



**TOWN OF ORO VALLEY**  
**COMMUNITY DEVELOPMENT & PUBLIC WORKS DEPARTMENT**  
11000 N. LA CAÑADA DRIVE, ORO VALLEY, AZ. 85737  
PHONE: (520) 229-4800 FAX: (520) 742-1022  
[www.ovalleyaz.gov](http://www.ovalleyaz.gov)

**1.2 GENERAL APPLICATION FORM**

Office Use Only
OV Case #: _____

**Application Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> Major General Plan Amendment<br><input type="checkbox"/> Rezoning/PAD Amendment<br><input type="checkbox"/> Planned Area Development<br><input type="checkbox"/> Conditional Use Permit<br><input type="checkbox"/> Zoning Code Amendment<br><input type="checkbox"/> Conceptual Site Plan<br><input type="checkbox"/> Conceptual Public Art<br><input type="checkbox"/> Conceptual Architecture<br><input type="checkbox"/> Final Site Plan<br><input type="checkbox"/> Conceptual Landscape Plan | <input type="checkbox"/> Final Plat<br><input type="checkbox"/> Pre-Application<br><input type="checkbox"/> Zoning Verification<br><input type="checkbox"/> Sign Criteria<br><input type="checkbox"/> Sign - PAD Exemption<br><input type="checkbox"/> Master Sign Program<br><input type="checkbox"/> Communication Facility – Tier 1 and 2 Minor<br><input type="checkbox"/> Communication Facility – Major<br><input type="checkbox"/> Revised Development Plan<br><input type="checkbox"/> Other _____ |
|---|--|

**Subject Property Information:**

Address: \_\_\_\_\_ Parcel/Tax Code: \_\_\_\_\_

Subdivision / Commercial Center Name: \_\_\_\_\_

Book / Page or Sequence Number: \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Section/Township/Range: \_\_\_\_\_ Area of Property: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

\_\_\_\_\_

**Applicant Information:**

\* If more than one, attach list

**Applicant \*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner(s) if different from Applicant \*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant: \_\_\_\_\_ (Discipline)**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description/Narrative:**

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

**Notice:** It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Important Note: All submittals received after 4:00 p.m. will be processed the next day**

**Submittals will be rejected if:**

- Not folded using Pima County fold & collated;
- There are missing items on the checklist unless otherwise approved by Planning Division Manager or Town Engineer.
- Re-submittals cannot be accepted without a transmittal and a written narrative summary describing the purpose of submittal.



## **ORO VALLEY** **EXTERIOR PAINT ALTERATIONS CHECKLIST**

**1.1 Plan Format:** Submittals must include printouts on paper no larger than 11"x17".

**All submittals must be folded to 8 ½" X 11" and collated.**

**Also, an electronic version of all submittal materials in PDF format are required.**

**1.2 Plan Content: 2 Copies** of the following (except as indicated):

- Fees (\$220)
  - Narrative describing how the applicable Design Standards (see Zoning Code Addendum "A") have been met.
  - Before and after Color Renderings of all buildings, structures, and elevations clearly depicting overall building composition, façade design elements.  
Size 11"x17" folded to 8 ½" x 11" in size.
  - Color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc.
  - Color palette must also include Light Reflectivity Values (LRV) for all proposed paint colors.
- Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted.
- Site photographs of the project site and adjacent properties illustrating the relationship between proposed development and adjacent development/properties (if applicable).
  - Site plan showing all buildings affected by the proposed change.
  - Electronic version of all submittal material in PDF format (**1 copy**)