



**PIMA COUNTY**

**REZONING APPLICATION PACKET**

FOR PROJECTS NOT REQUIRING A SITE ANALYSIS

Pima County Development Services Department  
Planning Division  
201 North Stone Avenue, 2nd Floor  
Tucson, AZ 85701

Phone (520) 740-6800

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Pima County Planning Division

## PIMA COUNTY REZONING PROCESS

### Summary

#### STEP 1: APPLYING FOR A REZONING:

- A. Pre-application Meeting.** A rezoning pre-application meeting is held the third (3<sup>rd</sup>) Wednesday of each month and, if necessary, the first (1st) Wednesday, beginning at 9:00 A.M. A sign-in sheet is located in the lobby of the Planning Division on the second floor of the Public Works Building at 201 North Stone Avenue. The applicant discusses the proposed rezoning with the Planning Division rezoning section staff, representatives from transportation, parks & recreation and environmental planning. Staff assists the applicant in checking for conformance with the Pima County Comprehensive Plan. (If the requested zone or the proposed density conflicts with the plan, the applicant shall be required to apply for a comprehensive plan amendment.) Requirements for rezoning submittal are defined and the necessary forms are made available.
- B. Application and Fees.** The applicant completes the forms and then meets with the case planner on an appointment basis (contact the Zoning Administrator at 740-6800 to request an appointment). The applicant must bring all applicable documentation, along with the full application fee. Application fees are not refundable.
- C. Processing by Staff.** Planning staff schedules the rezoning application for public hearing before the Planning and Zoning Commission and the Board of Supervisors. Staff circulates information on the rezoning application to other agencies and generates a staff report, incorporating comments from those agencies. Because of requirements for public notice (see #D below) and time needed by reviewing agencies to evaluate the rezoning application, the rezoning request will be scheduled for public hearing before the Planning and Zoning Commission eight to eleven weeks from the date the application is submitted.
- D. Advertising and notification.** Planning staff advertises the public hearings in the newspaper, notifies all owners within the notification area, and posts a notice of public hearing on the property to be rezoned.

#### STEP 2: PUBLIC HEARING OF A REZONING APPLICATION:

- A. The Planning and Zoning Commission.** The rezoning application is heard at a public hearing by the Planning and Zoning Commission (Commission), a ten-member group made up of citizen volunteers appointed by the Board of Supervisors, which will make a **recommendation** to the Board of Supervisors (Board). The Planning and Zoning Commission may recommend **denial** of the application, or **approval subject to conditions**. The Commission may also continue the application for up to 9 months. (The applicant or their representative should be present at the public hearing to answer any questions the Planning and Zoning Commission may have.)

- B. The Board of Supervisors.** After receiving a recommendation from the Planning and Zoning Commission, the rezoning application is heard at a public hearing by the Board of Supervisors, which may **deny** the application or grant **approval subject to conditions**, or continue the application for up to 9 months. The Board of Supervisors may amend the conditions approved by the Planning and Zoning Commission. (The applicant or their representative should be present at the public hearing to answer any questions the Board of Supervisors may have.)
- C. Ordinance Adoption.** If the Board of Supervisors approves the rezoning, planning staff will draft the **rezoning ordinance** and schedule it for approval by the Board at a later meeting. The rezoning ordinance will change the zoning boundaries on the Official County zoning base maps, and will include all the rezoning conditions approved by the Board. (Attendance by the applicant or representative is not usually required at this hearing. Check with staff prior to the hearing date.)

### **STEP 3: FINALIZING THE REZONING:**

- A. Completion of Rezoning Conditions.** Adoption of the rezoning ordinance by the Board of Supervisors means that the new zoning is now law and approved subject to compliance with all the rezoning conditions approved by the Board. The rezoning conditions **shall** be completed and a **CERTIFICATE OF COMPLIANCE must** be signed by the Planning Director prior to issuance of zoning and/or building permits based on the new zoning. Remember that the rezoning ordinance lists all the conditions which **have** to be satisfied before the certificate of compliance can be issued.

