submitted</p>	

PDS D DIRECTOR APPROVAL PROCEDURE: 100' NOTICE PROCEDURE	
APPLICATION TYPES	
1. Design Development Options (DDO) in accordance; 2. Parking Design Modification Requests to the required number of bicycle and motor vehicle parking spaces; 3. PDS D Director Special Exception applications; 4. Approval of resident artisan uses in the Historic Preservation Zone; 5. Certain wireless facilities; 6. Requests for demolition of contributing, non-historic structures in the HPZ.	
TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	35 working days
Overall Time frame	55 working days

PDS D DIRECTOR APPROVAL PROCEDURE: 400' NOTICE PROCEDURE	
APPLICATION TYPES	
1. Mitigation plans for certain restaurants serving alcohol within 300 feet of R-3 or more restrictive zoning; 2. Projects within the Greater Infill Incentive Sub-district of the Downtown Area Infill Incentive District requesting a Modification of Development Regulations; and, 3. Individual Parking Plans for projects within 300 feet of R-3 or more restrictive zoning districts.	
TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	45 working days
Overall Time frame	65 working days

ZONING ADMINISTRATOR APPROVAL		
APPLICATION TYPES		
1. Compliance with certification of existing premises. 2. Interpretations of the UDC. 3. Planned Area Development interpretations. 4. Zone boundary conflicts.		
TIME FRAMES		
	Regular Review	Complex issues requiring additional research or a City Attorney opinion:
Administrative Compliance Review for Application Completeness	20 working days	20 working days
Substantive Review	10 working days	25 working days
Overall Time frame	30 working days	45 working days

PDSO DIRECTOR APPROVAL IN CERTAIN OVERLAY ZONES	
APPLICATION TYPE	
Historic Preservation Zone Design Review	
TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review:	
Full Review	40 working days
Minor Review	25 working days
Overall Time frame:	
Full Review	60 working days
Minor Review	45 working days
APPLICATION TYPE	
Rio Nuevo District Design Review	

TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review:	
Major	65 working days
Minor	50 working days
Overall Time frame:	
Major Review	85 working days
Minor Review	70 working days

APPLICATION TYPE	
Neighborhood Preservation Zone Design Review	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	20 working days
Overall Time frame	40 working days

PDS D DIRECTOR SPECIAL EXCEPTION PROCEDURE	
APPLICATION TYPE	
Special Exceptions requiring PDS D Director approval	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	25 working days
Overall Time frame	45 working days

ZONING EXAMINER SPECIAL EXCEPTION PROCEDURE	
APPLICATION TYPE	
1. Special Exceptions requiring ZE decision under the UDC. 2. Substitution of nonconforming uses (uses not in the same land use class). 3. Expansion of nonconforming uses.	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	40 working days for administrative review
Overall Time frame	60 working days for administrative review The substantive and overall time frames are suspended from overall time frame under A.R.S. § 9-835(C)(8) (c) for the required ZE Public Hearing

SECTION 3-03.0.0: FLEXIBLE APPLICATION PROCESS

3-03.1.0 GENERAL

3-03.2.0 DESCRIPTION OF PROCESSES

TABLE 3-03 TYPICAL TIMEFRAMES FOR COMPLIANCE REVIEW/FLEXIBLE OPTION

3-03.1.0 GENERAL

In 2011 the Arizona Legislature passed a “Regulatory Bill of Rights” (SB 1598) requiring municipalities to establish and adhere to time frames in a broad range of permitting processes. Under the law, cities must create an overall permitting time frame for each process, consisting of an “administrative completeness” time frame and a “substantive review” time frame. The aim of this bill was to create faster, more uniform, and more transparent processes, goals which the City of Tucson Planning and Development Services Department (PDSD) share. However, the implementation of these time frames may have unforeseen consequences.

Under the SB 1598 regulatory-limits process, the city must determine whether a permit application is complete or not during the administrative completeness time frame. If the city fails to make this determination within established time limits, the permit is deemed complete regardless of deficiencies. Similarly, during the substantive review period, an application must be denied or approved within the established time frame or the permit fee will be refunded.

