Non-Residential and Multi-Family Architecture
Process and Submittal Requirements

Town of Oro Valley
Community and Economic Development Department - Planning Division
Questions: 520.229.4800 | orovalleyaz.gov

APPLICABILITY

Architecture review is required for all non-residential, except public schools and multi-family developments. The application is reviewed by staff for conformance with the Design Principles and Design Standards of the Zoning Code and requires Town Council approval.

Applicants are encouraged to process the architecture application concurrently with the development review package 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 Non-residential and multifamily architecture are provided below.

Architecture (1st building pad)	$270
Additional Building Pads	$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
- Color and Materials Pallet
- Site plan
- Floor plan
- Photographs of surrounding area

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PROCESS

Architecture Process	Time*	Purpose
Formal Submittal	Applicant Driven	• Submittal of plans in accordance with Code requirements
Staff Review	4 Weeks	• 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	• 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	• 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	• Commission review focused on conformity with adopted plans, code requirements and the staff recommendation • The Planning and Zoning Commission provides a recommendation to Town Council.
Town Council	4 Weeks	• Council review focused on conformity with adopted plans, code requirements and the Planning and Zoning Commission's recommendation • The deciding body on whether to approve, deny or continue to applicant's request.
Final Architecture	Applicant Driven	• If applicable, applicant submits Final Architecture package addressing any remaining conditions of approval • Can be administratively approved when in conformance with the approved Conceptual Architecture

Total Town Processing Time   12-16 weeks*

Next Steps:
Upon approval of the architecture design, the applicant may submit building plans for staff review and approval.

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

1. ARCHITECTURE

REVIEW

Applications for architecture 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 meetings. 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.

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."*

- A narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met.

- Color elevations of all buildings, structures, clearly depicting overall building composition, and façade design elements, and dimensions.

- Color renderings (3 dimensional) clearly depicting design elements may be required. May include proposed landscaping to provide additional context unless blocking design (i.e., trees).

- 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.

- Site plan

- Floor Plan

- Photographs of the adjacent properties illustrating the relationship between proposed development and adjacent development/properties if applicable.

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2. NEXT STEPS

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