To begin work toward obtaining the Certificate of Compliance, the applicant contacts Development Services Department planning staff, **201 N. Stone Avenue, 2<sup>nd</sup> Floor, 740-6800.**

Note: If the rezoning requires submittal of a **subdivision plat**, or a **development plan**, the applicant should contact the Subdivision Coordinator's Office, 201 North Stone Avenue, 1st Floor, 740-6515 to obtain a copy of the Subdivision Review Procedures or the Development Plan Review Procedures and follow the instructions listed in the booklet.

- B. Conditions, Covenants, and Restrictions (CC&R's).** Certain conditions that must be satisfied during or after construction are placed on the property in the form of **conditions, covenants and restrictions (CC&R's)**. CC&R's constitute a legally binding agreement between the property owner and Pima County. The CC&R's are prepared by the Development Services Department, and when completed, are signed by the property owner and recorded by Document Services. To have the CC&R's prepared, the applicant must contact planning staff, **201 North Stone Avenue, 2nd Floor, 740-6800.** Be prepared to provide a current copy of the Title Report for the property.
- C. Certificate of Compliance.** When the rezoning conditions have been satisfied and the CC&R's recorded, the Planning Director signs the **certificate of compliance**. Once signed, this document certifies that rezoning conditions have been satisfied and that building permits may be issued. There may be rezoning restrictions listed on the certificate of compliance that all future permits must follow. The certificate of

compliance must be signed within the time limit shown on the rezoning ordinance for the property.

If the applicant is unable to obtain a certificate of compliance within the time limit, he or she may apply for a time extension. Time extension requests must be received before the time limit expires. If the time limit expires and the applicant has not submitted a time extension request, the Board may revert the property to its original zoning classification with notice. There is no separate form for an extension, however there is a fee for this process and public hearing is required. It is vitally important that the progress toward meeting the conditions of rezoning be adequately discussed in the letter of request, as well as the reasons for the delay. The Board may approve or deny the request for an extension.

For questions please call the rezoning section of the Pima County Planning Division at 740-6800.

**PIMA COUNTY PLANNING DIVISION  
APPLICATION FOR REZONING  
FOR PROJECTS NOT REQUIRING A SITE ANALYSIS**

Owner	Mailing Address	Email Address/Phone daytime / (FAX)
Applicant (if other than owner)	Mailing Address	Email Address/Phone daytime / (FAX)
Legal description / property address		Tax Parcel Number
Acreage	Present Zone	Proposed Zone
Comprehensive Plan Subregion / Category / Policies		

The following documentation must be attached:

1. **Assessor's map** showing boundaries of subject parcel and **Assessor's Property Inquiry (APIQ) printout** showing **current ownership** of subject parcel. **DEEDS AND/OR TITLE REPORTS WILL NOT BE ACCEPTED.** If the applicant is not shown as the owner of the subject parcel a letter of authorization with a **signature** matching the APIQ must accompany the application at the time of submittal. For example, if the APIQ indicates ownership in a numbered trust such as Chicago Title and Trust #700, a **signature** of the Trust Officer is required along with a disclosure of the beneficiaries of the trust. If the APIQ indicates ownership to be in an LLC, LP, corporation or company, a **signature** from an officer with his/her title is required along with a disclosure of the officers of the entity.
2. Submit a sketch plan in accordance with **Chapter 18.91.030.E.1.a. & b** of the Pima County Zoning Code. Submit a detailed description of the proposed project, including existing land uses, the uses proposed and to be retained, special features of the project and existing on the site (e.g., riparian areas, steep slopes) and a justification for the proposed project. Include any necessary supporting documentation, graphics and maps (all documentation should be legible and no larger than 8.5" X 11").
3. Submit three (3) copies of the Biological Impact Report.
4. Submit the **entire** rezoning fee.

This application is true and correct to the best of my knowledge. I am the owner of the above described property or have been authorized by the owner to make this application.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**FOR OFFICAL USE ONLY**

**Co9-**

Case name				
Rezoning from	Rezoning to	Official Zoning Base Map Number	Fee	Supervisor District
Conservation Land System category				
Cross reference: Co9-, Co7-, other		Comprehensive Plan Subregion / Category /Policies		
Received by _____	Date _____	Checked by _____	Date _____	

Co9- \_\_\_\_\_

**PIMA COUNTY  
REZONING IMPACT STATEMENT**

Please answer the following questions **completely**; required hearings may be delayed if an adequate description of the proposed development is not provided. Staff will use the information to evaluate the proposed rezoning. Additional information may be provided on a separate sheet.

