

# GENERAL PLAN AMENDMENT



**Planning Division  
11,000 N La Cañada Drive  
Oro Valley, AZ 85737**

**Phone: (520) 229-4800  
Fax: (520) 742-1022**

**[www.orovalleyaz.gov](http://www.orovalleyaz.gov) or [www.orovalleyDIS.com](http://www.orovalleyDIS.com)**



## **TOWN OF ORO VALLEY GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS**

- \_\_\_: Application form \_\_\_Minor \_\_\_Major**
- \_\_\_: Written Narrative (Sec. 22.1)**
- \_\_\_: 25 Copies of Proposed Revision to the General Plan Map**
- \_\_\_: 25 Copies Site Location Map (11" X 17")**
- \_\_\_: Request for General Plan Amendment signed by the owners of the subject property or by his/her designated agent.**
- \_\_\_: Names and addresses of person, firm or corporation having interest in the subject property. (Sec. 22.2E)**
- \_\_\_: If Application includes properties other than that owned by the applicant, the applicant shall 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.**
- \_\_\_: Signed Notification of Potential State and Federal Issues (Attached in Packet Pocket)**
- \_\_\_: Fees**

**MAJOR GP AMENDMENTS MAY ONLY BE SUBMITTED FIRST WORKING  
DAY IN JANUARY THROUGH LAST WORKING DAY IN APRIL**

## CHAPTER 22: REVIEW AND APPROVAL PROCEDURES

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### *Section 22.1 General Provisions*

#### **A. Form of Application and Application Filing Fees**

Applications required under this Chapter shall be submitted in a form and in such numbers as required by the official responsible for accepting the application. Applications shall be accompanied by the fee that has been established by the Town Council. Fees are not required with applications submitted by the Town Council, Planning and Zoning Commission, or Town agencies. Application fees are nonrefundable, unless otherwise expressly stated.

#### **B. Application Completeness**

An application will be considered complete if it is submitted in the required form, includes all mandatory information, including all exhibits specified by the Planning and Planning and Zoning Administrator, and is accompanied by the applicable fee. A determination of application completeness shall be made by the Planning and Planning and Zoning Administrator within 10 days of application filing. If an application is determined to be incomplete, the Planning and Planning and Zoning Administrator shall provide written notice to the applicant along with an explanation of the application's deficiencies. No further processing of the application shall occur until the deficiencies are corrected. If the deficiencies are not corrected by the applicant within 30 days, the application shall be considered withdrawn and the application shall be returned to the applicant.

### *Section 22.2 General Plan Amendment Procedures*

#### **A. Purpose**

A General Plan amendment is any change that occurs between Comprehensive Plan updates. Amendments may involve a change to the Land Use Map for specific properties or a change to the text. Requests for amendments, if approved, can effect change to any section of the document including, but not limited to, the various elements, policies, objectives or goals.

#### **B. Rezoning Conformance with the General Plan**

Any zoning changes in land use must conform, in all respects, with the Town's adopted General Plan and Land Use Map. See Section 22.3 for further information on rezoning compliance with the General Plan.

#### **C. Types of Amendments to the General Plan**

Text and land use map changes will be classified as follows:

##### **1. Major Amendment**

A substantial alteration of the land use mixture or balance that meets one or more of the following criteria:

CHAPTER 22: REVIEW AND APPROVAL PROCEDURES  
Section 22.2 General Plan Amendment Procedures

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- a. A change in land use designation that is expressed as a major amendment in Table 22-1, unless the proposal meets the criteria listed in Section 22.2.C.2.b or 22.2.C.2.c.
  - b. Amendments for properties beyond the General Plan Urban Services Boundary (USB).
  - c. Text changes that add or rescind any element, policy, objective or goal to the Plan.
  - d. Text changes that substantially alter the intent of any element, policy, objective or goal.
2. Minor Amendment
- a. Any change in land use designation that is expressed as a minor amendment in Table 22-1.
  - b. All amendments that are five acres or less in size and that are contiguous to like existing land use categories.
  - c. Amendments to the Land Use Map that achieve conformity with either existing land uses or Pima County zoning upon annexation.
  - d. Text changes that clarify any portion of an element, policy, objective or goal without substantially altering the intent.
  - e. Amendments that do not meet the criteria for a major amendment.
3. Exceptions

The following shall not require a formal amendment to the General Plan and be reviewed administratively.

