

# General Plan 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 General Plan Amendment is any change to the *Your Voice, Our Future* General Plan that occurs between Comprehensive Plan updates. These requests most often concern changes to the Town’s Land Use Map and generate a significant amount of interest within the community.

Applicants are encouraged to process the General Plan Amendment application concurrently with any associated Rezoning to minimize project timelines. As specified in the General Plan and explained below there are two types of amendments. Please review the following to identify the type you are applying for.

**Type 1: Type 1 Amendments applications are only accepted between January 1<sup>st</sup> and April 30<sup>th</sup>.**

- Amendments involve significant changes to the Town’s General Plan. They include changes on parcels to different land use types that have the most impact. A Type 1 Amendment is required for any of the following substantial alterations to the General Plan:
  - Any text changes to a goal, policy or action that alters the intent or purpose of any element, goal, policy or action of the General Plan.
  - Any changes to the Land Use Plan that meets any of the following:
    - Increasing the amount of High Density Residential, regardless of acreage
    - Increasing the amount of Master Planned Community, regardless of acreage
    - Decreasing Neighborhood Commercial Office, Community/ Regional Commercial or Commerce Office Park land use designations, regardless of acreage
    - Decreasing the amount of designated Open Space, regardless of acreage
    - Planning Area Boundary changes
    - Amendments for properties outside the Urban Services Boundary.
    - 40 acres or more **and** classified as a Type 1 Amendment on the General Plan Amendment Matrix below:

	Proposed Designation (Change to)												
Existing	R-LDR	LDR1	LDR2	MDR	HDR	MPC	RGC	NCO	CRC	COP	PSP & SCH*	PARK	OS
R-LDR	none	2	1	1	1	1	1	1	1	1	1	2	2
LDR1	2	none	2	1	1	1	1	1	1	1	1	2	2
LDR2	2	2	none	2	1	1	1	1	1	1	1	2	2
MDR	2	2	2	none	1	1	1	1	1	1	1	2	2
HDR	2	2	2	2	none	1	1	1	1	1	2	2	2
MPC	1	1	1	1	1	none	1	1	1	1	2	2	2
RGC	1	1	1	1	1	1	none	2	1	2	2	2	2
NCO	1	1	1	1	1	1	2	none	1	2	2	2	2

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Existing	Proposed Designation (Change to)												
	R-LDR	LDR1	LDR2	MDR	HDR	MPC	RGC	NCO	CRC	COP	PSP & SCH*	PARK	OS
CRC	1	1	1	1	1	1	2	2	none	2	1	2	2
COP	1	1	1	1	1	1	2	2	2	none	1	2	2
PSP & SCH*	2	2	2	2	1	1	2	2	2	2	none	2	2
PARK	1	1	1	1	1	1	1	1	1	1	1	none	2
OS	1	1	1	1	1	1	1	1	1	1	1	1	none

\*Public schools are not subject to the amendment process.

### Type 2:

- **Type 2 Amendment applications may be submitted anytime of the year.**
- Type 2 Amendments involves changes with less impact to the General Plan and do not represent a substantial alteration of the Town’s land use mixture or balance. A Type 2 Amendment is required for any of the following changes to the General Plan:
  - Any text changes to a goal, policy or action that do not alter the intent or purpose of any element, goal, policy or action of the General Plan.
  - Any amendment not meeting the criteria for a Type 1 Amendment.
  - Amendments to the Urban Services Boundary.
  - Open space trades resulting in no net loss of open space and that meet the Town’s environmental objectives.
  - The Planning and Zoning Administrator may reclassify a Type 2 Amendment to a Type 1 Amendment based on the findings listed below:
    - High visibility of the property by a significant portion of the community, beyond visibility by adjacent property owners. Areas of high visibility include, but are not limited to, locations along major thoroughfares, at major gateways into the community such as town limits and properties that are highly visible due to elevation.
    - The physical characteristics of the site such as environmental constraints, access or topography will likely result in significant environmental or grading impacts to the property.
    - The proposed density or type of development would create a significant and abrupt transition in land use in comparison with the adjacent area and development context. The change may impact the surrounding development character or signal an overall change to the future of the area.