The SB 1598 regulatory-limits process offers applicants very limited opportunities to supplement their application with additional material after submission. Moreover, changes to a permit application are limited to responses to a PDSO request. Development changes proposed by the applicant do not appear to be allowed. Upon proper denial, during either review period, applicants must reapply with new plans and pay another permit fee.

PDSO is committed to customer service and recognizes that applicants may not wish to be locked into formulaic standards which do not provide an adequate opportunity to submit additional requested materials and desired plan changes. Thus, PDSO offers applicants the opportunity to make permit applications according to either the SB 1598 regulatory-limits process or the more flexible process City of Tucson PDSO customers are familiar with.

Under the flexible application process, applicants have multiple opportunities to alter or amend their application and to confer with city staff for advice. This allows the applicant to adjust plans based on their own changing development circumstances over time or on suggestions by staff. Additionally, applicants may alter their permit applications as many times as necessary during the process.

Applicants are encouraged to carefully consider which application process best meets their needs. Staff can explain the processes in more detail upon request as well as provide you a copy of SB 1598. The following points outline some of the highlights of each process.

3-03.2.0 DESCRIPTION OF PROCESSES

2.1 Regulatory Limits Application Process

A. A limited number of opportunities to confer with staff and supply necessary information and materials. PDSO may request additional information only once after the application is deemed administratively complete.

B. If city fails to meet established timeframe for review, an application may be deemed complete although lacking essential materials. If an application is not timely approved or denied, fees are refunded to the applicant.

C. During review period applicant may lose opportunity to propose alterations to support permit approval or changes in circumstance during development.

D. If permit properly denied after PDSO one-time request for more information, applicant must reapply and pay new fee.

E. Denials must be explained and the applicable code provisions identified.

F. Applicant may request code clarification.

2.2 Flexible Application Process

- A. Multiple application conferences available before submittal and during process.
- B. During review period applicant may propose changes to support permit approval and substantial and multiple changes may be made without reapplication.
- C. Same review timeframes as currently applied for the different application types. (See Table 3-03 below.)
- D. No refund for a review period longer than the established timeframe. However, PSDS meets or exceeds established permit review period in 85-90% of applications. Complex applications or substantial changes may take longer.
- E. Denials will be explained and the applicable code provisions identified.
- F. Applicant may request code clarification.

TABLE 3-03 TYPICAL TIMEFRAMES FOR COMPLIANCE REVIEW/FLEXIBLE OPTION

PDSD DIRECTOR APPROVAL PROCEDURE

APPLICATION TYPES

1. Business licenses;
2. Changes of use;
3. Downtown Area Infill Incentive District - projects within the Downtown Core Sub-district requesting a modification of development regulations (Note: projects within the Greater Infill Incentive Sub district are processed in accordance with the 400' Notice Procedure below);
4. Electrical connections (certain types);
5. Expansion of existing premises;
6. Home occupations;
7. Individual Parking Plans for projects greater than 300' from R-3 or more restrictive zoning districts;
8. New construction;
9. Nonconforming same Land Use Class substitution;
10. Nonconforming parking areas;
11. Parking Design Modification Requests (except requests to modify the number of bicycle or motor vehicle parking spaces);
12. Projects within certain overlay zones;
13. Restricted adult activities;
14. Temporary uses or structures;
15. Tenant improvements;
16. Wireless Communication uses (certain types);
17. Rio Nuevo District Zone Minor Modifications of Development Regulations (MDR);
18. Zoning Compliance for Site Improvements in Existence on May 1, 2005;
19. Other applications, such as blood donor centers and circus, carnival and tent shows;
20. Site plans (Site plans in Overlay Districts require different time frames for review);
21. Subdivision tentative plat; and,
22. Subdivision final plat.

