



**Pima County Development Services Department
Planning Division**

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"/> 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"/> Supervisors rezoning requirement	Refer to rezoning condition: # _____ Co9- _____ - _____	
<input type="checkbox"/> Other:	_____	

****Refer to the appropriate Chapters within the Pima County Zoning Code and applicable DRC guidelines 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: Set-up a pre-application meeting with DRC staff. First submittal shall be in substantial compliance with the submittal pre-application checklist and all other applicable ordinance requirements, design guidelines, and corresponding DRC Procedures and Requirements. The complete submittal shall address all of staff's first submittal review comments.

Submittal Format: The first submittal requires 4-5 package sets. The complete submittal requires 10-14 package sets. Hard Copy Packets must be assembled and organized in an 8 ½ x 11 format. In some circumstances, other alternative submittal formats may be acceptable such as CD, or electronic pdf files. For CD or Hard Copy submittals, label the top left corner of the envelope with Case Name, Owner, and DRC Co20 #.

REGULAR DRC SCHEDULE (Exceptions are Cluster and potentially complex, multifaceted projects that take more time for agency review. Contact planning staff for further clarification).

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

1st Submittal 4 - 5 Packets	Complete Submittal 9 -14 packets	DRC Meeting Date
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September 26, 2011	October 31, 2011	November 17, 2011
October 24, 2011	November 28, 2011	December 15, 2011
November 21, 2011	January 3, 2012	January 19, 2012
December 27, 2011	January 30, 2012	February 16, 2012
January 23, 2012	February 27, 2012	March 15, 2012
February 21, 2012	April 2, 2012	April 19, 2012
March 26, 2012	April 30, 2012	May 17, 2012
April 30, 2012	June 4, 2012	June 21, 2012
May 29, 2012	July 2, 2012	July 19, 2012
June 25, 2012	July 30, 2012	August 16, 2012
July 30, 2012	September 4, 2012	September 20, 2012
August 27, 2012	October 1, 2012	October 18, 2012
September 24, 2012	October 29, 2012	November 15, 2012
October 29, 2012	December 3, 2012	December 20, 2012
November 26, 2012	December 31, 2012	January 17, 2013

*******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; Co20-11-_____; Cross-reference Cases: P12____ - _____;

Co9-____-____; other_____

Other comments_____

Log-In Date _____ By Staff Member: _____