

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley  
Community and Economic Development Department - Planning Division  
Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### APPLICABILITY

A Rezoning or Planned Area Development (PAD) Amendment involves changing the existing zoning district, or development rights for a property. No application for a Rezoning or PAD Amendment will be accepted if said use is not in full compliance with the adopted General Plan future land use map. Should a General Plan Amendment be required, both applications may be submitted concurrently.

### FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees associated with a Rezoning or a PAD Amendment are as follows:

Rezoning		PAD Amendment	
Up to 5 developable acres	\$2,600	Up to 5 developable acres	\$1,800
Each additional acre	\$40	Each additional acre	\$40
Maximum fee	\$15,000	Maximum fee	\$10,000
Natural Open Space	No fee		
Text Amendments	1 – 5 items: \$900 Each additional item: \$100		

### SUBMISSIONS

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

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. 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.”*
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.

### SUBMITTAL CHECKLIST

No application for a Rezoning or PAD Amendment will be accepted until the applicant has scheduled and completed a pre-application conference. All Rezoning or PAD Amendment submissions must include the following for acceptance:

- Response letter to staff pre-application comments
- A Public Outreach Report
- Written narrative describing the request
- Letter of authorization from property owner, if applicant is acting as an agent
- List of beneficiaries of trust or corporate officers, if applicable
- Copy of Deed or Title Report, if applicable
- Acknowledgement to notify other agencies

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- Site analysis document (not applicable for text amendments) including:
  - A Cultural Resources Survey and/or Treatment Plan, in accordance with Section 27.10.D.3.e. must be conducted by a Cultural Resource Professional selected from the Town's list of on-call Cultural Resource Professionals listed below:
    - Desert Archaeology, Inc.
    - Statistical Research, Inc.
    - William Self Associates, Inc.
    - Tierra Right-of-Way Services, Ltd.
    - Logan Simpson Design, Inc.
    - Westland Resources, Inc.
  - Site Resource Inventory, prepared in accordance with Section 27.6.B.3
  - A Tentative Development Plan in accordance with Section 22.3.D.

Any proposed changes to a Tentative Development Plan approved in conjunction with a Rezoning or PAD Amendment must be submitted to the Planning and Zoning Administrator, who will review the proposal and ascertain whether the change is significant. If a change is determined to be significant, revised plans must be submitted for reconsideration by both the Planning Commission and Town Council. A significant change will be determined by, but not be limited to, the following criteria:

- Any change to the permitted use or uses. Permitted uses shall mean the primary and alternative uses as set forth in the Tentative Development Plan and conditions attached to the approved PAD.
- Any change to the development standards or zoning conditions relating to building heights, perimeter setbacks, open space requirements, any reduction in open space, parking, floor area ratios and density.
- Any change to the Tentative Development Plan associated with this new PAD which would vary any material terms or conditions of the PAD, which would modify any proposed density standards, any kinds of street or land improvements proposed affecting the standards and layout for vehicular circulation, signs and nuisance controls intended for the development.
- Nothing in this section is deemed to authorize the Planning and Zoning Administrator to modify or approve any aspects of development reserved to the Planning and Zoning Commission pursuant to Section 22.5.
- Changes approved as flexible design options as permitted by Section 27.10.F.2.c are exempt.
- If a change is determined to be significant, revised plans will be submitted for reconsideration by both the Planning and Zoning Commission and Town Council.
- For PAD Amendments, please refer to the specific PAD document for other possible amendment criteria.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



## PROCESS

Rezoning Process	Time*	Purpose
Pre-application Conference	1 Week	<ul style="list-style-type: none"> <li>An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements</li> </ul>
1 <sup>st</sup> Neighborhood Meeting	3 Weeks	<ul style="list-style-type: none"> <li>Required prior to formal submittal, per Code</li> <li>Staff explains the process and Town requirements</li> <li>Applicant introduces the proposed project</li> </ul>
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> <li>Submittal of plans in accordance with Code requirements</li> <li>Applicant address any comments or concerns identified during the 1<sup>st</sup> Neighborhood meeting</li> </ul>
Staff Review	4 Weeks	<ul style="list-style-type: none"> <li>Staff distributes copies to all internal/external agencies for review</li> <li>Staff review letter is provided within 20 working days for complete submittal</li> </ul>
2 <sup>nd</sup> Neighborhood Meeting	3 Weeks	<ul style="list-style-type: none"> <li>Applicant shows revised plan in accordance with Code requirements and that addresses comments or concerns from the 1<sup>st</sup> neighborhood meeting</li> <li>Additional meetings may be necessary if determined necessary by Code</li> </ul>
Revised Submittal	Applicant Driven	<ul style="list-style-type: none"> <li>Address outstanding code issues</li> <li>Should address any remaining comments or concerns from 2<sup>nd</sup> Neighborhood meeting</li> <li>Additional revised submittals may be necessary if code issues are not addressed</li> </ul>
Staff Review	1-4 Weeks	<ul style="list-style-type: none"> <li>Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning &amp; Zoning Commission (PZC) consideration</li> </ul>
Planning & Zoning Commission (PZC)	4 Weeks	<ul style="list-style-type: none"> <li>A staff report, with any conditions of approval, will be prepared</li> <li>Review focused conformity with adopted plans, code requirements and any neighborhood mitigation measures</li> <li>Provides a recommendation to Town Council</li> </ul>
Town Council	4 Weeks	<ul style="list-style-type: none"> <li>Review focused on conformity with adopted plans, code requirements, neighborhood mitigation measures and the PZC recommendation</li> <li>The deciding body on whether to approve, deny or continue the application</li> </ul>
<b>Total Town Processing Time</b>	<b>20 - 24 weeks†</b>	

