



ORO VALLEY COMMERCIAL ARCHITECTURE DESIGN GUIDE





ORO VALLEY COMMERCIAL ARCHITECTURE DESIGN PROCESS GUIDE

This process guide contains the submittal checklist and plan content for Commercial Architecture Design which is reviewed by the Planning and Zoning Commission (PZC) and Town Council:

1.0 Commercial Architecture Design Review

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1.0 COMMERCIAL ARCHITECTURE PROCESS GUIDE

1.1 PROCESS NARRATIVE

Introduction:

Design review is a two-part process required for all new residential projects. The process is comprised of:

1. Conceptual Design Review- The intent of conceptual design is to ensure that a project's architectural design is compatible with the surrounding area. Conceptual design requires review by the Planning and Zoning Commission and approval by Town Council.
2. Final Design Review-The intent of final design review is to ensure that a project's final plans are consistent with the conceptual plans approved by Town Council and are consistent with all applicable Zoning Code requirements. Final designs are administratively approved.

Commercial architecture is required for non-residential developments, not including schools. The application is reviewed by staff for conformance with the Design Principles and Design Standards of the Zoning Code and forwarded to the Planning and Zoning for final decision.

Process Overview:

Refer to the table below to better understand the approval process for the Town's Commercial architecture applications.

Table of Authority

| Submittal Type | Staff Authority | Planning and Zoning Commission | Town Council |
|-------------------------|-----------------|--------------------------------|--------------|
| Conceptual Architecture | Review | Recommendation | Approval |
| Final Architecture | Approval | No action | Appeal |

Step 1 – Formal Submittal

A formal submittal must include all items listed in the Plan Content, Section 2.2 of this process guide, along with site specific information relevant to the variance or appeal.

To ensure timely review, applicants should review the applicable provisions of the Zoning Code and address those items in the submittal.

Step 2 – Staff Review

After receiving a complete application, staff will review the submittal in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission.

Staff review will include review of the conceptual architectural design plan, including overall building composition, facade design elements, architectural features, building materials, building color palette, building cross-sections with floor elevation and heights (roof, parapet, screen, architectural features). Site cross-sections depicting overall topography in relation to neighboring property and existing grade line.

The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, the application will be forwarded to the Planning and Zoning Commission for final decision.

Step 3 – Planning and Zoning Commission (PZC)

The Conceptual Commercial Architecture application is reviewed by the PZC within 15 working days of receipt of a staff recommendation. The PZC's recommendations are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. Planning and Zoning Commission decisions are subject to an appeal by the Town Council. The applicant is expected to present and answer questions during this meeting.

Step 4 – Proceed to Final Design

After receiving an approval from the Town Council, applicants may submit Final Design Plans that addresses any conditions of approval, to Community and Economic Development staff for review and approval.

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and ensure the submittal is complete.

Step 6 – Staff Review

After receiving a complete application, staff will review the Final Design for consistency with the approved conceptual plans and with the applicable provisions of the Zoning Code, engineering standards and all other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff may administratively approve the final plans. Administrative approvals are appealable to Town Council.

Step 7 – Next Steps

Upon approval of the Final Architecture, you may submit for building permits.



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1.2 GENERAL APPLICATION FORM

Office Use Only

OV Case #: _____

Application Type:

- | | |
|---|--|
| <input type="checkbox"/> Major General Plan Amendment | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Rezoning/PAD Amendment | <input type="checkbox"/> Pre-Application |
| <input type="checkbox"/> Planned Area Development | <input type="checkbox"/> Zoning Verification |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Sign Criteria |
| <input type="checkbox"/> Zoning Code Amendment | <input type="checkbox"/> Sign - PAD Exemption |
| <input type="checkbox"/> Conceptual Site Plan | <input type="checkbox"/> Master Sign Program |
| <input type="checkbox"/> Conceptual Public Art | <input type="checkbox"/> Communication Facility – Tier 1 and 2 Minor |
| <input type="checkbox"/> Conceptual Architecture | <input type="checkbox"/> Communication Facility – Major |
| <input type="checkbox"/> Final Site Plan | <input type="checkbox"/> Revised Development Plan |
| <input type="checkbox"/> Conceptual Landscape Plan | <input type="checkbox"/> Other _____ |

Subject Property Information:

Address: _____ Parcel/Tax Code: _____

Subdivision / Commercial Center Name: _____

Book / Page or Sequence Number: _____ Lot Number(s) _____

Legal Description: _____

Section/Township/Range: _____ Area of Property: _____

Existing Land Use: _____ Proposed Land Use: _____

Applicant Information:

* If more than one, attach list

Applicant*:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Property Owner(s) if different from Applicant*:

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Consultant*: _____ (Discipline)

Name: _____ Firm: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Project Description/Narrative: (SEPARATE SHEET PREFERRED)

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

Notice: It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

Applicant's Signature

Print Name

Date

Important Note: All submittals received after 4:00 p.m. will be processed the next day

Submittals will be rejected if:

- There are missing items on the checklist unless otherwise approved by Planning and Zoning Administrator or Town Engineer.
- Re-submittals will not be accepted without a transmittal letter and a written response to staff comments.