NAME (print) \_\_\_\_\_

NAME OF FIRM (if any) \_\_\_\_\_

INTEREST IN PROPERTY \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**A. PROPOSED LAND USE**

1. Describe the proposed use of the property.

\_\_\_\_\_

2. State why this use is needed.

\_\_\_\_\_

3. If the proposed use is residential, how many **total residential units** would there be on the property to be rezoned? Will these be detached site-built homes, manufactured homes, or another type?

Total units: \_\_\_\_\_ Type: \_\_\_\_\_

4. Will the subject property be split into additional lots? YES NO (circle one)

5. How many **total lots** are proposed to be on the property to be rezoned, and what size in acres will each lot be?

\_\_\_\_\_

6. If more than **one** lot would be created by this rezoning, how will all-weather access be provided to these lots from a dedicated public road? (e.g. direct access, existing easement, new easement, etc.)

\_\_\_\_\_

7. What is the maximum proposed building height?

\_\_\_\_\_ feet and \_\_\_\_\_ stories

8. Provide an estimate of when proposed development will be started and completed.

Starting date:

Completion date: \_\_\_\_\_

9. If the proposed development is commercial or industrial:

a. How many employees are anticipated? \_\_\_\_\_

b. How many parking spaces will be provided? \_\_\_\_\_

c. What are the expected hours of operation? \_\_\_\_\_

- d. Will a separate loading area be provided? \_\_\_\_\_
- e. Approximate size of building (sq. feet)? \_\_\_\_\_

10. a. For commercial or industrial developments, or residential developments of three residences per acre or greater, state which bufferyards are required, according to Chapter 18.73 (Landscape Standards) of the Zoning Code.

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b. Describe the buffer choice that would be provided (e.g.: buffer width, use of walls, or type of plant material) to meet the Code requirement. Refer to Chapter 18.73 of the Zoning Code.

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11. If the proposed development is an industrial project, state the industrial wastes that will be produced and how they will be disposed of. (Discuss the means of disposal with the Wastewater Management Department at 740-6500 or the Department of Environmental Quality at 740-3340.)

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**B. SITE CONDITIONS - EXISTING AND PROPOSED**

1. Are there existing uses on the site?    YES    NO

a. If yes, describe the use, stating the number and type of dwelling unit, business, etc.

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b. If no, is the property undisturbed, or are there areas that have been graded?

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2. If the proposed rezoning is approved, will the existing use be removed, altered, or remain as is?

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3. Are there any existing utility easements on the subject property?    YES    NO

If yes, state their type and width, and show their location on the sketch plan.

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4. Describe the overall topography of the subject property, and note whether any slopes of greater than 15% are present on the property. Note any rock outcropping or unusual landforms or features.

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5. Note any areas of heavy vegetation on the sketch plan and describe its type and general density.

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6. Conservation Land System (CLS):

a. Is the subject property within the MMB Conservation Land System (see Attachment A)?  
Yes      No

b. If so, which of the following does the subject property fall within, and if more than one, provide the approximate percentage of the site within each?  
Important Riparian area, Biological Core, Multiple Use, Special Species Management area, or Recovery Management area, or Existing Development within the CLS.

7. How has the plan for the rezoning met the conservation standard for the applicable category area?

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8. Are there any natural drainageways (washes) on the subject property? YES NO  
If yes, state whether these natural drainage patterns would be altered by the proposed development, and what type of alteration is proposed.

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(NOTE: For information regarding flood control requirements, call the Regional Flood Control District, 243-1800.)

9. Approximately how much of the subject property is proposed to be graded, including areas where most vegetation will be cleared? \_\_\_\_\_ Acres, or \_\_\_\_\_ percent of the land area. How much of this area is currently graded? \_\_\_\_\_

10. Describe any revegetation proposal in areas where development would require removal of natural vegetation.

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11. For rezonings larger than 3.3 acres (144,000 square feet) or for more than one residential unit per 3.3 acres:

a. Is the subject property elevation less than 4,000 feet?