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### Exceptions

The following does not require a formal amendment to the General Plan and may be reviewed administratively:

- *All scriveners' errors will be subject to administrative approval. Scriveners' errors are unintentional clerical mistakes made during the drafting, publishing and copying process.*
- *Public schools are not subject to the amendment process.*
- *The Planning and Zoning Administrator shall have the authority to administer and interpret the provisions of the General Plan.*

### **FEES**

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees associated with a Type 1 or Type 2 General Plan Amendment are below:

Type I		Type II	
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		

### **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.

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### **SUBMITTAL CHECKLIST**

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

- Response letter to staff pre-application comments
- A Public Outreach Report
- Written Narrative and content
- Site Location Map
- Concept Plan
- Letter of authorization from property owner, if applicant is acting as an agent
- Name and addresses of person, firm or corporation having interest in the subject property
- If the application includes properties other than that owned by the applicant, the applicant must file a petition in favor of the proposed land use plan amendment by the property owners or their agents or attorneys representing at least 75% of the land area not owned by the applicant that is to be included in the General Plan Amendment request
- A Letter of Authorization from the property owner, if applicable
- Copy of Deed or Title Report, if applicable

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### TYPE 1 PROCESS

Type 1 General Plan Amendment 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><b>MUST BE SUBMITTED PRIOR TO 5PM ON APRIL 30TH</b></li> <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, including the State required 60-day outside 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>Should address any remaining comments or concerns from 2<sup>nd</sup> Neighborhood meeting</li> <li>Additional revised submittals may be necessary if code issue are not addressed</li> </ul>
Staff Review	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>
1 <sup>st</sup> Planning & Zoning Commission (PZC)	4 Weeks	<ul style="list-style-type: none"> <li>Informational only meeting to present proposal</li> <li>A staff report, with any conditions of approval, is prepared</li> </ul>
2 <sup>nd</sup> Planning & Zoning Commission (PZC)	4 Weeks	<ul style="list-style-type: none"> <li>A staff report, with any conditions of approval, will be prepared addressing issues discussed at the 1<sup>st</sup> meeting.</li> <li>Review focused on evaluative criteria, 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 evaluative criteria, 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 Time</b>	<b>30 weeks (7.5 months)†</b>	

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

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### TYPE II PROCESS

Type 2 General Plan Amendment Process	Time*	Purpose
<b>Pre-application Conference</b>	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>
<b>1<sup>st</sup> Neighborhood Meeting</b>	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>
<b>Formal Submittal</b>	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>
<b>Staff Review</b>	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>
<b>2<sup>nd</sup> Neighborhood Meeting</b>	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>
<b>Revised Submittal</b>	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>
<b>Staff Review</b>	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>
<b>Planning &amp; Zoning Commission (PZC)</b>	4 Weeks	<ul style="list-style-type: none"> <li>A staff report, with any conditions of approval, will be prepared</li> <li>Review focused on evaluative criteria, conformity with adopted plans, code requirements and any neighborhood mitigation measures</li> <li>Provides a recommendation to Town Council</li> </ul>
<b>Town Council</b>	4 Weeks	<ul style="list-style-type: none"> <li>Review focused on evaluative criteria, 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>	