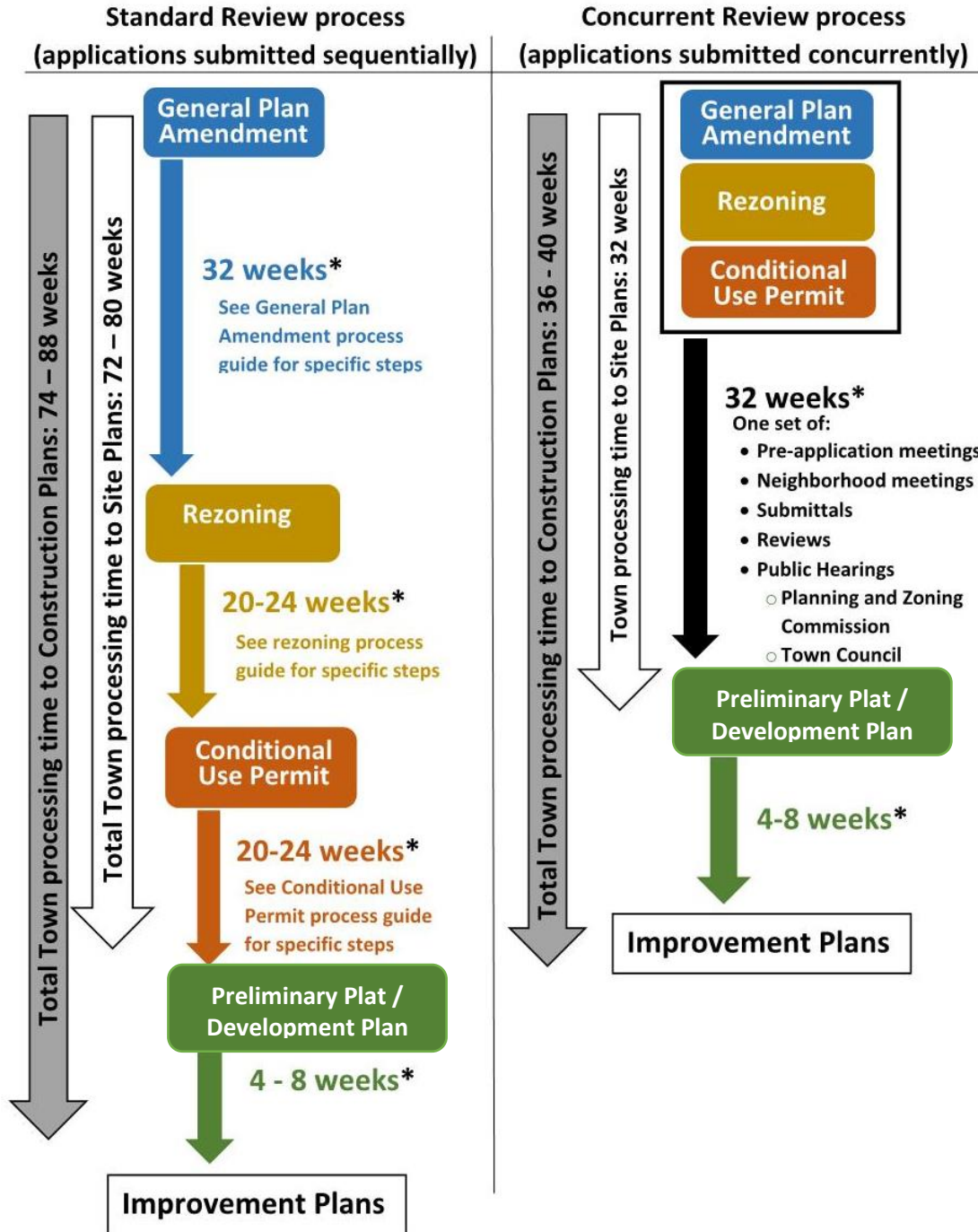
# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley  
 Community and Economic Development Department - Planning Division  
 Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### CONCURRENT REVIEW PROCESS



\* Typical Town Processing Time Frames – actual timeframes dependent upon timely applicant submittals

