

**DESIGN DEVELOPMENT OPTION (DDO)
APPLICATION**

**FOR
LANDSCAPING/SCREENING AND PARKING DESIGN
SUBSTITUTIONS**

Available online but not included with this application

- Fee Schedule
- BA & DRB Process Deadlines and Meeting Schedules
- Mailing Label Request Form
- Design Review Board Application – also necessary when applying for Design Development Option (DDO) application

GENERAL INFORMATION

If you have any questions regarding the application materials or the process please contact staff for assistance. Call 837-4948.

Generally, we are in the office and available to assist you in person or via the telephone Monday through Friday from 8:00 a.m. until 5:00 p.m. However, to better serve you, we ask that you call to ensure our availability prior to stopping by the Planning and Development Services Department at 201 North Stone Avenue, 2nd floor north.

PLEASE MAKE NOTE OF THE FOLLOWING:

1. A pre-application meeting with staff is strongly encouraged. This will allow staff an opportunity to review your request prior to submittal and determine its appropriateness for the DDO process. Please call to schedule an appointment.
2. A DDO for landscape and screening is a request to substitute a design option with an equivalent design option. (e.g. a five-foot high vegetative screen might, in some circumstances, be acceptable in lieu of a five-foot high masonry wall. A DDO cannot waive or delete requirements the *Land Use Code*.)
3. Application submittals are BY APPOINTMENT ONLY. Please allow up to 15 minutes for staff to review your application for completeness and acceptance. You MAY NOT drop-off your application.



CITY OF
TUCSON

Case Number _____

Date Accepted _____

DESIGN DEVELOPMENT OPTION (DDO) APPLICATION

For Landscaping/Screening and Parking Design Substitutions

This application must be filed at Planning and Development Services Department, Public Works Building, Second Floor, 201 North Stone Avenue, Tucson, Arizona. Call 837-4948 to schedule a submittal appointment. To be accepted for processing, the application must be complete, accurate, and legible and must be accompanied by the appropriate plans, documentation, and fees. Incomplete applications will not be accepted. Please make your check payable to the "City of Tucson."

PROPERTY INFORMATION

Project Address _____

Zone _____ Proposed Use (Please be specific.) _____

Number of Existing Buildings _____ Number of Stories _____ Height of Structure(s) _____

Size of Property _____

Property Tax Code(s) _____

Property Legal Description _____

Mailing Address: Planning & Development Services Department
P. O. Box 27210
Tucson, AZ 85726-7210
Phone: (520) 837-4948

Location: Public Works Building
201 N. Stone Ave
Fax: (520) 791-5852

APPLICANT INFORMATION

APPLICANT/AGENT Name _____

Address _____

Phone _____ FAX _____

OWNER Name _____

Address _____

Phone _____ FAX _____

DESIGNER Name _____

Address _____

Phone _____ FAX _____

SIGNATURE OF OWNER

Owner

Date

SIGNATURE OF APPLICANT (if not owner)

Applicant

Date

If you have already applied for any related processes, please list the case numbers (CDRC, variance, DSD Log #, etc.) _____

MODIFICATION REQUESTED

Check the items that apply and indicate what is proposed instead, explaining why each request is being made. (Use additional sheets if necessary.)

Street Landscape Border _____

Interior Landscape Border (tree requirement) _____

Street Frontage Screening _____

Interior Perimeter Screening _____

Vehicular Use Area Trees _____

Other Landscaping or Screening Requirements _____

Number of Off-Street Motor Vehicle Parking Spaces _____

Number and/or Location of Bicycle Spaces _____

Explain how these DDOs will improve the design of the project. (Use additional sheets if necessary.)

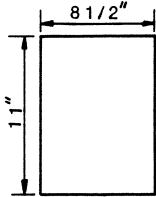
MATERIAL REQUIRED WITH DDO APPLICATION

Incomplete applications will not be accepted.

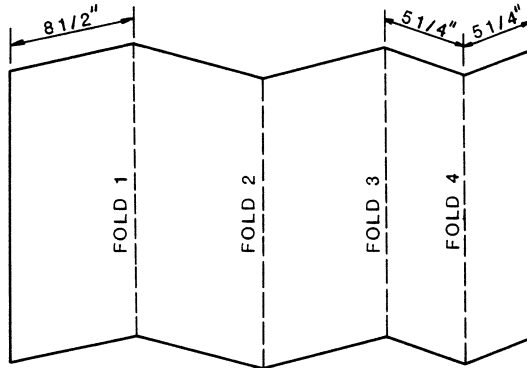
- Finalized Land Use Code (LUC) zoning and landscape review comments from Zoning Compliance review section, Development Services Department, 1st floor, 201 N. Stone Avenue.
- 9 copies of the site plan or development plan (folded). (See Development Standards 2-02.0 and 2-05.0 for requirements), plus 1 – 11"x17" copy
- 9 copies of the landscape plan (folded), unless landscaping information is shown on the site/development plan, plus 1 – 11"x17" copy
- 1 copy of elevations (if a building is involved in the use), plus 1 – 11"x17" copy
- 1 copy of the Pima County Assessor's property information (current printout).
- 1 copy of the Pima County Assessor's map for the property.
- DDO Review Fee (Staff Review = \$489.00; Notification Fee: \$220.00; Microfiche Fee = \$16.50; **Total = \$725.50**)
- Design Review Board (DRB) Application with Submittal Requirements (see attached) (No fee for DRB review is required.)

STEP 1

Using an 8 1/2" X 11" size sheet of paper as a guide, make folds 1, 2, and 3.



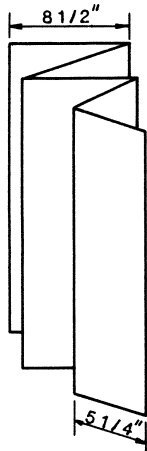
This instruction sheet is 8 1/2" X 11" size.



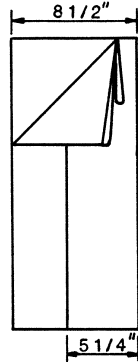
STEP 2

Fold the remaining 10 1/2" in half; this completes fold number 4.

STEP 3

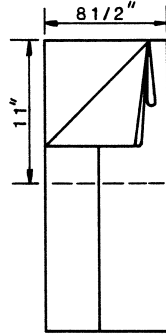


With the 5 1/4" fold to the right

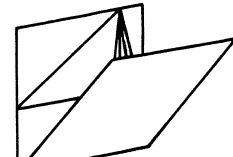


Fold down the corner, all but the last panel.

STEP 4

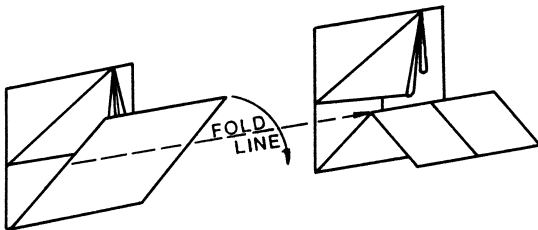


FOLD LINE



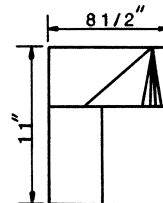
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



The folded print should be 8 1/2" X 11".