

## Pre-Application Conference Checklist

At the pre-application conference, the applicant shall describe to the PDS the general goals, uses, and development characteristics (e.g., size, location, density, etc.) of the proposed project in sufficient detail to enable the City to identify potential code or plan compliance issues and discuss design issues and options.

*NOTE: The extent and quality of the pre-application review is based on the information provided with the application. Please include as much information as possible with the application. This will allow reviewers to be more effective in identifying any revisions needed or issues to be addressed to ensure timely review and approval of your project. Changes to the plan after the pre-submittal meeting may create additional or revised project requirements. A more detailed review will occur when the plans are officially submitted.*

*By state law, we cannot initiate a discussion with you about your rights and options, but we are happy to answer any questions you might have.*

*If you need information about existing buildings and/or current and prior uses, this may be on file and available to you in records of Planning & Development Services Department.*

- The minimum required attachment for a pre-application meeting is a **site plan**.  
**Site Plan content must include:**
  - The address, parcel number, location of the property or a map to identify the subject lot in the upper or lower right hand corners of the plan.
  - Property boundary – fully dimensioned
  - Total area of site
  - Existing zoning on site and on adjacent properties
  - Requested zoning. If more than one zone is requested, the proposed boundaries and area of each zone must be shown
  - Locations and square-footage of existing and proposed structures, with setbacks dimensioned. Identify and existing structures to be demolished
  - Identify the height of each new structure and/or expansion
  - Locations of existing billboards on the project site. Note that the City policy is to require billboard removal as a condition of rezoning
  - Indicate Federal Emergency Management Area (FEMA) or city Flood Hazard designated areas
  - Watercourses subject to Unified Development Code (UDC) Section 5.7 Environmental Resource Zone and/or Tucson Code (TC) Chapter 29, Article VIII, Watercourse, Amenities, Safety and Habitat (WASH)
  - Major and local streets abutting the project including names, right-of-way (ROW) widths and identification as public or private
  - Proposed ROW widths, and any overlay designation for any streets identified on the Major Streets and Routes (MS&R) Map
  - Existing and proposed curb cuts and those curb cuts to be closed

- Utilities on and adjacent to project site, including SWG, TEP, Tucson Water, Pima County Water Reclamation, phone, cable and fire protection
- Motor vehicle and bicycle parking areas, including driveways, drive-through lanes, access lanes, parking access lanes (PAALS)
- Loading areas, including maneuvering areas
- Solid waste and recycling collection areas, including maneuvering area for collection vehicle
- Existing/proposed landscaping, fences, walls and screening
- Location of new sewer lines and connections to main.
- Legend and north arrow
- Legible drawing and lettering
- For Entitlements requests, site plan should follow Admin Man. 2-03.4.2.A and .B

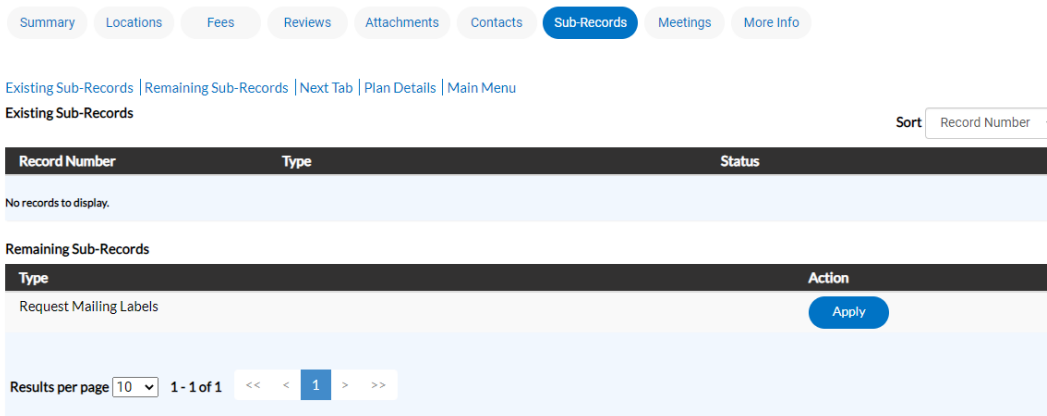
**Additional materials:**

*Additional materials may be provided based on the proposal. Those could include:*

- Description of proposal and why review is required (land split, minor subdivision, major subdivision, compliance with HDZ, change of existing development plan, etc.).
- Identify any existing case numbers associated with the property (Rezoning, Subdivisions, Board of Adjustment, etc.). Provide supporting documentation, rezoning conditions, etc.
- Existing approved Site Plan, Development Plan/Package or Tentative Plat for re-subdivisions.
- If your project is a bar, social organization, worship use, civic use, or restaurant, provide a fully dimensioned floor plan, identifying the use of each area or room.
- Aerial photographs – if including, must be less than two (2) years old.
- Design plans including elevations, illustrative views, proposed materials, etc. (if relevant to type of pre-application)

## Mailing Label Request

If, following the pre-application conference, mailing labels are needed for a neighborhood meeting, please request those as a Sub-Record of your Pre-Application Conference. Additional fees apply.



The screenshot shows a web interface for managing sub-records. At the top, there are navigation tabs: Summary, Locations, Fees, Reviews, Attachments, Contacts, Sub-Records (highlighted), Meetings, and More Info. Below the tabs, there are links for Existing Sub-Records, Remaining Sub-Records, Next Tab, Plan Details, and Main Menu. A 'Sort' dropdown menu is set to 'Record Number'. The main content area is divided into two sections: 'Existing Sub-Records' and 'Remaining Sub-Records'. The 'Existing Sub-Records' section has a table header with columns 'Record Number', 'Type', and 'Status', and a message 'No records to display.' The 'Remaining Sub-Records' section has a table header with columns 'Type' and 'Action'. There is one row with 'Request Mailing Labels' in the 'Type' column and an 'Apply' button in the 'Action' column. At the bottom, there is a pagination control showing 'Results per page 10', '1 - 1 of 1', and navigation arrows.