TIMEFRAME	
Administrative Compliance Review for Application Completeness	10 working days
Substantive Review	<p>For applications that do not require a site plan or a subdivision plat: 10 working days, or 5 working days after the date of submittal of a required recommendation by a special reviewer, board or committee.</p> <p>Thereafter, the same review period after each re-submittal</p> <p>For applications that require a site plan or subdivision plat: 20 calendar days</p> <p>Thereafter, 20 calendar days for each re-submittal</p>
Substantive Review	<p>For application that do not require a site plan or subdivision plat: 14 calendar days</p> <p>For applications that require a site plan or subdivision plat: 20 to 60 calendar days or more, depending upon the number of re-submittals</p>

PDSD DIRECTOR APPROVAL PROCEDURE: 100' NOTICE PROCEDURE	
APPLICATION TYPES	
<ol style="list-style-type: none"> 1. Design Development Options (DDO) in accordance; 2. Parking Design Modification Requests to the required number of bicycle and motor vehicle parking spaces; 3. PDSD Director Special Exception applications; 4. Approval of resident artisan uses in the Historic Preservation Zone; 5. Certain wireless facilities; and, 6. Requests for demolition of contributing, non-historic structures in the HPZ. 	
TIMEFRAME	
Administrative Compliance Review for Application Completeness	10 working days
Substantive Review	30 calendar days
Overall Timeframe	40 calendar days

PDSD DIRECTOR APPROVAL PROCEDURE 400' NOTICE PROCEDURE	
APPLICATION TYPES	
1. Mitigation plans for certain restaurants serving alcohol within 300 feet of R-3 or more restrictive zoning; 2. Projects within the Greater Infill Incentive Subdistrict of the Downtown Area Infill Incentive District requesting a Modification of Development Regulations; and, 3. Individual Parking Plans for projects within 300 feet of R-3 or more restrictive zoning districts.	
TIMEFRAME	
Administrative Compliance Review for Application Completeness	10 working days
Substantive Review	45 calendar days
Overall Timeframe	55 calendar days

ZONING ADMINISTRATOR APPROVAL PROCEDURE	
APPLICATION TYPES	
1. Compliance with certification of existing premises; 2. Interpretations of the UDC; 3. Planned Area Development interpretations; and, 4. Zone boundary conflicts.	
TIMEFRAME	
Administrative Compliance Review for Application Completeness	10 working days
Substantive Review	5 working days for most applications Additional time is required for complex issues or interpretations that require a City Attorney legal opinion, 20-30 calendar days
Overall Timeframe	10 working days for most applications For complex issues of interpretations that require a City Attorney legal opinion, 30-40 calendar days

PDS D DIRECTOR APPROVAL IN CERTAIN OVERLAY ZONES	
APPLICATION TYPE	
Historic Preservation Zone Design Review	
TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review:	
Full Review	40 working days
Minor Review	25 working days
Overall Time frame:	
Full Review	60 working days
Minor Review	45 working days
APPLICATION TYPE	
Rio Nuevo District Design Review	
TIME FRAMES	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review:	
Major	65 working days
Minor	50 working days
Overall Time frame:	
Major Review	85 working days
Minor Review	70 working days
APPLICATION TYPE	
Neighborhood Preservation Zone Design Review	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	20 working days
Overall Time frame	40 working days

PDS D DIRECTOR SPECIAL EXCEPTION PROCEDURE	
APPLICATION TYPE	
Special Exceptions requiring PDS D Director approval	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	25 working days
Overall Time frame	45 working days

ZONING EXAMINER SPECIAL EXCEPTION PROCEDURE	
APPLICATION TYPE	
<ol style="list-style-type: none"> 1. Special Exceptions requiring ZE decision under the UDC. 2. Substitution of nonconforming uses (uses not in the same land use class). 3. Expansion of nonconforming uses. 	
TIME FRAME	
Administrative Compliance Review for Application Completeness	20 working days
Substantive Review	40 working days for administrative review
Overall Time frame	60 working days for administrative review The substantive and overall time frames are suspended from overall time frame under A.R.S. § 9-835(C)(8)(c) for the required ZE Public Hearing

MAYOR AND COUNCIL SPECIAL EXCEPTION PROCEDURE	
APPLICATION TYPE	
Special Exceptions requiring Mayor and Council decision	
TIMEFRAME	
Administrative Compliance Review for Application Completeness	10 working days
Substantive Review	45 calendar days for administrative review
Overall Timeframe	55 calendar days The M/C Public Hearing timeframe is suspended from overall timeframe under A.R.S. § 9-835(C)(8)(c)