

APPLICATION PACKET FOR PROJECTS REQUIRING REVIEW BY THE DESIGN REVIEW BOARD

Available online but not included with this application

- B/A & DRB Process Deadlines and Meeting Schedules
- Fee Schedule for Special Applications

Case Number Issued: RND/DRB-_____ - _____

Related Case No. _____ - _____ - _____

Design Review Board (DRB) APPLICATION

Submittals are filed **ONLY** at the ZONING ADMINISTRATION Offices, 2ND Floor North, Public Works Building, 201 North Stone Avenue, the submittal **MUST INCLUDE** all the items listed on the DRB Submittal Checklist. Call DRB Staff at 791-5550 if additional information is needed. (The application must be filled out completely, and be signed by the property owner)

PROPERTY INFORMATION:

PROJECT NAME: _____
(For example: Al's Bar & Grill, Freimen residence carport addition, or Palo Verde Shopping Center, etc.)

PROJECT ADDRESS: _____
(NOTE: If the site is vacant ask Pima Co. Addressing, 201 N. Stone, for an Administrative Address)

ZONING OF PROPERTY: _____ (For example: R-1, C-2, I-1 or R-1/C1 Authorized, etc.)

PROJECT TYPE (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> New building on vacant land | <input type="checkbox"/> New building on developed land |
| <input type="checkbox"/> New addition to existing building | <input type="checkbox"/> Change of Use to existing building |
| <input type="checkbox"/> Existing building needs permits | <input type="checkbox"/> Modification to façade of existing building |

Other (Explain) _____

APPLICANT INFORMATION:

AGENT (The person processing the application and who staff will send mailings to):

NAME: _____

ADDRESS: _____

_____ **ZIP:** _____

PHONE: () _____ - _____ **FAX:** () _____ - _____

[PROPERTY OWNER/S (If ownership in escrow, please note):

NAME: _____

ADDRESS: _____

_____ **ZIP:** _____

PHONE: () _____ - _____ **FAX:** () _____ - _____

[SIGNATURE OF PROPERTY OWNER]:

DESIGN REVIEW BOARD SUBMITTAL CHECKLIST

FOR REVIEW OF APPEALS, DEVELOPMENT REVIEW, AND VARIANCES

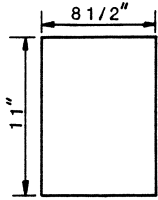
- Fee required for all applications except Landscape/Screening DDO reviews. Refer to fee schedule.
- 1 copy of completed and signed DRB application
- 1 copy of **Final LUC** compliance review comments as issued by PDSD Review Staff. Note: the comments written on the DDO plans will need to be rewritten by staff on a separate letter/memo.
- 1 copy of completed project information attachment explaining nature of project
- 1 copy of Applicant's Modification Request. For each modification requested, list what the *LUC* requires and what the project proposes.
- 1 copy of Responses to each of the "DDO Findings" for DDO Appeals
- 1 copy of completed response to design compatibility criteria for Development Reviews including, but not limited to, Large Retail Establishment, Scenic Corridor Zone, Office Zone, Neighborhood Commercial, Traveler's Accommodations, HPZ Appeals, etc.
- 8 sets of photographs of the project site and surrounding area (views to the north, south, east, and west) - color copies required. Please label.
- 8 copies of the site plan and/or elevation drawings at 11"x17" folded*, plus 1 full-size plan, folded to City Standard
- 8 copies of the landscape plan at 11"x17" *folded, plus 1 full-size plan, folded to City Standard
- 1 copy of the Pima County Assessor's property information (current printout)
- 1 copy of the Pima County Assessor's map for the property

***For 11" X 17" format fold as follows: With plan face up bring right side to left side (text to text), align edges and crease right edge. Bring top corner of open edge (top panel only) down to center of right folded edge (creates a diagonal edge on left), align and crease.**

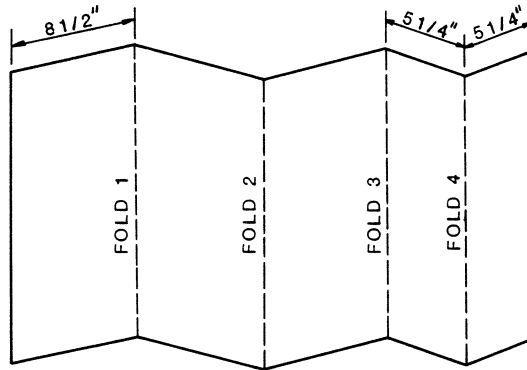
CITY FOLDING STANDARD

STEP 1

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



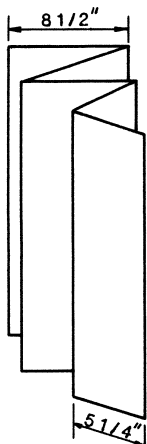
This instruction sheet is 8 1/2" X 11" size.



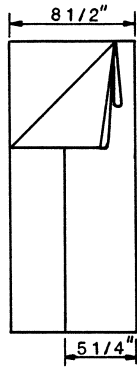
STEP 2

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

STEP 3

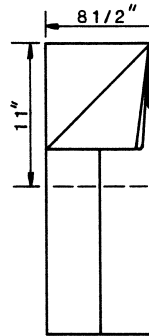


With the 5 1/4" fold to the right

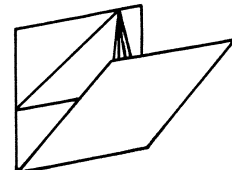


Fold down the corner, all but the last panel.

STEP 4

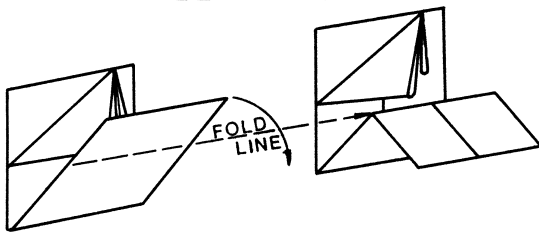


FOLD LINE



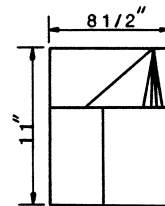
Fold the lower portion up.

STEP 5



Fold the front part in half.

STEP 6



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