- a. All scrivener's errors will be subject to administrative approval. Scrivener's errors are unintentional clerical mistakes made during the drafting, publishing, and copying process.
- b. Public schools are not subject to the amendment process.



Development and Infrastructure Services  
11000 N. La Cañada Drive, Oro Valley AZ 85737  
Phone (520) 229-4800 Fax (520) 742-1022  
Web Site Address: [www.orovalleyaz.gov](http://www.orovalleyaz.gov) or [www.orovalleyDIS.com](http://www.orovalleyDIS.com)

## REQUEST FOR PREAPPLICATION CONFERENCE

PROJECT DESCRIPTION:

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LOCATION: \_\_\_\_\_

PARCEL #: \_\_\_\_\_

CIRCLE TYPE OF REQUEST:      TIER I      TIER II      MAJOR FACILITY

APPLICANT NAME / FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PREAPPLICATION CONFERENCE DATE REQUESTED: \_\_\_\_\_ (Office use only)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT SIGNATURE: \_\_\_\_\_

SUBMITTALS MUST BE RECEIVED BY THE PLANNING DEPARTMENT AT LEAST TEN (10) WORKING DAYS IN ADVANCE OF THE DESIRED PREAPPLICATION CONFERENCE DATE.

TWENTY COPIES (20) 11 X 17 (FOLDED DOWN TO 8 1/2 x 11) OF THE PROJECT CONCEPT PLAN, WITH LOCATION MAP.

1/26/2011



**Development and Infrastructure Services**

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4815 • 520-742-1022 (Fax)

**APPLICATION FORM**

OV Case # (Office Use Only): \_\_\_\_\_

NOTICE TO APPLICANT – It is the applicant/owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management company to determine all applicable requirements. Initials \_\_\_\_\_

Application Type: \_\_\_\_\_

**A. Project Manager/Developer**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**B. Property Owner (s), if more than one owner, attach list**

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Subject Property**

Parcel/Tax Code: \_\_\_\_\_  
Legal Description/Property Address: \_\_\_\_\_  
Area of property: \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Is Proposed Zoning in conformance with General Plan designation?  N/A  Yes  No  
General Plan Designation: \_\_\_\_\_  
Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**D. Previous Applications Relating To This Property**

OV8- \_\_\_\_\_ OV9- \_\_\_\_\_ OV10- \_\_\_\_\_  
OV11- \_\_\_\_\_ OV12- \_\_\_\_\_ OV13- \_\_\_\_\_

**E. Reason For Request**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application is true and correct to the best of my knowledge. I am the owner of the above described property or have been authorized by the owner to make this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DIS DEPARTMENT FEE SCHEDULE  
REVISED MAY 18, 2011**

**GENERAL POLICIES FOR ALL APPLICATIONS**

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Director (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits and/or release of assurances. Bond release inspections may be deducted from the appropriate bond if this is part of the language of the bond.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Director may refund up to 80% of the fee.

The Planning & Zoning Director may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council.

Fees will not be applied to applications or events initiated or sponsored by the Planning & Zoning Commission or Town Council.

GIS fees are charged per development project. For example, GIS fees charged for a rezoning would be credited toward the GIS fees specified for a related development plan and/or plat.

Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

**GENERAL PLAN AMENDMENTS**

<b>Minor Map Amendments (Up to 5 Developable Acres)</b>	<b>\$1,800</b>
Each Additional Acre	\$40
Natural Open Space	No Charge
Maximum Fee	\$10,000
<b>Major Map Amendments (Over 5 Developable Acres)</b>	<b>\$2,600</b>
Each Additional Acre	\$40
Natural Open Space	No Charge
Maximum Fee	\$15,000
<b>Text Amendments (1 to 5 Items)</b>	<b>\$900</b>
Each Additional Item	\$100

**REZONINGS (not including PADs)**

<b>Up to 10 acres of residential or up to 2 acres of commercial</b>	<b>\$3,900</b>
Each Additional Single Family Residential Acre	\$40
Each Additional Multi-Family Residential Acre	\$60
Each Additional Commercial/Industrial Acre	\$100
Natural Open Space	No Charge
Additional GIS Fee if any structure is > 2 stories	\$600
Additional GIS Fee applied to open space trades, grading into 25% slopes or riparian areas	\$100
Maximum Fee	\$35,000
<b>Change of Conditions/Standards</b>	<b>\$900</b>
<b>Time Extensions</b>	<b>\$600</b>