



PLANNING & DEVELOPMENT SERVICES DEPARTMENT

**CHANGE OF CONDITION/CHANGE OF USE APPLICATION**

**Date Accepted:** \_\_\_\_\_

**PART 1 PROPERTY INFORMATION:**

- 1.1 Legal Description (Attach a separate sheet for long legals.) \_\_\_\_\_
- 1.2 Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision Name \_\_\_\_\_
- 1.3 Address (as assigned by Pima County Addressing): \_\_\_\_\_
- 1.4 Please provide parcel tax code number for each parcel: \_\_\_\_\_
- 1.5 Please provide the following information for each parcel in the site. Attach additional sheets if necessary.

Rezoning case number, title and Ordinance number for rezoning cases associated with each parcel.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART 2 PROPOSED CHANGE OF CONDITION OR CHANGE OF USE**

- 2.1 Proposed Change of Condition or Use (Please be specific; attach additional sheet if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.2 Number of Structures \_\_\_\_\_ Number of Stories \_\_\_\_\_ Height of Structures \_\_\_\_\_
- 2.3 Number of Residential Units \_\_\_\_\_ Floor Area of Non-residential Projects \_\_\_\_\_

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### PART 3 APPLICANT INFORMATION

#### 3.1 Applicant or Agent \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

#### 3.2 Owner \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

#### 3.3 Architect/Engineer/Other \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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### PART 4 NEIGHBORHOOD MEETING

4.1 Have you offered to meet and discuss the proposed "Change" on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the site?  Yes  No  
Please indicate meeting date. \_\_\_\_\_  
Meeting date

4.2 Attach neighborhood meeting documentation (at a minimum, a copy of the meeting invitation, mailing list, date of mailing, sign-in sheet, and summary notes from the meeting).

4.3 Provide the tracking number from your neighborhood meeting mailing labels: T \_\_\_\_\_

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**PART 5 REZONING PRE-APPLICATION CONFERENCE INFORMATION**

- 5.1 Have you attended a rezoning pre-application conference with staff regarding the proposed “Change” requested?  Yes  No
- 5.2 Date of pre-application conference: \_\_\_\_\_
- 5.3 Provide the tracking number from your Pre-application Conference Verification Sheet: T\_\_\_\_\_
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**PART 6 PLANNING INFORMATION**

In accordance with the *Land Use Code* (Section 5.4.1.3) all rezoning applications together with any supporting documentation, including the preliminary development plan (Development Standard 1-07 Exhibit I), are reviewed for compliance with the City of Tucson *General Plan*, as implemented by planned area developments, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. Requests that do not demonstrate compliance with the *General Plan* cannot be accepted.

- 6.1 Are there any planned area developments, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the site?  Yes  No

Name of Plan(s) \_\_\_\_\_

- 6.2 Is an Environmental Resource Report required by the area or neighborhood plan? (Please see Development Standard 1-07 Exhibit III.)  Yes  No
- 6.3 Is this request to correct a zoning violation?  Yes  No
- 6.4.1 Have you chosen “Direct Ordinance Adoption (*LUC* Section 5.4.3.4)?  Yes  No
- 6.4.2 If yes to 6.4.1, have you attached the Services Impact Report? (Please see Development Standard 1-07 Exhibit V.)  Yes  No
- 6.5 Are there any billboards/signs located on the property?  Yes  No If yes, provide description:  
\_\_\_\_\_  
\_\_\_\_\_

- 6.6 Provide a statement describing the reasons for the request. Use additional sheets, if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## PART 7 MATERIALS REQUIRED WITH APPLICATION

### 7.1 The following are required for all rezoning requests:

- 7.1.1 A current "City of Tucson Change of Condition/Preliminary Development Plan Application" completed and signed by the owner and agent.
- 7.1.2 Appropriate fees payable to the City of Tucson
- 7.1.3 One (1) copy of the Pima County Assessor's map of the subject parcel(s)
- 7.1.4 One (1) copy of the Pima County Assessor's printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- 7.1.5 Pre-application Conference Verification Sheet.
- 7.1.6 Documentation of neighborhood meeting.
- 7.1.7 One (1) 11"x17" reduction of the proposed preliminary development plan.
- 7.1.8 One (1) 24"x 36" copy of the approved Development Plan.
- 7.1.9 One (1) copy of applicant's Letter of Inquiry.
- 7.1.10 One (1) copy of the Letter of Determination by Director of Urban Planning and Design.
- 7.1.11 Payment receipt for rezoning pre-application conference.
- 7.1.12 Payment receipt for neighborhood meeting mailing labels.

### 7.2 If amending the PAD zone, the following are required:

- 7.2.1 Thirty-two (32) copies of the preliminary development plan on a 24 x 36 inch sheet(s) properly folded to an 8 1/2 x 11 inch format.
- 7.2.2  Thirty-two (32) copies of the proposed PAD document, General Site Inventory/Design Compatibility Report, and/or Environmental Resources Report, and Services Impact Report, as required.

### 7.3 Digital Submittal (Optional):

- One (1) CD containing separate Adobe Portable Document Format (.pdf) files for each of the following:
  - 7.3.1  Preliminary development plan (both .pdf and .tif if possible).
  - 7.3.2  General Site Inventory/Design Compatibility Report (both .pdf and Word format if possible).
  - 7.3.3  Environmental Resources Report, as required (both .pdf and Word format if possible).
  - 7.3.4  Services Impact Report, as required (both .pdf and Word format if possible).
  - 7.3.5  Proposed PAD document, as required (both .pdf and Word format if possible).

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## PART 8 SIGNATURES

I (We), the undersigned, request consideration to amend the present zoning boundaries as described in this application and supporting materials. I (We) represent that the information in this application and the supporting materials are true and accurate to the best of my (our) knowledge.

8.1. \_\_\_\_\_  
Owner's signature \_\_\_\_\_  
date

8.2. \_\_\_\_\_  
Applicant/Agent signature (if not owner) \_\_\_\_\_  
date