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley  
Community and Economic Development Department - Planning Division  
Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### **ACKNOWLEDGEMENT TO NOTIFY OTHER AGENCIES**

The following statements must be acknowledged (under the “Permit Details” section) on your online application:

*In addition to the Town of Oro Valley (the “Town”), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result.*

*Please be advised, issuance of a permit **DOES NOT**, nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.*

Examples of other governmental agencies and/or bodies that may have overlapped jurisdiction over this property include but are not limited to the following:

#### **Federal:**

The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

- U.S Fish and Wildlife Field Division, Phoenix, AZ, (602) 640-2720

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

- U.S. Army Corps of Engineers, Tucson, AZ, (520) 584-4486

#### **State:**

- Arizona Department of Transportation. This agency must be notified of any development accessing a State Highway, such as Oracle Road. Please contact directly for further information. ADOT – (520)388-4200
- Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. ADEQ - (602) 771-2300

#### **County:**

- Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. PDEQ - (520) 424-7400
- Pima County Development Services for Addressing, Wastewater Capacity and Sewer Connections – (520)724-9000

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### 1. PUBLIC OUTREACH PLAN AND REPORT

As part of the Public Outreach process (Section 22.15.E of the Zoning Code), the Public Outreach Plan and subsequent report are required.

- Public Outreach Plan (POP) – required following the first neighborhood meeting as part of the formal submittal. The Plan must include the following:
  - A description of the project
  - Identification of interested stakeholders, including homeowners’ associations that are affected by the proposal
  - A proposed neighborhood meeting process
  - The POP must incorporate the neighborhood meeting requirements noted in subsection F of this section. The applicant may propose an alternative process if it is designed to include key stakeholders in a meaningful way, and is consistent with subsection A of this section, Purpose, and the public participation and notification policy. Any alternative proposal will be subject to Planning and Zoning Administrator approval. At a minimum, the POP must contain educational and issue identification and resolution elements, as defined in the public participation and notification policy.
- Public Outreach Report – required at the conclusion of the public outreach process to be forward to the Planning and Zoning Commission and Town Council. The report must include:
  - A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.
  - A list of meeting notification methods used.
  - Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
  - A summary of the issues and concerns that were raised.
  - A list of solutions that were agreed upon.
  - A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Public Outreach Plan must be updated and resubmitted throughout the process accordingly.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



## 2. Rezoning or Planned Area Development (PAD) Amendments

### REVIEW

Rezoning or PAD Amendment applications require consideration by the Planning and Zoning Commission (PZC) and approval by Town Council. The following items must be submitted online for staff review, prior to scheduling the public hearings. Once staff has completed their review(s) and all code requirements have been met, the applicant should plan for the upcoming Planning Commission and Town Council hearings by preparing a presentation. The applicant and/or property owner will be expected to speak at the hearings and provide a power point presentation about the project.

A Rezoning or PAD Amendment is reviewed for conformance with the General Plan and Zoning Code. To avoid delays, applicants should review all applicable provisions and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

### SUBMITTAL ITEMS AND REQUIREMENTS

All items must be submitted in PDF format. Please name PDF files in a self-explanatory manner such as “*Document Type – Date.*”

- **Narrative** describing the applicant’s request.
- **Site Analysis**
  - A. **Plan Format**
    1. The Site Analysis must be In 8-1/2” x 11” PDF format containing 1” margins. Maps and exhibits may be provided on larger size paper with reduced margins.
    2. All lettering and dimensions must be equivalent of twelve (0.12”) point font or greater in size
    3. Name, signature, address, phone number and email address of contact person.
    4. Bibliography listing contributors and references.
    5. Maps and Illustrations:
      - A. To be identified with legends, titles, north arrow, scale, dimensions, and contour intervals.
      - B. Aerial photographs to be less than two years old.
      - C. Topographic maps must reflect 1- to 2- foot contour intervals.
      - D. Map location to be at end of sub-paragraph each illustrates.
    6. Table of contents, including all maps and exhibits, in the following order:
      - A. Part I – Inventory and Analysis
        - i. Existing Land Uses
        - ii. Environmentally Sensitive Lands
        - iii. Topography
        - iv. Cultural/Archeological/Historic Resources
        - v. Hydrology
        - vi. Vegetation
        - vii. Wildlife
        - viii. Viewsheds
        - ix. Traffic
        - x. Recreation/Trails

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- xi. Schools
- xii. Water
- xiii. Sewers
- xiv. McHarg Composite Map

### B. Part II – Land Use Proposal

- i. Project Overview
- ii. Existing Land Uses
- iii. Environmentally Sensitive Lands
- iv. Topography
- v. Cultural/Archeological/Historic Resources
- vi. Hydrology
- vii. Vegetation
- viii. Wildlife
- ix. Viewsheds
- x. Traffic
- xi. Recreation/Trails
- xii. Schools
- xiii. Water
- xiv. Sewers
- xv. Buffer Yards

