

Time Stamp: \_\_\_\_\_



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES

**APPLICATION  
ZONING EXAMINER SPECIAL EXCEPTION PROCEDURE (ZESE)**

**SE-** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

**PART 1 PROPERTY INFORMATION:**

Legal Description (Attach a separate sheet for long legals.)

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Address (as assigned by Pima County Addressing): \_\_\_\_\_

Please provide the following information for each parcel in the ZESE special exception site. (Attach additional sheet if necessary.)

Current Zoning	Current Use	Area (sq. ft or acres)	Assessor Tax Code #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Note any applicable overlay zones:    Hillside    Scenic Corridor    Major Streets and Routes
- Gateway Corridor    Airport Environs    Environmental Resource    Historic District/Landmark
- Neighborhood Preservation

**PART 2 PROPOSED USE**

Proposed Use (Please be specific; attach additional sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Structures \_\_\_\_\_ Number of Stories \_\_\_\_\_ Height of Structures \_\_\_\_\_

Number of Residential Units \_\_\_\_\_ Floor Area of Non-residential Projects \_\_\_\_\_

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**PART 3 APPLICANT INFORMATION**

**Applicant or Agent** \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**Owner** \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**Architect/Engineer/Other** \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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**PART 4 PRE-APPLICATION CONFERENCE INFORMATION**

Have you attended a pre-application conference with staff?  Yes  No

Date of pre-application conference: \_\_\_\_\_

Provide the tracking number from your Pre-application Conference Verification Sheet: T \_\_\_\_\_

If no, contact Rezoning Section staff at 520-791-5550 for more information.

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### PART 5 NEIGHBORHOOD MEETING

Have you offered to meet and discuss the proposed ZESE special exception on a specified date and time with all property owners within 300 feet and all neighborhood associations within one (1) mile of the ZESE special exception site?  Yes  No

Attach documentation and summary, and indicate date of contact. \_\_\_\_\_  
date of contact

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

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### PART 6 PLANNING INFORMATION

In accordance with the *Unified Development Code* (Section 3.2.3) ZESE special exception applications, together with any supporting documentation, including the preliminary development package (Administrative Manual 2-03.3 and.4), are reviewed for compliance with the City of Tucson *General Plan*, as implemented by specific plans, redevelopment plans, subregional plans, area plans, and neighborhood plans. This review shall occur within seven (7) business days of submittal. ZESE special exception requests that do not demonstrate compliance with the *General Plan* cannot be accepted.

List any specific plans, redevelopment plans, subregional plans, area plans, or neighborhood plans officially adopted by the City of Tucson, which apply to the special exception site.  Yes  No

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

Are there any billboards or signs located on the property?  Yes  No If yes, provide description below.

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Briefly describe how the project will be designed to be compatible with adjoining development and any applicable plan policies. (Use additional sheets, if necessary.)

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### PART 7 MATERIALS REQUIRED WITH APPLICATION

- A completed “City of Tucson Zoning Examiner Special Exception Procedure Application” signed by the owner and agent\*.
- Seven (7) copies of the preliminary development package (PDP) (Admin. Manual 2-03.3 &.4).
- One (1) 11”x17” reduction of the PDP map (Admin. Manual 2-04.2.A &.B).
- Seven (7) copies of the Environmental Resource Report (Admin. Manual 2-03.5), as required.
- A statement addressing how the applicable use-specific standards have been addressed.
- Pre-application Conference Verification Sheet.
- Documentation of neighborhood meeting (at a minimum, a copy of the meeting invitation, mailing list, sign-in sheet and summary notes from the meeting).
- One (1) copy of the Pima County Assessor’s map of the subject parcel(s) and printout showing the subject parcel(s) property tax code number(s) and legal description(s).
- Payment receipt for rezoning pre-application conference.
- Payment receipt for neighborhood meeting mailing labels.
- Appropriate fees payable to the City of Tucson.
- IMPORTANT NOTICES:
  - Do not staple materials. Paper clips or binder clips are acceptable.
  - Do not incorporate application or neighborhood meeting materials into required reports. Keep them separate.

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### PART 8 SIGNATURES

I (We), the undersigned, request consideration for the Zoning Examiner Special Exception request 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.

\_\_\_\_\_  
Owner’s signature\*

\_\_\_\_\_  
date

\_\_\_\_\_  
Applicant/Agent signature (if not owner)

\_\_\_\_\_  
date

\*An application not signed by the owner, must be accompanied by a separate, signed letter, from the owner, granting authority to the applicant/agent to act on his/her behalf.

Revised 01/10/13