

# Rezoning Application and Review Process

## What is a rezoning?

- A rezoning is a process that changes the zoning of a particular property or group of properties.
- A change in zoning will typically affect the uses allowed, the density of a residential development, or the intensity of a commercial development.
- Common reasons for rezoning:
  - Underlying zoning does not allow the proposed land use.
  - Dimensions of proposed project are not allowed. (Examples of dimensions: building height and size of lot.)
  - Density of proposed project is not allowed. (Density refers to the number of units allowed per acre.)
- Rezoning requests follow a process to ensure opportunity for public comment.
- Rezoning requests are reviewed for compliance with applicable area or neighborhood plans, the General Plan, and other relevant plans and policies.

## Application Requirements

Rezoning applications should be submitted via [Tucson Development Center Online](#). Select “Rezoning” application type.

The following attachments should be included (required materials will be confirmed at pre-application conference based on rezoning site and scope):

- Preliminary Development Package
- [Neighborhood Meeting Packet](#)
- Owner Authorization Letter
- Site Inventory and Design Compatibility Report
- Traffic Impact Analysis (if applicable)
- Environmental Resource Report (if applicable)

Application materials should comply with the standards of [Administrative Manual Section 2-03.0.0: Rezoning](#).

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

**Time:** It typically takes 5-7 months to process a standard rezoning if there are no unusual issues or complications.

**Fee:** PDSD staff calculates fee, which will vary based on size of area to be rezoned and proposed zone.

**Included in the fee amount:** staff review fee, public notice fee, and technology/archive fee.

## More Information and How to Start

Contact PDSD Entitlements staff by email at [Tucsonrezoning@tucsonaz.gov](mailto:Tucsonrezoning@tucsonaz.gov)

Request a pre-application conference and submit your rezoning application via [Tucson Development Center Online](#)

More information about the rezoning process can be found on the [PDSD website](#) and in the Unified Development Code, [Section 3.5 Rezoning \(Change of Zoning\)](#).

# Rezoning Review Process

## Pre-Application Conference

Applicant submits a request for a pre-application conference following the [pre-application conference checklist](#).

PDSD staff distributes the preliminary development plans for internal review for plan and code compliance.

Applicant meets with PSDS staff to discuss comments on preliminary development plan and review process.

## Neighborhood Meeting

Applicant must give notice, host, and document a public neighborhood meeting.

Applicant mails meeting notification using labels purchased from PSDS, which include property owners within 400 feet, registered neighborhood associations within 1 mile, and affected Council Ward office(s).

At the neighborhood meeting, the applicant provides information about the proposed project, identifies proposed land use changes, answers questions, and listens to neighbors' concerns and interest.

Applicant compiles meeting summary to submit with application.

## Application Submittal and Review

Applicant submits complete application according to checklist including Preliminary Development Package, Design Compatibility Report, [Neighborhood Meeting Packet](#), and other applicable materials, and pays fees.

PDSD staff reviews application for completeness within 10 working days.

PDSD staff accepts the application for processing (if complete) and forwards the application for review and comment to City departments and outside agencies if needed.

PDSD staff set a tentative date for the Zoning Examiner Public Hearing.

## Zoning Examiner Public Hearing

PDSD staff notifies property owners within 400 feet and registered neighborhood associations within 1 mile and publishes legal notice no less than 15 calendar days before the hearing.

Applicant posts hearing notification on site.

Zoning Examiner conducts the public hearing on behalf of Mayor & Council. The public can make comments at the public hearing or submit written comments.

Zoning Examiner prepares a report for Mayor & Council recommending approval or denial within 14 calendar days of close of the public hearing.

## Mayor and Council Action

Mayor & Council may hold a public hearing or a public meeting on the application. Any request for a public hearing at Mayor & Council must be made in writing to the City Clerk within 14 calendar days of close of the Zoning Examiner public hearing.

Mayor & Council consider the application, Zoning Examiner recommendation, City Manager's recommendation, as well as public comments.

Mayor & Council may approve, modify, or deny the application or take other appropriate actions.

*Rezoning will become effective 30 calendar days after ordinance adoption.*

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