### C. Part III - Tentative Development Plan

## B. Part I – Inventory and Analysis pages

### 1. Existing Land Uses

- A. Describe and map the site location in a regional context.
- B. Describe and map the existing land uses.
- C. Delineate the following information on a map for all properties within one-quarter (1/4) mile of the site:
  - i. Existing zoning
  - ii. Existing land uses
  - iii. Number of stories of existing structures
  - iv. Pending rezones
  - v. Conditionally approved zonings
  - vi. Approved Subdivisions and Development Plans
  - vii. Architectural styles used in adjacent properties

### 2. Environmentally Sensitive Lands

- A. Clearly map and indicate any of the following Environmentally Sensitive Lands (ESL) Conservation Categories on site, as shown on the ESL Planning Map:
  - 1. Major Wildlife Linkages
  - 2. Critical Resource Areas
  - 3. Core Resource Areas
  - 4. Resource Management Areas: Tier 1, Tier 2 and/or Tier 3
- B. For the following ESL Conservation Categories, clearly map and indicate the following additional characteristics:



# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



1. Critical Resource Areas
    1. Major Rock Outcrops and boulders that meet criteria in Section 27.10.D.3.b.iii.b).
    2. All “Distinct Habitat Resources”, as defined in Section 27.10D.3.b.iii.c).
  2. Core Resource Areas
    1. Distinctive Native Plant Stands, as defined in Section 27.10.D.3.c.iii.d).
  3. Resource Management Areas (Tier 1, Tier 2 and Tier 3)
    1. Distinctive Individual Native Plants, as defined in Section 27.10.D.3.d.iii.d)
    2. Minor Rock Outcrops and Boulders, as defined in Section 27.10.D.3.d.iii.e).
- C. Provide a table indicating the total acreage onsite for each Conservation Category.

### 3. Topography

- A. Describe and map the site with 1- or 2- foot intervals, or 5- foot intervals with Planning and Zoning Administrator approval, and include the following:
  - A. Rock outcrops
  - B. All other significant topographic features
- B. Provide a Sloped Area Analysis for all areas meeting the Hillside Area requirements in Section 27.10.D.3.g.ii, prepared by a State of Arizona licensed and registered engineer.
- C. Sloped Area Analysis should include the following:
  - i. Map of Sloped Area Analysis with one foot contour intervals that identifies and maps each slope category listed below:
    1. 15% to less than 18%
    2. 18% to less than 20%
    3. 20% to less than 25%
    4. 25% to less than 33%
    5. 33% or greater
    6. Ridgelines (as defined in Section 31: Definitions), with elevation changes of twenty-five (25) feet or more.
    7. Rock outcrops and boulders
  - ii. Table with acreages of each of the following categories:
    1. 15% to less than 18%
    2. 18% to less than 20%
    3. 20% to less than 25%
    4. 25% to less than 33%
    5. 33% or greater
    6. Ridgelines (as defined in Section 31: Definitions), with elevation changes of twenty-five (25) feet or more.
    7. Rock outcrops and boulders

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



4. **Cultural/Archaeological/Historic Resources** - Please note, no application will be scheduled for the Planning and Zoning Commission consideration until a Cultural Resource Survey, inventory report and/or treatment plan have been approved by the Planning and Zoning Administrator.
  - A. A report from either the Arizona State Museum (ASM), the State Historic Preservation Office (SHPO), a qualified archaeologist working under a State Antiquities Permit, or a professional architect that reviews all of the available information for the site. This report should:
    - i. Determine whether the site has been field surveyed for cultural resources.
    - ii. Identify any previously recorded archaeological or historic resources known to exist on the property.
    - iii. State the probability that buried archaeological resources not visible from the surface would be discovered on the site.
  - B. Cultural Resources Survey and Inventory Report prepared by a Cultural Resources Professional as required by Section 27.10.D.3.e., that includes identification and mapping of:
    - i. Cultural resources that are significant based on Local Criteria.
    - ii. Cultural resources that are significant based on the National Register Criteria.
  - C. Description of resource, recommendation of significance, supporting documentation for recommendation, and summary of all background research and source references.
    - i. If resources are determined to be significant, provide a Treatment Plan, in accordance with Section 27.10.D.3.e.v.f., must be approved prior to consideration by Town Council.

## 5. Hydrology

- A. Describe and map (aerial photograph) all off-site watersheds affecting, or affected by, the site, upstream and downstream.
- B. Notate all balanced and critical basins.
- C. Describe all significant off-site features, natural or man-made with watersheds affected by or affecting the site.
- D. Calculate area in acres of upstream off-site watersheds with 100-year discharges greater than 100 cfs.
- E. Location and ownership of wells/well sites within 100 feet of site
- F. Qualitatively describe existing drainage conditions along the downstream property boundary.
- G. Describe and map characteristics of on-site hydrology including:
  - i. Approximate 100-year floodplains with discharges equal to or greater than 50 cfs
  - ii. Areas of sheet flooding, with average depths
  - iii. Federally mapped floodways and floodplains
  - iv. Calculation of all 100-year peak discharges exceeding 50 cfs.

