



ORO VALLEY PLANNED AREA DEVELOPMENT AMENDMENT GUIDE





ORO VALLEY PAD AMENDMENT PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for the PAD Amendment process. This application will be reviewed by the Planning and Zoning Commission (P&ZC) who makes a recommendation to the deciding body, the Town Council.

1.0 PAD Amendment Submittal Package

- 1.1 Process Narrative (Pg. 3)**
- 1.2 General Application Form (Pg. 6)**
- 1.3 PAD Amendment Submittal Checklist (Pg. 8)**
- 1.4 PAD Amendment Process Flow Chart (Pg. 10)**
- 1.5 Fee Schedule (Pg. 11)**

2.0 PAD Amendment Site Analysis

- 2.1 Plan Format (Pg. 12)**
- 2.2 Plan Content (Pg. 14)**

3.0 Tentative Development Plan (TDP)

- 3.1 Plan Format (Pg. 24)**
- 3.2 Plan Content (Pg. 26)**
- 3.3 Changes to Accompanying TDP (Pg. 28)**

4.0 Supplementary Documents

- 4.1 Additional Notification (Pg. 29)**
- 4.2 Archaeological Records Office (Pg. 30)**



1.0 PAD AMENDMENT SUBMITTAL PACKAGE

1.1 PROCESS NARRATIVE

Introduction:

The Development and Infrastructure Services (DIS) Department is here to assist you through the Town's PAD Amendment process. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your PAD Amendment application.

The DIS Department is the primary point of contact that will help coordinate all facets of your development. For information on a specific topic relating to your development, please refer to the attached resource list or visit the DIS Department's website at <http://orovalleyaz.gov/dis>.

To better understand the approval process for the Town's PAD Amendment applications, please refer to the table below.

Table of Authorities

Submittal Type	Staff Authority	Planning and Zoning Commission	Town Council Authority
PAD Amendment	Review	Recommendation	Final Decision

Process Overview:

The PAD Amendment process, outlined below, requires a pre-application conference, compliance with the Public Participation requirements of Section 22.15 of the Zoning Code, a formal submittal and two (2) public hearings. The first public hearing is before the Planning and Zoning Commission who provides a recommendation to Town Council. The second public hearing is before the Town Council who makes the final decision on the application.

The formal application requires the submittal of all items in Section 1.3, Section 2.0 and Section 3.0 of this process guide. The applicant needs to describe how the proposed PAD Amendment complies with all applicable Goals, Policies, and elements of the adopted General Plan, as well as the General Plan future land use map. No application for PAD Amendment or any change in land use will be accepted if said use is not in full compliance with the adopted General Plan future land use map. To ensure timely review, applicants should review the applicable provisions of the Zoning Code and ensure the formal submittal is complete.

PAD Amendment – Process Description

Step 1 – Pre-application Meeting

Applicants must attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their proposed PAD Amendment to discuss the required process and broad issues related to the proposal. DRC meetings provide applicants with

preliminary feedback from Town Staff and outside reviewers. The typical issues discussed at a DRC meeting include the development process, consistency with adopted plans, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), engineering, fire and building code requirements.

To initiate a pre-application meeting, applicants must submit a written request and preliminary drawings 10 working days prior to the expected meeting date. (Applicants should refer to the Pre-application Conference Process Guide for additional details). The Development Review Committee will send a review letter identifying any broad concerns with the application and the project's development process within 3 working days following the meeting.

Step 2 – Public Participation

Pursuant to Section 22.15 of the Zoning Code, applicants are required to hold at least two neighborhood meetings to encourage public participation. The first meeting is an educational session to inform stakeholders of the Town's process and applicable provisions of the Zoning Code. The second meeting is an opportunity for the applicant to present their project, solicit feedback, and address issues and concerns. The Planning and Zoning Administrator may have the discretion to combine the meetings or request additional meetings as needed.

Prior to scheduling the first neighborhood meeting, applicants are required to provide a Public Outreach Plan, in accordance with Section 22.15.D of the Zoning Code, a project fact sheet and any site plans or exhibits intended for the first neighborhood meeting.

Once the neighborhood meeting requirements have been satisfied, the applicant shall generate a Public Outreach Report, in accordance with Section 22.15.E of the Zoning Code, to be submitted with the formal submittal.

Step 3 – Formal Submittal

Once the public participation requirement is satisfied, applicants may submit a formal PAD Amendment package that includes those requirements listed on the PAD Amendment Submittal Checklist, including:

- Site Analysis
- Tentative Site Plan

To ensure timely review, applicants should review the applicable provisions of the Zoning Code and address the comments of the pre-application review letter. Incomplete applications will not be accepted.

Step 4– Staff Review

After receiving a complete application, staff will review the PAD Amendment in accordance with the applicable provisions of the Zoning Code, engineering standards or other areas of review authority. A review letter will be sent to the applicant upon completion of the 20 working day review period. The plans may need to be revised and re-submitted for additional reviews to address comments on the application. When all review comments have been addressed, the application will be forwarded to the Planning and Zoning Commission for a Public Hearing.

