



Instructions to Request for a Modification of the Subdivision and Development Street Standards

Submittal Process

Application Submittal Package:

1. Application
2. Letter addressing 7 points in chapter 9 of the Subdivision and Development Street Standards
3. 8 ½ X 11 drawing(s)
4. A check payable to *Pima County Treasurer* (fees are posted on the fee schedule)

Submittal Deadline: 2nd Tuesday of each month at 4:00 pm. *The number of cases scheduled before the Committee may vary due to overall case load and complexity of each request, as determined by staff*

Submittal Location: 201 N. Stone Avenue, 2nd floor, attention Leticia Haros or Robert Flynt

Modification Review and Approval Process

1. Application package and accompanying staff report is distributed to the Modification Committee members.
2. The Committee meets on the 4th Tuesday of each month at 3:00 pm at 201 N. Stone, 2nd floor conference room.
3. The applicant presents his modification request.
4. After applicant leaves the meeting, the Committee discusses then votes and makes a recommendation to the County Engineer to approve or deny the request.
5. The County Engineer makes a final decision to approve or deny the request.
6. A Decision letter is mailed to the applicant.
7. There is no appeal process.



Application for Modification of Subdivision and Development Street Standards

Project #: P12 _____ Project Name _____

Project Location _____

Applicant Name _____

Firm Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number: _____ Fax Number: _____

E-mail: _____

State the specific standard(s) from which a modification is requested.

In a separate letter attached to this application, state specifically the modification (or interpretation) requested and provide documentation supporting the need for a modification based on extraordinary hardship or unique site conditions in compliance with the requirements of Section 9.1.

I, the undersigned, do hereby certify that the above statements and attached documentation are, to the best of my knowledge, true and correct.

Signature _____ Date _____