## 6. Vegetation (for sites that do not include any ESL Conservation Categories). Describe and map the following:

- A. Vegetative communities and associations on the site
- B. Significant cacti and groups of trees and Federally listed Threatened or Endangered species
- C. Vegetative densities by approximate percentage of plant cover

## 7. Wildlife

- A. Describe and map any wildlife concerns expressed by Arizona Game and Fish Department.
- B. A letter from an Arizona Game and Fish Department habitat specialist regarding the following:
  - i. Presence of any State listed Threatened or Endangered species

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- ii. High densities of a given species population or unusually high diversity of species
- iii. Aquatic or riparian ecosystems

### 8. Viewsheds

- A. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, provide a Viewshed Analysis as defined in Section 27.10.D.3.f.iv.a.1.
- B. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, provide a View Preservation Plan (VPP) for nonresidential developments that meet the criteria defined in Section 27.10.D.3.f.iv.2.
- C. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, map and identify all Core Character Vegetation (CCV), in accordance with Section 27.10.D.3.f.iv.b.

### 9. Traffic

- A. Describe and map all existing and proposed off-site streets between the development and the nearest arterial streets.
- B. Describe and map all arterial streets within one mile of the project sites. Indicate the following information:
  - i. Existing and proposed right-of-way widths
  - ii. Whether or not said widths conform to Oro Valley minimum requirements
  - iii. Ownership (public or private)
  - iv. Whether or not rights-of-way jog or are continuous
  - v. Number of travel lanes, theoretical capacity and design speed for existing streets
  - vi. Present Average Daily Traffic (ADT) for existing streets
  - vii. Describe surface conditions on existing streets providing access to the site
  - viii. Program for completion of roadway and intersection improvements
  - ix. Existing and proposed intersections on arterials within 1 mile of the site most likely to be used by traffic from the site
  - x. Existing bicycle and pedestrian ways adjacent to the site and their connections with arterial streets, parks and schools

### 10. Recreation/Trails

- A. Describe and map all trails, parks and recreation areas within one mile of the site.
- B. Provide a table indicating the size (in acres) and type (i.e. active or passive recreation) of the parks and recreation areas identified.
- C. It is the responsibility of the developer to dedicate public trail easements to the Town and construct all public and private trails within the project boundary. Trail easements must be depicted and dedicated as part of the Final Plat and trail construction must be completed prior to 35% of building permits being issued for residential developments. For commercial developments, trail construction must be completed before release of landscape bond assurances.
- D. If a development contains a public or private trail, the trail location, intended users and a construction detail must be provided on the Tentative Development Plan.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### 11. Schools

- A. Map all existing and proposed public schools within one mile of the site.
- B. Describe or map the location of all existing and proposed public schools serving the site, if not within a one-mile radius of the site.

### 12. Water

- A. Indicate name, address and contact person for water service provider to the site.
- B. If not within a defined water service area, explain how domestic water supply will be provided, and address adequacy for future uses on the site.

13. Sewers - Map location of existing public sewers in relation to the project site.

### 14. McHarg Composite Map

- A. A composite map or series of maps to show the overlap and/or interaction of the following spatial characteristics:
  - i. Topography:
    1. Hillside Natural Areas
    2. Rock outcrops
    3. Slopes equal to or greater than 15%
  - ii. Hydrology
    1. 100-year floodplains with discharges equal to or greater than 50 cfs
    2. Areas of sheet flooding deeper than one foot
    3. Federally mapped floodways and floodplains
  - iii. Vegetation
    1. Areas of medium and high vegetative density
    2. Federally listed Threatened or Endangered species
    3. Saguaros and other visually prominent cacti
    4. Areas where vegetation facilitates soil stabilization
  - iv. Wildlife - Wildlife habitat as identified in Oro Valley Zoning Code Revised Section 27.4
  - v. Viewsheds - Areas on-site that are highly visible from off-site locations.

## C. Part II – Land Use Proposal

### 1. Project Overview

- A. Provide a paragraph describing the proposed project, including:
  - i. Proposed land use, principle and accessory uses.
  - ii. Proposed square footage, height and Floor Area Ratio (FAR).
  - iii. Conformity with General Plan and the General Plan future land use map.
  - iv. Any proposed Flexible Development provisions (Section 27.10.D.3.F.2.c) or Conservation Subdivision Design (27.10.3.D.F.2.d), including:
  - v. When Conservation Subdivision Design is proposed, describe how proposed lot layout is consistent with Conservation Subdivision Design principles, per Section 27.10.D.3.d.f.2.d.ii
- B. Map of existing General Plan future land use map designation.
- C. Map of proposed land uses, principle and accessory uses.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- D. If multiple buildings/structures are proposed, provide a table with the following information:
  - i. Number of proposed buildings/structures/lots
  - ii. Height of proposed buildings/structures
  - iii. Floor Area Ratio (FAR) or square footage of proposed buildings/structures/lots

### 2. Existing Land Uses

- A. Map zoning boundaries and existing land uses on adjacent properties.
- B. Describe the effect of the proposed development on existing land uses on and off-site.