NO      YES

b. Are there any saguaros on the subject property that are eight feet or taller or that contain a woodpecker cavity? If yes, how many?

NO      YES      Number: Over 8 feet: \_\_\_\_\_ under 8 feet with cavity: \_\_\_\_\_

c. Are there any mesquite trees on the subject property with trunks six inches or greater in diameter as measured four feet above ground? If yes, how many?

NO      YES      Number: \_\_\_\_\_

d. Are there any Palo Verde trees on the subject property with trunks six inches or greater in diameter as measured four feet above ground? If yes, how many?

NO YES Number: \_\_\_\_\_

e. Are there any ironwood trees on the subject property with trunks six inches or greater in diameter as measured four feet above ground? If yes, how many?

NO YES Number: \_\_\_\_\_

f. Have any Cactus Ferruginous Pygmy Owls been found on the subject property or within 1,500 feet of the proposed development project as a result of an Owl Habitat Survey?

\_\_\_ 1) No survey has been done.

\_\_\_ 2) No owls were found as a result of a survey performed on \_\_\_\_\_ (date).

\_\_\_ 3) \_\_\_(Number of) owls were found as a result of a survey performed on \_\_\_\_\_ (date).

11. Will a septic system or public sewer be used for the proposed development?

SEPTIC SEWER

If septic is to be used, state whether one currently exists on the property and, if so, whether additions to that system will be needed for this development. (NOTE: For information on septic system requirements, call the Department of Environmental Quality at 740-3340.)

\_\_\_\_\_  
\_\_\_\_\_

12. How will water be supplied to the property? If a water company, state which one.

\_\_\_\_\_  
\_\_\_\_\_

C. SURROUNDING LAND USE

Describe in detail adjacent and nearby existing land uses within approximately 500 feet of the subject property in all directions.

NORTH: \_\_\_\_\_

SOUTH: \_\_\_\_\_

EAST: \_\_\_\_\_

WEST: \_\_\_\_\_

## Chapter 18.91

### REZONING PROCEDURES

#### 18.91.030 Application.

##### E. Plan Submittals.

##### 1. Sketch plan:

a. **Scope:** A sketch plan which illustrates the basic features of the proposed development shall be submitted for rezoning of any parcel that is:

- 1) Less than or equal to one acre in size; or
- 2) Greater than one acre but less than or equal to five acres in size, to be developed at a residential density of less than four residences per acre;

b. **Specifications:** A sketch plan shall contain the following applicable elements:

- 1) Parcel boundaries and dimensions;
- 2) Approximate location and size of all structures;
- 3) Points of ingress and egress;
- 4) Adjacent public rights-of-way;
- 5) Building setbacks; and
- 6) Parking areas;

# **PIMA COUNTY DEVELOPMENT SERVICES BIOLOGICAL IMPACT REPORT GUIDELINES FOR REZONING APPLICATIONS**

(March 2010)

With the Board of Supervisors' approval of Ordinance No. 2001-103 in July 2001, Chapter 18.91 of the Zoning Code was amended to require that a Biological Impact Report be included as part of the documentation submitted for rezoning applications, Type 2 and Type 3 conditional use permits, zoning plan plat waivers, modification to or waiver of rezoning conditions, and requests for rezoning time extensions. The Biological Impact Report is a tool which staff will use to facilitate an assessment of the proposed project's potential to impact sensitive biological resources. A project's design should, to the greatest extent possible, seek to conserve these important resources. The Biological Impact Report should, at a minimum, include responses to all the questions set forth below.

A significant amount of the information requested below is available on Pima County's MapGuide. To access the MapGuide version that displays the appropriate SDCP information, go to [www.dot.co.pima.az.us/gis/maps](http://www.dot.co.pima.az.us/gis/maps) and click on the Sonoran Desert Conservation Plan Maps under the Maps From Others section. Among the choices of maps found on that page, select the **SDCP MapGuide Map**. If you don't readily find the data layer referenced in the following questions, continue to zoom in until the desired data layer appears in the menu box.

Should you have specific questions about compiling the Biological Impact Report or any of the information being requested, please contact the Planning Division at (520) 740-6800.

