

## Historic & Special Districts Application Instructions

### **How to submit a Historic & Special Districts application:**

*All applications are submitted via [Tucson Development Center Online](#). Applicants should contact PDS staff with any questions regarding the application process.*

### **Step 1: Submit main project application**

Prior to submitting a historic or special district application, please apply for a building permit or development package as appropriate for the proposed project.

Follow the applicable checklist for this application, which could include site plan, building plans, and other materials.

### **Step 2: Submit Special District application**

If your site is in an applicable historic or special district, or if you indicate that you will be utilizing an optional overlay, you will be instructed to complete a Special Districts application as a sub-record of your building permit or development package. As part of this application, submit the relevant materials listed in the Application Checklist below.

If your project requires historic review as a component of a special district review, materials should be submitted as one complete application.

### **Special District applications include:**

- Historic design review for sites within a Historic Preservation Zone (HPZ) or Historic Landmark
- Neighborhood Preservation Zone (NPZ) design review
- Infill Incentive District (IID) design review
- Rio Nuevo Area (RNA) design review
- Urban Overlay District (UOD) design review

### **How to contact PDS staff if you have questions or need assistance:**

1. Email your questions to [PDSHistoric@tucsonaz.gov](mailto:PDSHistoric@tucsonaz.gov) for historic applications and [specialdistricts@tucsonaz.gov](mailto:specialdistricts@tucsonaz.gov) for special district applications
2. Visit our website at <https://www.tucsonaz.gov/Departments/Planning-Development-Services> for more information
3. Call (520) 791-5550 Monday – Friday, 8 a.m. - 5 p.m.
4. Visit our front counter, located at:  
201 N Stone Avenue, 1st Floor  
Monday-Thursday, 8 a.m. - 4 p.m.



# CITY OF TUCSON

## PLANNING & DEVELOPMENT SERVICES

### Application Materials Checklist

To aid you in preparing an accurate and complete application, please refer to the following table for required materials for each type of historic or special districts application. Submitting a complete application and accurate development plans will help avoid delays in processing the application.

*For an application to be determined to be complete, the following items must be submitted:*

Submittal Materials	Minor HPZ Design Review	Full HPZ Design Review	Neighborhood Preservation Zone (NPZ) Design Review	Rio Nuevo Area (RNA) Design Review	Minor or Major Infill Incentive District (IID) or Urban Overlay District (UOD) Design Review
Neighborhood Meeting Packet					X
Project Description	X	X	X	X	X
Design Narrative		X	X	X	X
Aerial Photograph	X	X	X	X	X
Proposed Site Plan	X	X	X	X	X
Photographs of Project Site Existing Conditions	X	X	X	X	X
Photographs of Surrounding Area		X	X	X	X
Elevations of Existing Structures on Property		X	X	X	X
Elevations of Proposed Development		X	X	X	X
Development Zone Map		X	X		
Precedent Examples				X	X
Arizona Historic Property Inventory Form	X	X			
Renderings (recommended)		X		X	X
Proposed Building Materials	X	X		X	X
Shade Study				X	X
Landscape Plan				X	X

## Description of Materials Required for Historic / Special District Applications

### 1. **Neighborhood Meeting Packet** (for IID or UOD applications)

The [Neighborhood Meeting](#) packet should include:

- a. Signed Neighborhood Mailing Certification Form
- b. Sign-in sheet (or electronic attendance record)
- c. Meeting summary including questions and answers provided
- d. Copy of presentation materials
- e. Copy of meeting notice

### 2. **Design Package** (combine all materials listed below into one pdf)

The design package should include the following materials. Staff may recommend additional materials at your pre-application meeting, or when you discuss your project with them. Please follow the tips below to ensure your materials are complete and thorough. This will reduce the number of comments/revisions and streamline your review process. *Please be sure to combine files into one Design Package pdf before you upload.*

#### a. **Project Description** to include:

- i. Project scope – describe the proposed work/development – i.e. height, area, use, etc.
- ii. Outline any requested modifications/exemptions
  - o For IID or UOD projects, describe the requested modifications

#### b. **Design Narrative**

- i. How the project meets applicable design guidelines
  - o For Historic applications, refer to the [Historic Design Review Checklist](#) to explain how the proposed construction is compatible with contributing properties within the Development Zone and ensure compliance with relevant design standards
  - o For NPZ applications, use the [Neighborhood Compatibility Worksheet](#) to describe how the project complies with the defining characteristics of the neighborhood and the privacy mitigation standards
  - o For IID/UOD applications, refer to the applicable design standards and describe how the project will meet each of the standards and is consistent with the overall goals of the district

#### c. **Aerial photograph** of subject property – in color, indicate the subject parcel(s) with border/highlighting and annotation as needed

#### d. **Proposed site plan** (usually a required component of main permit application; may also be included with design plans)

- i. Include the proposed layout of all structures and other improvements including: driveway, pedestrian ways, existing landscape features, proposed landscape areas, walls and fences.
- ii. Indicate the location of property lines, public right-of-ways, property entrances and exits, direction of traffic flow in and out of the off-street parking and loading areas, location of each parking space, each loading berth, and areas for turning and maneuvering vehicles.
- iii. Plans and elevations must be dated and drawn to scale with relevant dimensions labeled.

