

Neighborhood Preservation Zone Design Review Process

What is a Neighborhood Preservation Zone (NPZ)?

- An NPZ is an overlay zone with the purpose of preserving and enhancing the unique character and historic resources of a neighborhood.
- An overlay zone is a tool that creates a special zoning district placed over the existing zoning.
- There are two adopted NPZs within the City of Tucson: Feldman's and Jefferson Park.
- Residential projects within these neighborhoods must comply with the requirements specified by the applicable neighborhood's Design Manual.
- The Design Manuals can be found on the PDSD website:

[Feldman's Neighborhood Design Manual](#)

[Jefferson Park Neighborhood Design Manual](#)

What projects require NPZ Design Review?

NPZ Design Review is required of proposed projects within an NPZ that meet all three of the following criteria:

1. Are within the following zones: NRX-1, NRX-2, NR-1, NR-2, or NR-3,
2. Requires a building permit, and
3. The work to be completed is visible from a street or public right of way, unless the City's Design Professional determines that the project has minimal impact on the appearance of the streetscape.

NPZ Design Review Exception: The PDSD Director may find that the proposed development's visibility from the street is so minimal that an NPZ compatibility review is not required.

NPZ Design Review is conducted by City of Tucson Design Professionals. Applicants may use the [Compatibility Worksheet](#) to self-assess their projects.

How long does the process take and is there a fee?

Time: It typically takes 6-8 weeks to process an NPZ application if there are no issues or complications.

- The first step of the NPZ review is to submit a building permit application. You will then be instructed to submit a [Special District application](#) for the NPZ design review.
- Once the applicant submits a complete NPZ application and fees are paid, the NPZ Design Review begins. The steps and timeframe for this review is detailed on the next page.
- The building permit will not be issued until the NPZ application has been approved by the PDSD director and the appeal period is over.

Fee: PDSD staff calculates applicable fees based on the square footage of the project.

How do I get started?

- Email PDSD at specialdistricts@tucsonaz.gov or call the PDSD main line with any questions. PDSD staff will confirm if an NPZ review is needed.
- Review the applicable Design Manual to ensure that your project meets the compatibility and privacy mitigation criteria.
- Request a [pre-application conference](#) with staff and a Design Professional to get feedback on your project.
- More information about NPZ Design Review can be found in the Unified Development Code, [Section 5.10](#).
- Applicants are encouraged to review their project with the applicable neighborhood association.

NPZ Design Review Process

Pre-Application Period

- **Applicant** submits a building permit. If the project meets the three criteria for NPZ design review, they will be instructed to submit a special district application.

Optional steps:

- **Applicant** submits a [pre-application conference request](#).
- **PDSD staff** schedule a pre-application conference with the applicant and a **Design Professional (DP)** to discuss proposal and provide feedback.
- **Applicant** meets with the applicable **neighborhood association** to discuss the project.

Application Submittal and Review

- **Applicant** submits complete NPZ application according to [instructions](#). The [Neighborhood Compatibility Worksheet](#) should be used as a guide to describe compliance with applicable design guidelines.
- **PDSD staff** reviews the application for completeness within five working days of the submittal.
- If complete, **PDSD staff** accepts the application for processing and posts it online on [Property Research Online \(PRO\)](#)
- **Applicant** pays applicable fees.
- **PDSD staff** forwards the application to the **Design Professional (DP)** for review.

Design Review

- **PDSD staff** and the **Design Professional** review the accepted application within 20 working days.
- The applicable **Neighborhood Association** may comment on the application during this period.
- The **Design Professional** may determine that the project is compliant with the NPZ requirements and recommend approval or may recommend approval with conditions.
- If *not* in compliance with the NPZ requirements, then the **applicant** may meet with the **Design Professional** to discuss how the project can meet the NPZ requirements.
- If necessary, the **applicant** may resubmit their application.
- **PDSD staff** sends the final design review recommendation to the PDSD Director.

PDSD Director's Decision & Appeal Period

- **PDSD Director** reviews the application and recommendations.
- **PDSD Director** will either approve, approve with conditions, or deny the application within 5 working days.
- **PDSD Staff** mail a Decision Notice to property owners within 50 feet of the project site and the applicable registered neighborhood association within 3 working days. The decision is also posted on PRO.
- A **party of record** may make an appeal of the decision to the **Design Review Board** within 14 calendar days of the PDSD Director's Decision.
- The building permit review may be completed, and permits issued.

All applications are submitted via [Tucson Development Center Online](#)