## **Landscape Resources**

1. Identify whether the proposed project site occurs wholly or partially within any Maeveen Marie Behan Conservation Lands System Category including Important Riparian Areas and Special Species Management Areas.
2. Identify whether the proposed project occurs in the vicinity of any of the six general areas identified as Critical Landscape Linkages. (Critical Landscape Linkages are not viewable on MapGuide. Textual descriptions and general locations of these 6 general areas can be found on a hardcopy of the Maeveen Marie Behan Conservation Lands System Map; for a map and textual descriptions of Critical Landscape Connections see Attachment A.)
3. If the property is a Habitat Protection or Community Open Space priority acquisition property, as displayed on SDCP MapGuide, identify which designation applies to the site and comment on the status of communications, if any, between the owner and Pima County regarding the County's potential acquisition of the property.

**Species-Specific Information (including Pertinent Federally-Threatened and Endangered Species)**

Cactus Ferruginous Pygmy-owl:

1. Does the proposed project site occur within the Priority Conservation Area for the cactus ferruginous pygmy-owl? (This information is viewable on MapGuide.)
2. Has the proposed project site been surveyed for pygmy-owls?
  - a. If yes, disclose the dates when surveys were done and provide a summary of the results.
  - b. If no, are surveys planned in the future?

Western Burrowing Owl:

1. Does the proposed project site occur within the Priority Conservation Area for the western burrowing owl? (This information is viewable on MapGuide.)
2. Has the proposed project site been surveyed for burrowing owls?
  - a. If yes, disclose the dates when surveys were done and provide a summary of the results.
  - b. If no, are surveys planned in the future?

Pima Pineapple Cactus:

1. Does the proposed project site occur within the Priority Conservation Area for the Pima pineapple cactus? (This information is viewable on MapGuide.)
2. Have Pima pineapple cactus been found on the proposed project site?
3. Has the proposed project site been surveyed for Pima pineapple cactus?
  - a. If yes, disclose the date when surveys were done and provide a summary of the results.
  - b. If no, are surveys planned in the future?

Needle-Spined Pineapple Cactus:

1. Does the proposed project site occur within the Priority Conservation Area for the needle-spined pineapple cactus? (This information is viewable on MapGuide.)
2. Have needle-spined pineapple cactus been found on the proposed project site?
3. Has the proposed project site been surveyed for needle-spined pineapple cactus?
  - a. If yes, disclose the date when surveys were done and provide a summary of the results.
  - b. If no, are surveys planned in the future?

## **ATTACHMENT A**

### **Maeveen Marie Behan Conservation Lands System Critical Landscape Linkages**

By definition, Critical Landscape Linkages are areas where habitat loss and fragmentation by roads and other infrastructure pose major challenges to wildlife movement.

Critical Landscape Linkage No. 1. Across the Interstate 10/Santa Cruz River corridors in the northwest.

Critical Landscape Linkage No. 2. Through Oro Valley, between the Catalina and Tortolita Mountains.

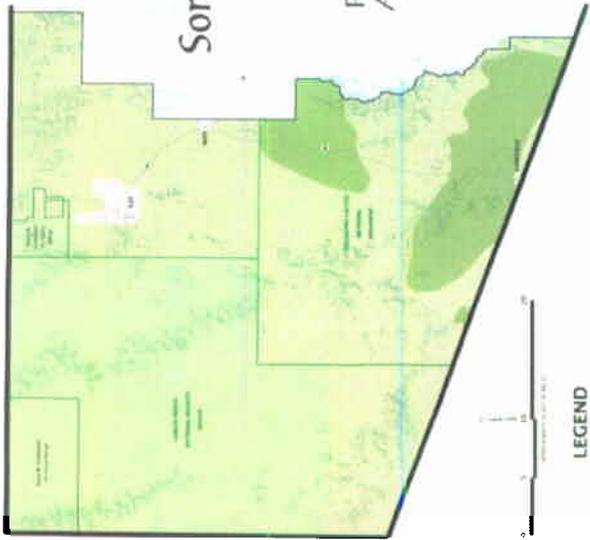
Critical Landscape Linkage No. 3. Across the Interstate 10 corridor along Cienega Creek in the east.

Critical Landscape Linkage No. 4. Across the Interstate 19 and Santa Cruz River corridors in southern Pima County.

