



# ORO VALLEY CONCEPTUAL DESIGN PACKAGE RESIDENTIAL GUIDE





# **ORO VALLEY RESIDENTIAL CONCEPTUAL MODEL HOME PROCESS GUIDE**

**This process guide contains the submittal checklist and plan content for Conceptual Model Home Architecture. Each of these items will be reviewed by the Conceptual Design Review Board (CDRB):**

## **1.0 Conceptual Model Home Design Package**

**1.1 Application Form (Pg. 3)**

**1.2 Fee Schedule (Pg. 5)**

## **2.0 Conceptual Model Home Submittal Content**

**2.1 Plan Format (Pg. 5)**

**2.2 Plan Content (Pg. 5)**



**TOWN OF ORO VALLEY**  
**DEVELOPMENT & INFRASTRUCTURE SERVICES DEPARTMENT**  
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[www.orovalleyaz.gov/dis](http://www.orovalleyaz.gov/dis)

**1.1 GENERAL APPLICATION FORM**

Office Use Only

**OV Case #:** \_\_\_\_\_

**Application Type:**

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

## 1.2 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application.

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 Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator 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 and 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.

Fees related to:

Conceptual Model Home Design (Residential):

Conceptual Model Home Architecture (1 <sup>st</sup> Model)	\$220
Additional Models	\$100/each

**See the Development Services fee schedule for a complete list of fees.**



## 2.0 ORO VALLEY CONCEPTUAL MODEL HOME ARCHITECTURE CONTENT

**Conceptual Architectural Design for model home architecture must be reviewed and approved by the Conceptual Design Review Board (CDRB).**

**Ensure the Model Homes meet the Town's Design Standards Addendum A, Chapter 3, Section 3.2. and OVZC section 22.9.D.5.b.**

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

- **All submittals must be folded to 8 ½" X 11".**
- **Collate into 10 individual packets**
- **Please do not use hard bound notebooks.**
- **An electronic version of all submitted materials in one PDF format is required.**

**2.2 Plan Content:**

- Narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met.
- Site plan of the neighborhood where the proposed homes will be built.
- Color renderings of all elevations of the models clearly depicting overall building composition, façade design elements (Size 11"x17" folded to 8 ½" x 11").
- Include 1 full size copy of the elevations, usually 24" x 36". Ensure building height is shown.
- 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 listed and meet the Design Standards
- Building cross sections with floor elevation and heights (including roof, parapet, screening, and architectural features)
- Site cross sections depicting overall topography in relation to neighboring property and existing grade line

- Site photographs of the project site and adjacent properties illustrating the relationship between proposed development and adjacent development/properties
  
- Lot fit analysis.
  
- Floor Plan with all proposed options.