

# CDRC Electronic Submittal Requirements

**\*\* ALL PAPER ITEMS IN THE SUBMITTAL PACKAGE MUST BE NO LARGER THAN 8 ½ x 11 FOLDED \*\***

Please See City of Tucson fold requirements in Development Standards 2-01.0.0

**REVIEW FEES:** Checks shall be made payable to "City of Tucson" and "Pima County Treasurer".

**PIMA COUNTY WASTEWATER:** Requires a review fee for each submittal and re-submittal until approved.

**PIMA COUNTY ADDRESSING:** Requires a review fee for the first and third submittals, please contact Pima County Addressing at 740-6800 for more information.

◀ **EFFECTIVE JUNE 2010** ▶ : A WATER HARVESTING PLAN must be included for all NEW DEVELOPMENT.

## TENTATIVE PLAT

- 1 Application
- 9 Folded Paper Sets
- 2 Title Reports
- 2 Drainage Reports
- 6 Folded Paper Sets of the Landscape Plan
- 6 Folded Paper Sets of the NPPO Plan
- 6 Sets of Rezoning/Annexation Conditions
- 1 CD with Electronic Copies of ALL ITEMS Listed Above.

## MINOR SUBDIVISION

NOTE: Applicant Must Attend a Pre-submittal Conference Before Submitting a Minor Subdivision.

- 1 Application
- 9 Folded Paper Sets
- 2 Title Reports
- 2 Drainage Reports
- 6 Folded Paper Sets of the Landscape Plan
- 6 Folded Paper Sets of the NPPO Plan
- 6 Sets of Rezoning/Annexation Conditions
- 6 Folded Paper Sets of Concept Grading Plans
- 6 Folded Sets of Topographic Map
- 11 Folded Paper Sets of Map with Utility Location
- 1 CD with Electronic Copies of ALL ITEMS Listed Above.

## DEVELOPMENT PLAN

- 1 Application
- 9 Folded Paper Sets
- 2 Drainage Reports
- 6 Folded Paper Sets of the Landscape Plan
- 6 Folded Paper Sets of the NPPO Plan
- 6 Sets of Rezoning/Annexation Conditions
- 1 CD with Electronic Copies of ALL ITEMS Listed Above.

ADDITIONAL DOCUMENTATION MAY BE REQUIRED AS A RESULT OF THE FOLLOWING:

- Rezoning
- Annexation
- Area, Neighborhood, or Planned Area Development

OR IF THE PROJECT IS LOCATED IN AN OVERLAY ZONE, SUCH AS ANY OF THE FOLLOWING:

- Hillside Development
- Scenic Corridor
- Environmental Resource Zone
- W.A.S.H.

OVERLAY ZONE NOTICE:

If an overlay zone is related to another project they must be submitted together to the CDRC office at the same time. This applies to all new projects and resubmittals.

## FINAL PLAT

- 1 Application
- 5 Folded Paper Sets
- 3 Sets of CC&R's
- 2 Title Reports
- 1 CD with Electronic Copies of ALL ITEMS Listed Above.

### Additional Final Plat Requirements for Condo Conversions

- 5 folded sets of previously approved site or development plan.
- 3 folded sets of the previously approved elevations.

## CD FORMAT REQUIREMENTS

Quality: All scans must be clear and easy to read. Any scan that is not clear and readable or does not meet the requirements listed below will be rejected and must be corrected and resubmitted at the customer's expense.

Resolution: 300 x 300 dots per inch.

Color: All scans shall be in black and white unless noted below.

Format:

- Plan Sets/Drawings: Single Page 300 dpi TIF in Black and White.
- Documents: Single or Multi-page PDF.
- Pictures: PDF, TIF, or JPG. Pictures can be scanned in color if the color is needed. Color pictures shall be in JPG Format.

File Size: In general, all electronic files submitted should be less than 5MB in size. If a single page exceeds 5MB in size when scanned in black & white TIF format at 300dpi, exceptions may be made. Multi-page PDF reports may exceed 5MB in size as necessary.

Orientation: All images must be correctly oriented and viewable without having to be rotated.

File Names: Files must be uniquely named. When naming the files, care should be taken to follow the format below.

< **Description of Sheet\_Sheet #.Tif** >

Example 1:	DP_C1.0.TIF	(Development Plan, Sheet C1.0)
Example 2:	Grading_G2.0.TIF	(Grading Plan, Sheet G2.0)
Example 3:	Irrigation_IR3.1.TIF	(Irrigation Plan, Sheet IR3.1)

Media: All files should be submitted on a CD or DVD. Please make sure to close or finalize the CD or DVD. Submitted materials will be retained by City of Tucson Planning and Development Services.