

Pre-application

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

A pre-application provides a preliminary review of a project by the Town's Development Review Committee (DRC), prior to the public outreach process or formal application submittal. The committee includes representatives from various Town divisions as well as outside agencies (when applicable), 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.

FEES

There are no fees associated with a pre-application.

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as "*Document Type – Date.*"

SUBMITTAL CHECKLIST

- 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.

PROCESS

- Pre-applications received by 5:00 p.m. on Wednesdays are typically scheduled for a pre-application meeting with the Development Review Committee of the following week.
- Development Review Committee meetings are held on Thursday afternoons. After receiving a submittal, Town staff will contact the applicant to schedule the date/time for review of their project.
- After the DRC committee has met with the applicant, a comment letter will be sent out the following week, which summarizes key points of the meeting, project requirements, concerns and next steps in the process.