Town of Oro Valley
Community and Economic Development Department
Planning Division
520.229.4800 | planning@orovalleyaz.gov

Pre-Application Process Guide

Pre-Application

A pre-application is a preliminary review of a project by the Town's Development Review Committee (DRC), prior to a formal application submittal. The committee includes representatives from various Town divisions as well as outside agencies, including Golder Ranch Fire, Tucson Electric Power (TEP) and Arizona Department of Transportation (ADOT).

The DRC meeting provides an opportunity for applicants to ask questions and receive feedback in the early stages of a project.

Typical items discussed during the meeting include the development process, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), as well as engineering, fire and building code requirements.

DRC meetings are held every Thursday from 2:00 p.m. – 4:00 p.m.

Fees

- There are no fees associated with a pre-application submission.

Submissions

Pre-application submissions must include the following for acceptance:

- A completed **General Application**
- A **Narrative*** that provides details about the project
- Any **Supporting Documentation***, such as maps, site plan, etc.

***** The more information and details provided about the project, the more specific the feedback will be from the various reviewers.

Pre-applications received by 5:00 p.m. on Wednesdays are typically reviewed on Thursday of the following week.

Staff Review

After receiving a complete submittal, Town staff will contact the applicant to schedule the date/time for review of their project.

Post DRC Meeting

After the DRC committee has met with the applicant, a comment letter will be sent out within three (3) business days that summarizes key points of the meeting, project requirements, concerns and next steps in the process.

Submission Checklist

_____ Completed Application

_____ Narrative

_____ Supporting documentation

Submission Process

Please email the items from the checklist above in PDF form to planning@orovalleyaz.gov

Contact the Planning Division at 520-229-4800 for any assistance needed when submitting your project for review.