### 3. Environmentally Sensitive Lands

- A. Clearly map and identify all ESL Conservation Categories and Environmentally Sensitive Open Space (ESOS) including:
  - B. Any ESOS setback requirements, per Section 27.10.D.3.f.3.b.
  - C. Describe how designated ESOS area preserves priority conservation areas, and addresses selection criteria in Section 27.10.E.4.d.
  - D. Indicate graphically, all proposed disturbances of ESOS areas.
  - E. Indicate graphically, where proposed ESOS maintains open space connectivity within and beyond the site.
  - F. Indicate proposed method of permanent protection of ESOS, in accordance with Section 27.10.E.2.
  - G. Provide a table (see below) indicating the following acreages for each Conservation Category and ESOS present on-site:
    - i. Total acreage on-site for each Conservation Category.
    - ii. Minimum acreage for each Conservation Category required to be preserved, as defined in Table 27.10-2.
    - iii. Total acreage provided for each Conservation Category.
    - iv. Total ESOS required.
    - v. Total ESOS provided.

Conservation Category	Total area of project	Minimum ESOS Required	ESOS Provided	Total ESOS (%)
Major Wildlife Linkage				
Critical Resource Area				
Core Resource Area				
RMA Tier 1				
RMA Tier 2				
RMA Tier 3				
			<b>Total ESOS Provided</b>	

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### 4. Topography

- A. Describe how the Tentative Development Plan responds to topographic characteristics described in Part 1 - Topography.
- B. Describe and explain any areas of encroachment onto slopes identified in Slope Area Analysis in Part 1 – Topography.
- C. Map and describe all “Hillside Conservation” Areas.
- D. Describe, map and state percentage of total site to be disturbed, graded and/or revegetated.
- E. Map the extent of grading on the site.

### 5. Cultural/Archeological/Historic Resources

- A. Describe measures to be used for protection of all cultural and historical resources on the site.
- B. If resources identified in Part 1 – Cultural/Archaeological/Historic Resources are determined to be significant, provide a Treatment Plan in accordance with Section 27.10.D.3.e.v.f.

### 6. Hydrology

- A. Describe how the Tentative Development Plan responds to hydrologic characteristics described in Part 1 - Hydrology.
- B. Describe and substantiate any encroachment/modification of drainage patterns.
- C. Map potential drainage impacts to off-site land uses upstream and downstream.
- D. Describe and map engineering and design features to be used to mitigate drainage and erosion problems.
- E. Describe how the Tentative Development Plan conforms to area plans, basin management plans and Town policies.

**7. Vegetation** (for sites that do not contain any ESL Conservation Categories) - Describe how the Tentative Development Plan responds to vegetative characteristics described in Part 1 - Vegetation, including a discussion of how the vegetation is to be preserved, transplanted or mitigated.

**8. Wildlife** - Describe and map steps to be taken to mitigate destruction of wildlife habitat identified in Part 1 - Wildlife.

### 9. Viewsheds

- A. Describe and map how the Tentative Development Plan mitigates impacts to:
  - i. Views and vistas from off-site
  - ii. Areas of high visibility
  - iii. Describe and diagram methods for roadway construction in a manner compatible with the natural terrain, and how scarring is to be mitigated at the completion of construction.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- B. For proposals within the Tangerine Road Corridor Overlay District (TRCOD) and/or Oracle Road Scenic Corridor Overlay District (ORSCOD), provide the following additional information:
  - i. Describe the proposed architecture, including style, materials and color.
  - ii. Provide vignettes of proposed architectural style, materials and color.

### 10. Traffic

- A. Provide a traffic analysis report to include:
  - i. The proposed internal circulation and access to/from arterial streets, explaining location and rationale for placement
  - ii. If off-site road improvements are required, indicate which roads and time frame for improvements
  - iii. Projected ADT for internal circulation system at build out and level of service to all streets. Include a projection of traffic volumes and capacity analysis for intersections
  - iv. Impact to existing development abutting off-site streets
  - v. Capacity analyses for proposed internal and off-site streets, including right-of-way and pavement widths, geometrics, design speeds and traffic control improvements needed
    - i. A description of improvements required for those streets described above.
  - vi. The party/agency that the applicant believes to be responsible for making necessary improvements.
  - vii. Evidence that proposed turning movements will meet safety standards in relationship to traffic volumes.
- B. Describe proposed on-street rights-of-way, including typical roadway section, and indicate proposed ownership.
- C. Describe proposed bicycle and pedestrian pathways within the development and indicate whether they are connected to external pathways, arterial streets, parks and schools.