Critical Landscape Linkage No. 5. Across the Garcia Strip extension of the Tohono O'odham Reservation.

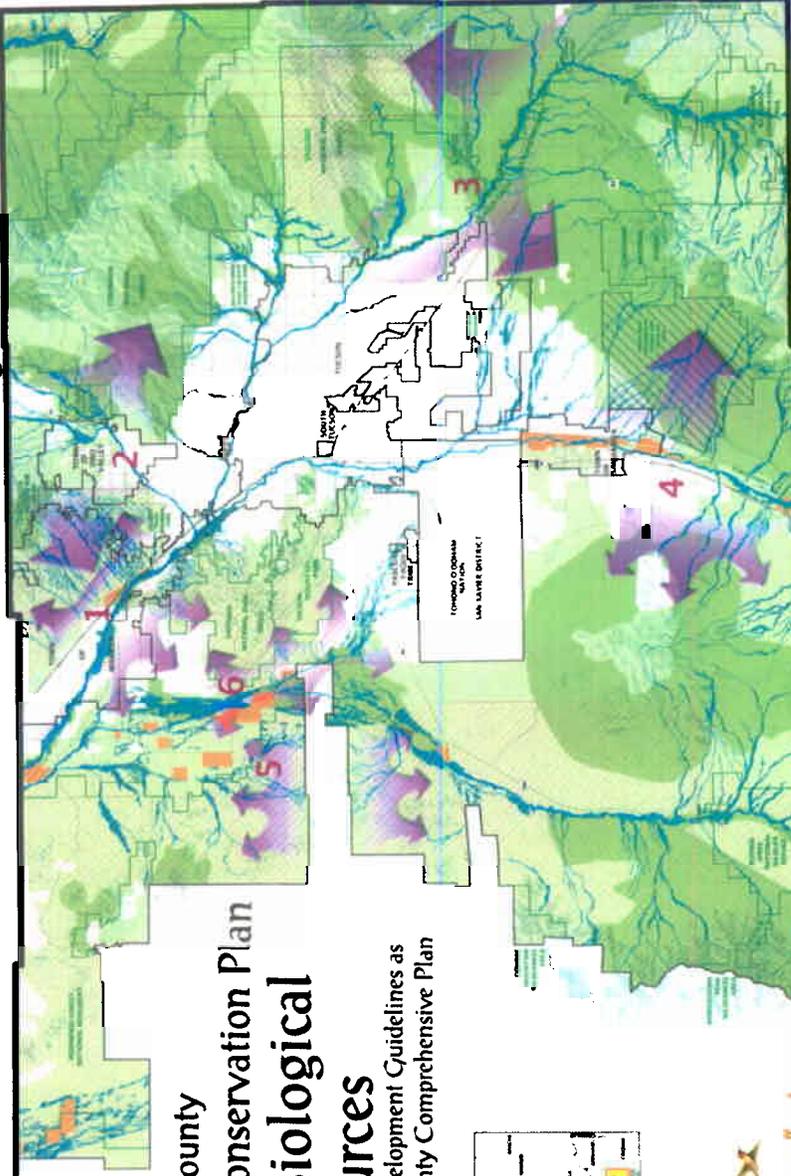
Critical Landscape Linkage No. 6. The CAP Canal in Avra Valley.

# Maeveen Marie Behan Conservation Lands System



## Pima County Sonoran Desert Conservation Plan Priority Biological Resources

Providing Sustainable Development Guidelines as  
Adopted in the Pima County Comprehensive Plan



**LEGEND**

- Important Biological Resources:** (Purple)
- Regions of High Management Value:** (Orange)
- Special Species Management Areas:** (Green)
- Wildlife & Plant Management Areas:** (Light Green)
- Wildlife Research & Management Areas:** (Dark Green)
- Openlands for Grazing:** (Light Blue)
- Forest Lands/Range Land:** (Dark Blue)
- State Lands of Conservation/Scenic Value:** (Light Purple)
- Interpreted Sites and Public Open Space:** (Yellow)
- Public Lands:** (White)
- Major Roads:** (Black line)
- Water:** (Blue line)
- Major Parks:** (Green area)

Scale: 0 5 10 20 Miles (0 5 10 20 Kilometers)

