

DEVELOPMENT  
PROGRAM  
PLAN

# Review Procedures

## DEVELOPMENT PLAN REVIEW PROCEDURES

THE DEVELOPMENT PLAN PROCESS  
CONSISTS OF THE FOLLOWING GENERAL STEPS:

1. Filing of development plan and fee.
2. SDRC review.
3. SDRC meeting (Not required, per applicant request).
4. Resubmittal of development plan with required revisions.
5. Approval of development plan by the Subdivision and Development Review Committee (SDRC).

I. FILING OF DEVELOPMENT PLANS

A. SUBMITTAL REQUIREMENTS

1. All submittals will be made through the Subdivision Coordination Office and will be prepared in accordance with the current Development Plan Requirements. Incomplete or incorrect submittals will not be accepted.
2. Submittals will be accepted Monday through Friday, 8:00 a.m. to 4:00 p.m.
3. Submittals must include:
  - a. Complete application forms.
  - b. Plan sets. Plan sets must be folded with the County fold. (Refer to Folding Instructions and Distribution List)
  - c. A deed or an up-to-date status title report in conformance with the requirements shown in the Document Services Section.
  - d. Fees. (Refer to current Fee Schedule)
  - e. Provide an **OFFICIAL COPY OF THE BOARD OF SUPERVISOR REZONING HEARING MINUTES** for each of the dates that this rezoning appeared before the Board of Supervisors at a Public Hearing, or a **COPY OF THE RECORDED ZONING ORDINANCE and A COPY OF THE APPROVED PRELIMINARY DEVELOPMENT PLAN** for any rezoning case applicable to the project Board of Supervisor minutes and rezoning ordinances are available at the Clerk of the Board's Office. Also, provide a copy of the official documentation for any other county action including but not limited to Board of Adjustment, Design Review Committee, etc. Provide copies of any documents referenced in rezoning minutes. (See Distribution List)
    - OFFICIAL COPY OF THE BOARD OF SUPERVISOR REZONING HEARING MINUTES or a COPY OF THE RECORDED ZONING ORDINANCE  
and
    - PRELIMINARY DEVELOPMENT PLAN

## B. REVIEW PROCESS

1. Prior to formal submittal of the project, the consultant may elect to meet with the Subdivision and Development Review Committee (SDRC) for a presubmittal meeting. The purpose of this meeting is to allow the consultant the opportunity to ask questions about the project and obtain information to enable the consultant to prepare a more complete submittal. The presubmittal meeting is not intended to be a complete review of the plan since only the most critical issues will be addressed. Any comments provided by SDRC at the meeting should not be construed as a complete set of review comments, but considered as general guidance in plan preparation. The SDRC meetings are held in the Public Works Building, 201 N. Stone Avenue, on Friday mornings at 9:00 a.m. in the 2<sup>nd</sup> floor conference room. These meetings are first come, first serve. You must sign in and each project will be taken in order.
2. The consultant shall submit the required number of plan sets and correct fees to the Subdivision Coordination Office.
3. The Subdivision Coordination Office will distribute the development plan to the appropriate review agencies and committee members.
4. The review agencies will review the development plan and return comments to the Subdivision Coordination Office. The Subdivision Coordination Office will FAX the consultant the review comment letters as they become available.
5. The consultant may meet with the Subdivision and Development Review Committee (SDRC) at a Friday morning meeting to discuss the review comments, if necessary.
6. The development plan shall be revised to comply with the comments received and shall be resubmitted through the Subdivision Coordination Office.
7. The resubmittal must include the appropriate number of plan sets (one copy for each agency requesting changes and one copy for the Subdivision Coordination Office) and a letter from the consultant itemizing the requested changes from the various review agencies explaining how these comments were addressed. Copies of the letter should be included to attach to each plan set submitted. The Subdivision Coordination Office will

FAX the consultant the review comment letters as they become available. This procedure continues until all of the requirements have been satisfied.

**Please Note:** If, for some reason, design changes are made on the development plan after it has been approved by one or more review agency(s), a redlined plan set reflecting the new change(s) and a detailed letter describing the change(s) must be submitted to the Subdivision Coordination Office for review. A determination will be made as to what procedure to follow to complete the review of the development plan.

### C. APPROVAL PROCESS

When all requirements of the SDRC have been satisfied, the Subdivision Coordination Office will forward a letter to the consultant and developer requesting the submittal of the required mylars. The mylars will be routed to the appropriate review agencies for review of compliance with the previously approved plan and if approved, will be signed by the Subdivision Coordinator. The mylars will be scanned into the Pima County mapping system and returned to the consultant.

### D. PERMITS

Grading plans may not be submitted until all first submittal comments on the development plan have been received by the applicant. If no major changes are required on the development plan due to the review comments, the grading plan may be submitted to the **Development Review Division** for review; however, a grading permit will not be issued until the development plan is approved by SDRC. An archeological clearance letter from Pima County Cultural Resources and an approved native plant preservation plan (NPPP) are also required prior to the issuance of a grading permit.

At any time during the review of the development plan the building plans may be submitted to Building Codes Division, however, prior to obtaining a building permit, the development plan and the grading plan must be approved.

Air Quality Permits may be required in accordance with Pima County Code 17.12.470 and 17.16.050. Stormwater Construction General Permits may be required in accordance with Arizona Administrative Code R18-9-C901 and ADEQ's AZPDES Construction General Permit. Contact the Pima County Department of Environmental Quality.

### E. TIME LIMITS

An approved development plan is valid for a period of one year from the signature date on the approved development plan mylar. Building permits must be obtained and substantial construction must be completed within one year or the development plan will expire.

## F. DEVELOPMENT PLAN REVISIONS

Once the development plan is approved, any subsequent revisions to the plan will be considered a *new development plan* and will be processed with a new project number. In the title block, the name of the project will remain the same with the addition of a revision number, i.e. revision #1.

All improvements constructed under the previous development plan must be shown and clearly labeled as existing. Proposed changes and/or additions must also be clearly shown and labeled and must be graphically distinct from the existing improvements.