### 11. Recreation/Trails

- A. Describe how the development will facilitate access to off-site trails identified in Part 1 – Recreation/Trails; and how access will be maintained.
- B. Describe the proposed ownership of natural and modified open space within the development.

### 12. Schools

- A. Indicate number of elementary, junior and senior high school students generated by this application.
- B. Indicate remaining capacity within the area schools serving the site.
- C. Provide a letter from the affected school district(s) indicating that a proposed site can accommodate the educational space requirements for the projected number of residents.

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### 13. Water

- A. Indicate additional domestic water demand that this application will generate.
- B. Indicate water service capacity and current demand from applicable water company.
- C. Provide a detailed analysis comparing water demand in gallons per minute (Average Day Demand) and in Acre Feet Per Year for the existing and proposed zoning at full buildout.

### 14. Sewer

- A. Describe method for providing sewer service.
- B. If Pima County is responsible, provide letter from Regional Wastewater Reclamation Department addressing capacity and ability to serve site.

### 15. Buffer Yards

- A. Map buffer yard areas, if required, and describe techniques used to mitigate sound, visibility, exterior lighting and traffic impacts.
- B. Provide cross-section illustrations showing proposed treatments to be used adjacent to existing developments and/or streets, to include:
  - i. Buffer yard width
  - ii. Height of all structural screening devices, if used
  - iii. Conceptual landscape heights and types of plants
  - iv. Earth berms, if used (maximum slope of 2:1)
  - v. Minimum setback requirements that conform to the Zoning Code

## D. Part III - Tentative Development Plan

1. The Tentative Development Plan may be submitted as an exhibit included in the site analysis.
2. All lettering and dimensions must be equivalent of twelve (0.12") point font or greater in size.
3. Show north arrow and scale bar.
4. Show boundary lines and dimensions.
5. Provide legend of all symbols used.
6. Show significant physical features such as rock outcrops, washes and any slopes identified in a Slope Area Analysis in Part 1 – Topography.
7. Clearly indicate all ESL designated areas, including ESL Conservation Categories and Environmentally Sensitive Open Space (ESOS).
8. Clearly indicate any Hillside Conservation Areas
9. Show existing and proposed streets on and adjacent to the tract with their names. Include bicycle and pedestrian paths and trails.
10. Show proposed building layouts.
11. Indicate density or permitted floor area ratio (FAR) and acreage for any sub-areas or planning units within the overall development.
12. Show proposed lot layout with approximate dimensions, typical and minimum lot sizes and setbacks for residential development.
13. If Flexible Development provisions or Conservation Subdivision Design are proposed, indicate and label respective areas.
  - A. Total number of lots with base zoning district minimum lot size.
  - B. Total number of lots with reduced minimum lot size.



# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- C. Indicate Lot Size Transition lots, in accordance with Section 27.10.3.D.f.2.d.ii.e.2), where applicable.
14. Show proposed acreage for parks, parkways, playgrounds, recreation areas, natural areas and other open spaces.
15. Show parking areas except for R-1 districts.
16. Show location of buildings, garages and/or parking areas except for R-1 districts.
17. Indicate proposed height of buildings.
18. Show location and size of any right-of-way dedications and any off-site improvements.
19. Indicate conceptual landscaping, including buffers, screening, walls and general type of landscaping.
20. Show points of ingress and egress.
21. Indicate phasing and timing of project development, including the anticipated schedule of construction (may be provided as a supplemental text).
22. If the development will have trails, include the following General Notes:
  - A. All trail easements indicated are for use by the general public as permanent, non-motorized trail easements or for private use by residents as permanent, non-motorized trail easements.
  - B. Public trail easements must be dedicated to the Town as part of the Final Plat or private trail easements must be dedicated to the HOA (Prior to Final Site Plan approval if a Final Plat not required).
  - C. All public trails and signage must be constructed by the developer to Pima Regional Trail System Master Plan standards in consultation with the Town Parks and Recreation department. The applicable locations and design cross-sections are included within these plans.
  - D. Trail and sign locations, as indicated on this plan, must be field verified by Town staff prior to construction and are subject to adjustment.
  - E. Trails must be positioned in a manner to avoid vegetation and minimize potential for erosion.

**E. Site Resources Inventory** - The Site Resource Inventory must be drawn to a scale of one-inch equals forty feet (1" = 40'). Scale to be the same for all sheets.

