



**Pima County Development Services Department**  
**Planning Division**  
 201 N. Stone, 2<sup>nd</sup> Floor, Tucson, Arizona 85701      Phone: 520-724-9000

**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 \_\_\_\_\_

| <b><u>Check 1 request per application:</u></b>            | <b>Section:</b>   | <b>Action requested by applicant:</b>                    |
|---|---|--|
| <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 2 package sets or 1 electronic PDF file. The complete submittal requires 1 package set or 1 electronic PDF file. Hard Copy Packets must be assembled and organized in an 8 ½ x 11 format. For CD or Hard Copy submittals, label the top left corner of the envelope with Case Name, Owner, and DRC case number.

**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.**

| <b>1<sup>st</sup> Submittal<br/>2 Packets</b> | <b>Complete<br/>Submittal<br/>1 packet</b> | <b>DRC Meeting Date</b>   |
|---|--|---------------------------|
| November 24, 2015                             | December 30, 2015                          | <b>January 21, 2016</b>   |
| December 29, 2015                             | January 27, 2016                           | <b>February 18, 2016</b>  |
| January 29, 2016                              | February 26, 2016                          | <b>March 17, 2016</b>     |
| March 4, 2016                                 | April 1, 2016                              | <b>April 21, 2016</b>     |
| April 4, 2016                                 | April 29, 2016                             | <b>May 19, 2016</b>       |
| May 2, 2016                                   | May 27, 2016                               | <b>June 16, 2016</b>      |
| June 3, 2016                                  | July 1, 2016                               | <b>July 21, 2016</b>      |
| June 30, 2016                                 | July 29, 2016                              | <b>August 18, 2016</b>    |
| August 1, 2016                                | August 26, 2016                            | <b>September 15, 2016</b> |
| September 2, 2016                             | September 30, 2016                         | <b>October 20, 2016</b>   |
| October 3, 2016                               | October 28, 2016                           | <b>November 17, 2016</b>  |
| October 31, 2016                              | November 23, 2016                          | <b>December 115, 2016</b> |

\*\*\*\*\*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; \_\_\_\_\_; Cross-reference Cases: \_\_\_\_\_; \_\_\_\_\_;

\_\_\_\_\_ ; other \_\_\_\_\_

Other comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Log-In Date \_\_\_\_\_ By Staff Member: \_\_\_\_\_