



Pima County Development Services Department
Planning Division-Subdivision Review Section
 201 N. Stone, 2nd Floor. Tucson, Arizona 85701 Phone: 520-740-6800

DESIGN REVIEW COMMITTEE APPLICATION

Owner _____ Phone _____

Applicant _____ Phone _____

Applicant's Address _____ Zip _____

Tax Code number(s) _____ Fax# _____

Email address _____

Site/Project Address: _____ Existing Zoning : _____

Project Name and Cross-reference case and permit activity numbers _____

<u>Check 1 request per application:</u>	Section:	Action requested by applicant:
<input type="checkbox"/> Buffer Overlay Zone	18.67.060	Grant exception(s)
<input type="checkbox"/> Buffer Overlay Zone	18.67.070B	Site analysis review
<input type="checkbox"/> Campus Park Industrial Zone	18.49.050B2	Conformance review
<input type="checkbox"/> Cluster Development Option	18.09.040	Conformance review
<input type="checkbox"/> Major Resort Zone	18.40.040	Architectural design review (see also 18.71.060)
<input type="checkbox"/> Historic Zone	18.63.030	Compliance review
<input type="checkbox"/> Hillside Development Zone	18.61.080	Grant exception(s)
<input type="checkbox"/> Landscape Plan Appeal	18.73.070D	Grant appeal to county decision(s)
<input type="checkbox"/> Native Plant Preservation	18.72.080D	Review of variance request appeal(s)
<input type="checkbox"/> Rural Village Center	18.71.060	Architectural design review (also see chapter 18.41 RVC)
<input type="checkbox"/> Gateway Overlay Zone	18.78.040	Site planning review
<input type="checkbox"/> Signs within bufferyards	18.79.030E4	Compatibility review
<input type="checkbox"/> Specific Plan	18.90.060B	Variance(s) to chapter 's 18.73; .75; .77; & .79.
<input type="checkbox"/> Supervisors rezoning requirement	Refer to rezoning condition: # _____ Co9- _____ - _____	
<input type="checkbox"/> Mitigation Requirement	18.95.030C2	Hearing Officer Request for Determination
<input type="checkbox"/> Appeal	18.95.030E	Review of Appeal of Hearing Officer Action
<input type="checkbox"/> Other: _____		

****Refer to the appropriate Chapters within the Pima County Zoning Code and the corresponding DRC pamphlets for details on procedures and requirements. All DRC requests require: 1) a pre-application meeting; 2) a first submittal; 3) a complete submittal required for all DRC requests. A request is not placed on a DRC meeting agenda until Staff confirms it to be a complete submittal. See the attached submittal deadlines and DRC meeting dates. ****

Applicant signature _____ Date _____

Requirements for DRC meeting agenda: First submittal shall be in substantial compliance with the submittal checklist provided by staff at the pre-application meeting. The complete submittal shall address all of staff's first submittal review comments. An application must include an adequate response to all ordinance requirements, design guidelines, and corresponding DRC Procedures and Requirements in the application except as modified on the submittal checklist provided at the pre-application meeting.

Submittal Format: The first submittal requires 4 package sets. The complete submittal requires 10 package sets. Packages must be assembled and organized in an 8 ½ x 11 format and enclosed in a large manila envelope. On the envelope's front, top left corner provide Case Name, Owner, and DRC Co20 #.

REGULAR DRC SCHEDULE (exceptions are complex multifaceted projects such as Cluster, Specific Plan, Major Resort):

DRC applications may include, but are not limited to, Buffer Overlay Zone reviews and exceptions, Historic Zone review, Hillside Development Zone exceptions, Signs in Bufferyards, Native Plant Preservation Variance, Rural Village Center review, and others.

Pre-application Meeting Deadline	First Submittal Deadline 4-package sets	Complete Submittal 10 package sets	DRC Meeting Date
December 1, 2008	December 8, 2008	December 29, 2008	January 15, 2009
January 5, 2009	January 12, 2009	February 2, 2009	February 19, 2009
February 2, 2009	February 9, 2009	March 2, 2009	March 19, 2009
March 2, 2009	March 9, 2009	March 30, 2009	April 16, 2009
April 6, 2009	April 13, 2009	May 4, 2009	May 21, 2009
May 4, 2009	May 11, 2009	June 1, 2009	June 18, 2009
June 1, 2009	June 8, 2009	June 29, 2009	July 16, 2009
July 6, 2009	July 13, 2009	August 3, 2009	August 20, 2009
August 3, 2009	August 10, 2009	August 31, 2009	September 17, 2009
August 31, 2009	September 7, 2009	September 28, 2009	October 15, 2009
October 5, 2009	October 12, 2009	November 2, 2009	November 19, 2009
November 2, 2009	November 9, 2009	November 30, 2009	December 17, 2009
December 7, 2009	December 14, 2009	January 4, 2010	January 21, 2010
January 4, 2010	January 11, 2010	February 1, 2010	February 18, 2010

EXTENDED DRC SCHEDULE:

NOTE: Cluster applications and other similar, complex applications are subject to a modified schedule by Code. This would include, but not be limited to *Specific Plans, Major Resort Zone* plans and other complex applications. **Consult the Cluster Development Option Checklist for deadline information. Once the complete submittal is received, staff requires a minimum of 20 working days for staff review prior to the DRC Meeting Date.**

Pre-application Meeting	Deadline for First Submittal 4-package sets	Complete Application 10-package sets	DRC Meeting Date
Call 740-6800 to schedule a meeting. All deadlines must be met and the submittal shall occur no later than six months after the pre-application meeting.	November 17, 2008	December 15, 2008	January 15, 2009
	December 15, 2008	January 20, 2009	February 19, 2009
	January 20, 2009	February 17, 2009	March 19, 2009
	February 17, 2009	March 16, 2009	April 16, 2009
	March 16, 2009	April 20, 2009	May 21, 2009
	April 20, 2009	May 18, 2009	June 18, 2009
	May 18, 2009	June 15, 2009	July 16, 2009
	June 15, 2009	July 20, 2009	August 20, 2009
	July 20, 2009	August 17, 2009	September 17, 2009
	August 17, 2009	September 14, 2009	October 15, 2009
	September 14, 2009	October 19, 2009	November 19, 2009
	October 19, 2009	November 16, 2009	December 17, 2009
	November 16, 2009	December 14, 2009	January 21, 2010
	December 14, 2009	January 11, 2010	February 18, 2010

*******For official use only*******

Mark each required attachment that is included within the submittal:

- County assessor's map(s), a plan, or accurate sketch showing the subject property and all property within 300'.
 - Copy of Signed Pre-Application Meeting Checklist.
 - DRC fee made out to Pima County Treasurer
 - Letter of request
 - Letter of authorization from property owner
 - Supporting documents:
 - Site analysis [cluster option only]
 - Other:
- Case number; Co20-09-____; Cross-reference Cases: P12-____ - ____; Co9-____ - ____; other _____
- Other comments _____

Log-In Date _____ By Staff Member: _____