### A. Cover Sheet

1. Show north arrow and scale bar towards the top of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
2. All lettering and dimensions must be equivalent of twelve (0.12") point font or greater in size.
3. Provide a small project location map in the upper right corner of the first sheet. This map must be drawn to a scale of three inches equals one mile (3" = 1 mile), with north oriented to the top of the sheet. This location map should include:
  4. The subject property identified and centered within a one-square mile area.
  5. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits.
  6. The section, township and range of the subject property.
  7. Labeled section corners.
  8. A north arrow and scale.
9. In the lower right corner of each sheet, provide a Title Block which includes:
  - A. Name of Project
  - B. Zoning request from [underlying zoning district] to [proposed zoning district]

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- C. Scale
  - D. Contour intervals
  - E. Date (revised plans must show date of revision)
  - F. Town of Oro Valley case number
  - G. Name and address of property owner and applicant
  - H. Firm name, address and name of individual responsible for plan preparation.
  - I. Sheet \_\_\_ of \_\_\_ (total pages)
  - J. Provide legend of all symbols used.
10. Show aerial of the entire site with development design (lot lines, development envelopes, etc.) overlaid, drawn at a clearly legible line weight.
  11. Show significant physical features such as rock outcrops, washes and any slopes identified in a Slope Area Analysis in Part 1 – Topography.
  12. Clearly indicate all ESL designated areas, including ESL Conservation Categories and Environmentally Sensitive Open Space (ESOS).
  13. Clearly indicate any Hillside Conservation Areas.
  14. The following General Notes shall be provided:
    - A. Gross area of development in acres
    - B. Total acres of graded area
    - C. Total acres of undisturbed area
    - D. List the tag colors representing plants scheduled to be:
      - i. White - Preserved in Place
      - ii. Blue - Transplanted on-site
      - iii. Red - Removed from site
    - E. Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan.
    - F. No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture.
    - G. Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged.
    - H. If a temporary nursery is proposed, the following note must be added: Temporary nursery shall be in conformance with Section 27.6.B.4.j.
    - I. If a temporary nursery is not proposed, the following note must be added: A temporary nursery will not be used. Plants will be transplanted to their permanent locations.
    - J. Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation.
    - K. Any plant that meets the salvage criteria in Section 27.6.B.4 shall be preserved in place or transplanted on-site. Any plants that meet the salvage criteria that are destroyed shall be replaced on a one-to-one ratio of the same species and size as that destroyed. Five understory plants from the supplemental Arizona Department of Water Quality native plant list will be planted for every mitigated tree.
    - L. The limits of grading shall be staked in the field, in accordance with Section 27.6. B.7.c.ii. Disturbance outside the approved grading limits shall not be permitted.
    - M. List the following Significant Vegetation information:
      - i. Total amount present on-site (square feet)

# Rezoning or Planned Area Development (PAD) Amendments

## Process and Submittal Requirements

Town of Oro Valley  
 Community and Economic Development Department - Planning Division  
 Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



- ii. Total amount being disturbed (square feet)
  - iii. Total percentage disturbed.
- N. Provide a Significant Vegetation Mitigation Table, similar to the table listed below, for all significant vegetation not scheduled to remain in place.

Number Removed	Name	Mitigation Ratio*	Replacement Plants	Understory Required
2	Velvet Mesquite	2:1	36" box -2 48" box - 2	20
10	Blue Palo Verde	2:1	36" box - 10 48" box - 10	100
Total			24	120

\* Based on Table 27-1 and total percentage of significant vegetation disturbance

### B. Inventory Sheet(s)

1. All Significant Vegetation, as defined in Section 27.6.B of the Zoning Code shall be clearly identified.
2. All inventoried plants must be identified by an individual number per the tag provided in the field and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.
3. The location of temporary nursery if being utilized must be indicated on the map. Transplanting to permanent locations is the preferred method,
  - i. A 10-foot protection zone around saguaros preserved in place shall be graphically shown.

### C. Inventory Tables

1. Provide an inventory of, and specifications for, the proposed treatment of all protected native plants. The inventory should be provided in a table format, categorized by plant type or number, like the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)/Arms	Number	Tag	Treatment	Reason*
Prosopis Velutina	Velvet Mesquite	Yes	15	13	787	White	Preserved in Place	-
Acacia greggii	Catclaw Acacia	No	6	3	498	Red	Removed from site	Damaged

\*A reason must be provided in the table above for any protected native plant that meets the salvage criteria in Section 27.6.B.4.c Determination of Transplantability, which is scheduled for removal from site.

### D. Details

1. Temporary fencing to protect environmentally sensitive lands or trees preserved in place.
2. Chain link fencing, or similar material to protect saguaros preserved in place. The detail shall show a 10-foot undisturbed protection zone.

## Rezoning or Planned Area Development (PAD) Amendments

### Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | [orovalleyaz.gov](http://orovalleyaz.gov)



### 3. NEXT STEPS

If approved by Town Council, the applicant may proceed submit the associated development review package. If submitted within 5 years of the rezoning or PAD Amendment approval, the development review package may be administratively approved. After 5 years, the development review package will require consideration by the Planning and Zoning Commission and Town Council. The preliminary plat or development plan must be in substantial conformance with the approved Tentative Development Plan.