

Model Home Architecture

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

Model home architecture is required for all model home residential subdivisions, not including custom home subdivision. 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 Commission for final decision.

Applicants are encouraged to process Model Home Architecture applications concurrently with Preliminary Plat and landscape plan to minimize project timelines.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees related to Model Home Architecture are provided below.

Model Home Architecture (1 st Model)	\$220
Additional Models	\$100/each

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

- Narrative
- Color Elevations
- 3D Color Renderings, optional but encouraged
- Color and Materials Palette
- Site plan and a Lot Fit Analysis
- Floor plans
- Photographs of surrounding area

Model Home Architecture

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



PROCESS

Model Home Architecture Process	Time*	Purpose
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> • Submittal of plans in accordance with Code requirements
Staff Review	4 Weeks	<ul style="list-style-type: none"> • Staff distributes copies to all applicable departments 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 deciding body on whether to approve, deny or continue the application
Final Architecture	Applicant Driven	<ul style="list-style-type: none"> • If applicable, applicant submits Final Architecture package addressing any remaining conditions of approval. • Can be administratively approved when in conformance with the approved Conceptual Model Home Architecture
Total Town Processing Time	9 -12 weeks*	

Model Home Architecture

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



1. MODEL HOME ARCHITECTURE

REVIEW

Applications for model home architecture require approval by the Planning and Zoning Commission (PZC). The following items must be submitted online for staff review, prior to scheduling the public meeting. 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 meetings by preparing a presentation. The applicant and/or property owner will be expected to speak at the meetings and provide a power point presentation about the project.

Model Home Architecture is reviewed for conformance with the Design Principles (Section 22.9.D.5) and applicable Design Standards in Addendum A, of the Zoning Code. To avoid delays, applicants should review all applicable provisions of the 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.*"

- Narrative describing how architectural Design Principles (see Code Section 22.9.D.5) and Design Standards (see Addendum "A" of the zoning code, Chapter 3) have been met.
- Color elevations of the models clearly depicting overall building composition, façade design elements, and dimensions. Ensure building height is shown.
- On a case-by-case basis, 3 dimensional renderings may be required. However, they are strongly encouraged for all Conceptual Model Home Architecture applications.
- 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.
 - Ensure the light reflectively values are identified and meet the Design Standards.
- Site plan of the neighborhood where the proposed homes will be built.
- Lot fit analysis.
- Floor Plan with all proposed options.
- Photographs of the adjacent properties illustrating the relationship between proposed development and adjacent development/properties.

Model Home Architecture

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



2. Next Steps

If applicable, a final submittal is required to address any conditions from the Planning and Zoning Commission. Once the Model Home Architecture is stamped approved, building plans can be submitted for staff approval.

Please note that a Model Home Verification map showing the compliance with the standards listed below will be required with each building plan permit submittal:

- The same elevation and color scheme may not be repeated for the following conditions:
 - Homes immediately adjacent to one another
 - Homes located directly across the street from one another
- Two-story homes shall not be located on corner lots
- No more than 2 two-story homes shall be located side by side on the same street
- Two-story homes shall be limited to no more than 60% of the total lot count within the development.

Please be aware that alternate approaches can be approved that include staggered front building setbacks in sufficient proportion to provide a varied street scape appearance. Alternative approaches shall establish substitute limitations on two-story homes to reduce the scale and massing along the streetscape.