1.3 COMMERCIAL ARCHITECTURE PROCESS

| Commercial Architecture Process | Time* | Purpose |
|---------------------------------------|------------------|---|
| Formal Submittal | Applicant Driven | <ul style="list-style-type: none"> • Submittal of plans in accordance with Code requirements • Applicant to address any comments or concerns identified during the final design review phase. |
| Staff Review | 4 Weeks | <ul style="list-style-type: none"> • Staff distributes copies to all internal/external agencies for review • Staff code compliance letter is provided within 20 working days of a complete submittal |
| Revised Submittal | Applicant Driven | <ul style="list-style-type: none"> • Applicant to address staff review comments relative to code compliance • Additional revised submittals may be necessary if code issues are not adequately addressed |
| Staff Review | 1-4 Weeks | <ul style="list-style-type: none"> • Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning and Zoning Commission consideration if the proposal is not code compliant |
| Planning and Zoning Commission | 4 Weeks | <ul style="list-style-type: none"> • Commission review focused on conformity with adopted plans, code requirements and the staff recommendation • The Planning and Zoning Commission provides a recommendation to Town Council. |
| Town Council | 4 Weeks | <ul style="list-style-type: none"> • Council review focused on conformity with adopted plans, code requirements and the Planning and Zoning Commission's recommendation • The deciding body on whether to approve, deny or continue to applicant's request. |
| Final Architecture | Applicant Driven | <ul style="list-style-type: none"> • Applicant submits Final Architecture package addressing any remaining conditions of approval • Can be administratively approved when in conformance with the approved Conceptual Architecture |

Total Town Processing Time 12-16 weeks*

* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

1.4 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

GIS fees are charged per development project. For example, GIS fees charged for a rezoning would be credited toward the GIS fees specified for a related development plan and/or plat.

Fees related to Commercial Architecture (Residential):

| | |
|--|------------|
| Final Commercial Architecture (1 st building pad) | \$270 |
| Additional Building Pads | \$100/each |

See the Development Services fee schedule for a complete list of fees.



2.0 CONCEPTUAL ARCHITECTURE SUBMITTAL PACKAGE

The Conceptual Architectural Design for non-residential developments must be considered by the Planning and Zoning Commission (PZC) and approved by Town Council.

Review of project architecture entails the following two stages:

- Conceptual Architectural Design
- Final Architectural Design (requires separate application and submitted)

Ensure the architecture meets the Town's Design Principles (OVZCR Section 22.9.D.5.b) and Design Standards Addendum A, Chapter 2, Section 2.2.

2.1 Plan Format: Submittals must include printouts on paper no larger than 11"x17".

- All submittals must be folded to 8 ½" X 11".
- Collate into 3 individual packets
- An electronic version of all submittal materials in PDF format is required.

2.2 Plan Content: 3 copies of each unless otherwise stated

- Narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met.
- Color elevations of all buildings, structures, clearly depicting overall building composition, and façade design elements.
- Color renderings (3 dimensional) clearly depicting design elements. May include proposed landscaping to provide additional context unless blocking (I.E. Trees) design.
- Color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc. Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted.
- Site plan **(2 copies)**
- Floor Plan **(2 copies)**
- Photographs of the adjacent properties illustrating the relationship between proposed development and adjacent development/properties if applicable. **(2 copies)**



3.0 FINAL ARCHITECTURE SUBMITTAL PACKAGE

Final architecture is reviewed by Town Staff for conformance with the Conceptual Architecture approved by Town Council and all applicable zoning code standards. Final architecture may be administratively approved by Town Staff.

3.1 Plan Format: Submittals must include printouts on paper no larger than 11"x17".

- **All submittals must be folded to 8 ½" X 11".**
- **Collate into 3 individual packets.**
- **An electronic version of all submittal materials in PDF format is required.**

3.2 Plan Content: 3 copies of the following (except as indicated):

- Response letter that notes how the application meets any Town Council conditions of approval.
- Narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met.
- Final color elevations of all buildings, structures, clearly depicting overall building composition, and façade design elements.
- Final color renderings (3 dimensional) clearly depicting design elements. May include proposed landscaping to provide additional context unless blocking (I.E. Trees) design.
- Final color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc. Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted.
- Site plan **(2 copies)**
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