

2017 Specific Plan Instructions

Following the new specific plan format described below will expedite the review and implementation of your specific plan, if approved. Unlike a standard rezoning, the specific plan document is regulatory. The new format plainly differentiates regulatory text from non-regulatory, and minimizes unnecessary text. This is essential to making the specific plan an effective document for you as the owner or consultant, the public, the commissioners and board members, and staff. The following requirements for the plan document are in addition to the rezoning site analysis requirements and Ch. 18.90 (Specific Plans). Note that, as discussed below, the final specific plan document will look slightly different than the submitted document.

SPECIFIC PLAN DOCUMENT (Format and Content)

Upon submittal, the specific plan shall have these sections in this order:

- **Cover Page** with project title, date, ownership/agents contact information.
- **Table of Contents.**
- **Introduction.** This maximum one page section includes:
 - 1) The property's location, the total number of acres, and a very brief summary of the types of proposed uses, and
 - 2) How the plan implements the goals and policies of the Comprehensive Plan.
- **Part I Site Inventory.** This section is key to understanding the existing conditions of the property. Address only the site analysis requirements as supplemented by any additional requirements of Ch. 18.90 (Specific Plan).
- **Part II Land Use Proposal.** This section is key to understanding the proposed development of the property and how it differs from the standard zone requirements. Address only the site analysis requirements as supplemented by any additional requirements of Ch. 18.90 (Specific Plan) and the four items listed below.

The following content must be clearly delineated in a mapped, table or outline format (NOT in a paragraph-style, descriptive text format unless otherwise specified):

- 1) Preliminary development plan, proposed land use designations, and acreages of each;
- 2) Development standards (if different from the zoning code) such as setbacks, minimum/maximum lot size, density range, percentage of lot coverage, maximum building height, lot width and/or depth, building mass, and any other development standard unique to this project;
- 3) Special design or other standards (if different from the zoning code);
- 4) Special definitions (if different from the zoning code).

Standards that are not specified in this section default to the Zoning Code. An equivalent zone for each designation from the Pima County Zoning Code may be provided.

- **Part III Implementation and Phasing (unless proposed in a development agreement) and Administration, and Appendix (if necessary).** Address how the specific plan will be executed, including the systematic implementation of adequate facilities and infrastructure. Confirm that a master block plat will be provided and if not, why and how infrastructure will be provided in a coordinated, comprehensive fashion. Provide a map showing the geographical phasing of infrastructure and development. In a table, list the development commitments on grading, circulation, sewers, drainage, wastewater, parks, water, and any other infrastructure areas. Concisely describe

the criteria and process for administrative amendments to the specific plan outside of Section 18.90.08 (C) of the Zoning Code. Administrative amendments should allow flexibility within the general intent of the specific plan but not contradict the Comprehensive Plan or the purpose of the project. This section shall specifically list the types and extent of administrative variability to the standards proposed and state who will administer, enforce, and interpret the specific plan (typically this is vested in the Planning Director). The appendix shall include the legal description, any referenced correspondence or, studies, and agreements integral to the specific plan.

One electronic copy shall be submitted (staff may request a paper copy).

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The final specific plan document (additional sections to be provided in the final version are noted in *ITALICS*) shall have these sections in this order:

- ▶ ***Recorded ordinance with specific plan conditions and any subsequent ordinances, development agreements, or resolutions as document is modified (final only).***

- ▶ ***Regulatory Standards Executive Summary.*** *This summary, plus the approved preliminary development plan (PDP), will capture the key regulatory features of the specific plan (meaning any standards that are unique to this site) for the owner and for staff. This will be particularly helpful when the specific plan is translated into any subdivision plats or development plans and the eventual implementation of the plan. The summary may include cross-references to applicable sections of the specific plan, if necessary for complete information (final only).*

- ▶ **Cover Page** *(final has the assigned case number).*

- ▶ **Table of Contents.**

- ▶ **Introduction.**

- ▶ **Part I: Site Inventory.** *In the final document, Part I will be replaced by a one-page reference to the availability of this section in the case file.*

- ▶ **Part II: Land Use Proposal.**

- ▶ **Part III: Implementation and Phasing Schedule (unless addressed in a development agreement) and Administration.**

- ▶ **Appendix (If necessary).**

One electronic copy and one paper copy of the final document shall be submitted.