- e. **Photographs of project site** existing conditions
  - i. Must be in color, labeled by direction (north, south, east and west), and reflect current conditions (not more than two years old)
- f. **Photographs of the surrounding area**
  - i. Include key map and label photos to correspond to the map, including addresses.
  - ii. Google Street View may be used if the structures are clearly visible; images with trees or vehicles obscuring the view will not suffice
- g. **Elevations of all existing structures** on the property
- h. **Elevations of proposed development**
  - i. Shows “existing” and “proposed” as separate elevation drawings for all four cardinal directions, including how the project will be visible from the street
  - ii. Elevations should be drawn to scale, with dimensions and proposed color and materials noted (if applicable) prepared in accordance to Section 2-06.0.0.
  - iii. Note fenestration pattern and other architectural features as relevant
  - iv. Include contextual elevations of surrounding properties/block if appropriate
- i. **Development Zone Map** – required for all historic applications
  - i. Aerial photograph with subject property labeled, depicting the property’s development zone (see diagram below).
  - ii. All building footprints within the development zone must be shown and labeled to indicate contributing/non-contributing status.



*Interior Loft*

*Corner Lot*

*District Boundary Lot*

- j. **Precedent examples:** color photographs of properties in surrounding area that provide a precedent for the proposed project design, labeled with property addresses and keyed on the aerial photograph (if applicable)
- k. **Arizona Historic Property Inventory Form** (if applicable/available)
- l. **Renderings** depicting various views from the street level and birds eye view (recommended for major IID/UOD projects)
- m. **Samples of proposed materials**, if applicable, to include cut sheets and/or photographs of the type, color and texture of the proposed materials
- n. **Shade study** – site plan and calculations reflecting shade coverage
- o. **Landscape plan** – if needed to demonstrate compliance with streetscape design standards for major IID or UOD projects

*Additional application materials may be required based on scope of project.*

*Application requirements will be confirmed at pre-application conference.*

## Applicable Design Standards and Guidelines

Carefully review all relevant design standards and guidelines as you design your project. Design standards can be found in the Unified Development Code (UDC), Technical Standards Manual (TSM), and district-specific documents listed below.

<p><b>Historic Design Review</b> <a href="#">Review Process</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">UDC 5.8.9</a></li> <li>• <a href="#">TSM Section 9-02</a></li> <li>• <a href="#">Historic Design Checklist</a></li> <li>• HPZ-Specific Design Guidelines <ul style="list-style-type: none"> <li>○ <a href="#">Fort Lowell Historic Preservation Zone</a></li> <li>○ <a href="#">West University Historic Preservation Zone</a></li> <li>○ <a href="#">Barrio Histórico (Barrio Viejo) Historic Preservation Zone</a></li> <li>○ <a href="#">Armory Park Historic Preservation Zone</a></li> <li>○ <a href="#">El Presidio Historic Preservation Zone</a></li> </ul> </li> <li>• <a href="#">US Secretary of the Interior’s Standards for the Treatment of Historic Properties</a></li> </ul>
<p><b>Neighborhood Preservation Zone</b> <a href="#">Review Process</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">UDC 5.10</a></li> <li>• Design Manual for specific NPZs <ul style="list-style-type: none"> <li>○ <a href="#">Jefferson Park Design Manual</a></li> <li>○ <a href="#">Feldman’s Design Manual</a></li> </ul> </li> <li>• <a href="#">Neighborhood Compatibility Worksheet</a></li> </ul>
<p><b>Infill Incentive District</b> <a href="#">Review Process</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">UDC 5.12</a></li> </ul>
<p><b>Rio Nuevo Area</b> <a href="#">Review Process</a></p>	<ul style="list-style-type: none"> <li>• <a href="#">UDC 5.12.7</a></li> </ul>
<p><b>Urban Overlay District</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">UDC 5.13</a></li> <li>• UOD document for specific overlay <ul style="list-style-type: none"> <li>○ <a href="#">Main Gate District</a></li> <li>○ <a href="#">Grant Road Investment District</a></li> <li>○ <a href="#">Sunshine Mile District</a></li> </ul> </li> </ul>