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

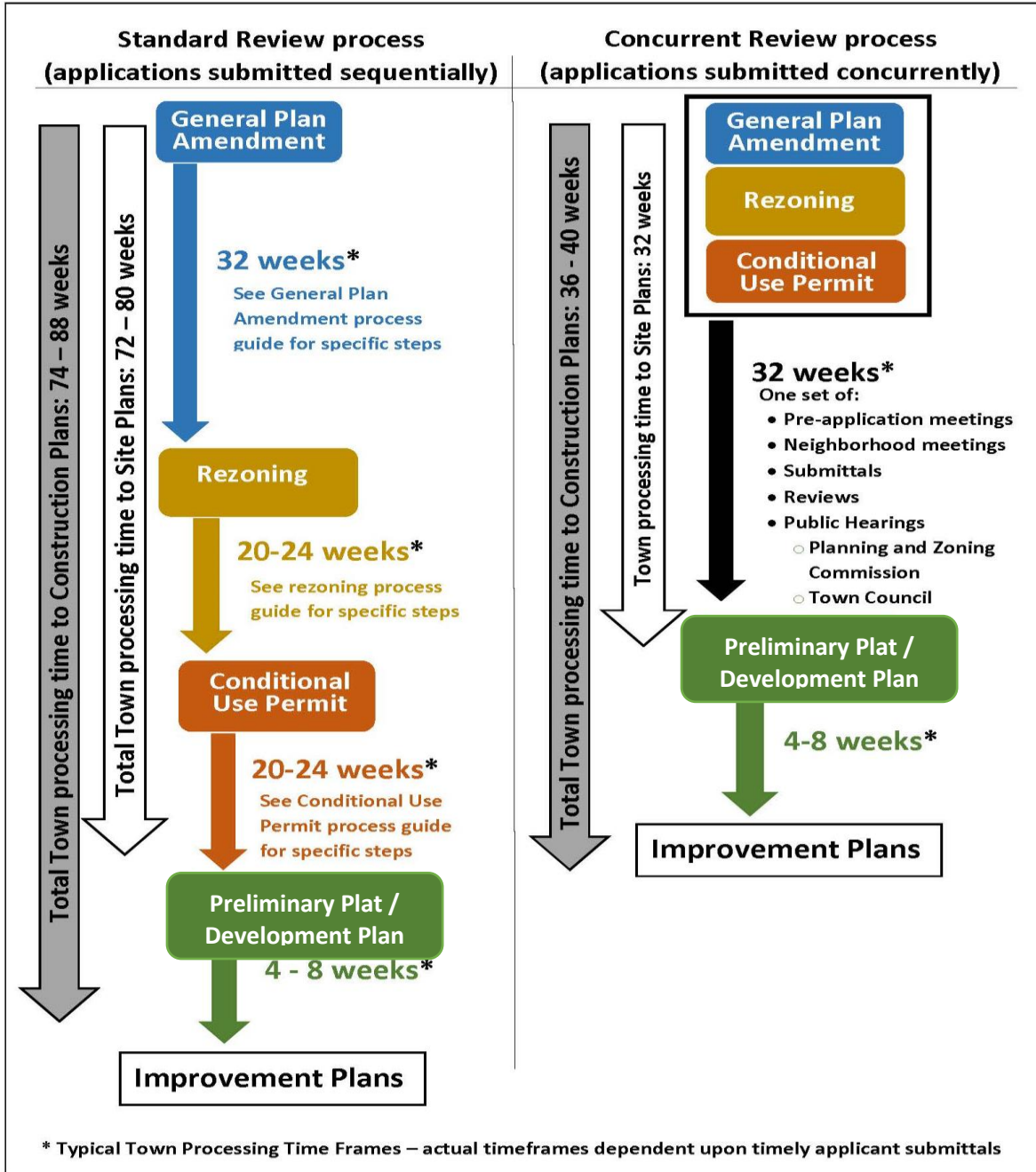
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### CONCURRENT REVIEW PROCESS



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## 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.



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## 2. TYPE 1 AND TYPE 2 GENERAL PLAN AMENDMENTS

### REVIEW

General Plan 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 General Plan Amendment is reviewed for conformance with the criteria in the General Plan. To avoid delays, applicants should review all applicable provisions of the General Plan and Zoning Code 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.*"

- A Narrative including the following:
  - Details about the type of proposed use
  - Response as to how the proposal meets the General Plan's goals and policies.
  - Response to the General Plan evaluative criteria below:
    1. On balance, the request is consistent with the vision, guiding principles, goals, and policies of the General Plan as demonstrated by the following criteria. The request shall not:
      - a. Significantly alter existing development character and land use patterns without adequate and appropriate buffers and graduated transitions in density and land use.
      - b. Impact existing uses with increased infrastructure without appropriate improvements to accommodate planned growth.
      - c. Impact other public services including police, fire, parks, water and drainage unless careful analysis and explanation of anticipated impacts are provided to the Town for review.
      - d. Impact the natural beauty and environmental resources without suitable mitigation.
    2. The applicant has implemented effective public outreach efforts to identify neighborhood concerns and has responded by incorporating measures to avoid or

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minimize development impacts to the extent reasonably possible, as well as to mitigate unavoidable adverse impacts.

3. All non-residential amendment requests will contribute positively to the long-term economic stability of the Town as demonstrated by consistency with goals and policies related to economic development and financial stability.

- Exhibits depicting the existing and proposed land use designations for the subject property and surrounding properties.
- A Concept Plan
- Any additional materials supporting the proposed amendment.

### NEXT STEPS

Upon Town Council approval of the General Plan Amendment, the applicant should proceed with a Rezoning if required (see Rezoning guide). If a Rezoning application was filed concurrently with the General Plan Amendment, the associated development review package may be administratively approved if submitted within 5 years of the rezoning approval. After 5 years, the development review package requires 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.