Step 5 – Planning and Zoning Commission

The purpose of the Planning and Zoning Commission (PZC) is to advise the Town Council on planning and zoning policies, plans, amendments and regulations. Staff will prepare a report and recommendation on the application to the PZC. The PAD Amendment is reviewed by the PZC within 15 working days of receipt of a staff recommendation.

The time and place of such public hearing and the information concerning the requested PAD Amendment will be posted within the area included in the PAD Amendment at least fifteen (15) days before such Planning and Zoning hearing. Neighborhood residents located within six hundred (600') feet of the project boundary will be notified of the scheduled Planning and Zoning hearing.

The PZC recommendations are based on the Town of Oro Valley General Plan Vision, Goals and Policies, as well as the Town of Oro Valley future Land Use Map. All PZC recommendations and findings of decisions shall be transmitted to the Town Council regardless of vote.

Step 6– Town Council Meeting and Decision

Following PZC recommendation, a staff report is prepared and sent to the Town Council approximately 10 days prior to the Council meeting. The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny the PAD Amendment. The Town Clerk will schedule a public hearing before the Town Council at which residents will have an opportunity to be heard.

The time and place of the hearing is published at least once in a newspaper of general circulation in the Town of Oro Valley not less than fifteen (15) days before the Town Council hearing date. The time and place of such public hearing and the information concerning the requested PAD Amendment will be posted within the area included in the PAD Amendment at least fifteen (15) days before such Town Council hearing. Neighborhood residents located within six hundred (600') feet of the project boundary will be notified of the scheduled Town Council hearing.

Step 7 – Proceed to Conceptual Design Review

After Town Council action, a letter stating the Town Council's action, with any conditions, will be sent to the applicant. The next step in the process is for the applicant to submit the Conceptual Design Review Pre-application conference application to the DIS staff.



TOWN OF ORO VALLEY
DEVELOPMENT & INFRASTRUCTURE SERVICES DEPARTMENT
11000 N. LA CANADA DRIVE, ORO VALLEY, AZ. 85737
PHONE: (520) 229-4800 FAX: (520) 742-1022
www.orovalleyaz.gov/dis

1.2 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.

1.3 PAD AMENDMENT SUBMITTAL CHECKLIST

NO APPLICATION FOR PAD AMENDMENT WILL BE ACCEPTED UNTIL THE APPLICANT HAS SCHEDULED AND COMPLETED A PRE-APPLICATION CONFERENCE WITH PLANNING AND ENGINEERING STAFF MEMBERS.

All applications for PAD Amendment must include the following materials to be accepted for processing:

- Fees
- Written response to pre-application agency comments. **(9 copies)**
- Public Outreach Report, in accordance with Section 22.15.E (see description next page)
- A completed General Application Form
- A Location Map - 8.5" x 11", including existing streets. **(9 copies)**
- A Cultural Resources Survey and/or Treatment Plan, in accordance with Section 27.10.D.3.e. **(2 copies)**
- Letter of authorization from property owner, if applicant is acting as an agent.
- List of beneficiaries of trust, if applicable.
- List of corporate officers, if applicable.
- Copy of deed or current title report.
- A letter describing any requested Environmentally Sensitive Lands (ESL) Flexible Development Options, in accordance with Section 27.10.F.2.c.
- Aerial photograph (8.5" x 11" format), showing size and location of property and existing streets. **(9 copies)**
- Site analysis document prepared in accordance with Section 22.3 D of the Oro Valley Zoning Code Revised - see section 2.0 of this process guide for plan content **(9 copies)** (additional copies will be required, after initial staff review, for agenda packets).
- Tentative Development Plan, prepared in accordance with Section 22.9 of the Oro Valley Zoning Code Revised – see section 3.0 of this process guide for plan content **(9 copies)** (additional copies will be required, after initial staff review, for agenda packets).
- All items included in Section 2.0 (Site Analysis) and Section 3.0 (Tentative Development Plan) of this process guide.

The following will require additional fees. Please contact the agencies below for additional information.

- Pima County Wastewater Management - (520) 740-6609
- Pima County Addressing – (520) 740-6586
- Arizona State Museum (See Section 4.2 of this process guide) – (520) 621-6320
- Pima County Department of Environmental Quality – (520) 740-3340
- Signed notification of potential state or federal issues (See Section 4.1 of this process guide)

Description of Submittal Checklist Items (from Section 1.3)

Following is a description of a submittal item contained in Section 1.3:

Public Outreach Report: As part of the Public Outreach process (per Section 22.15.E of the Zoning Code), the Public Outreach Report must include:

- a. A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.
- b. A list of meeting notification methods used.
- c. Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
- d. A summary of the issues and concerns that were raised.
- e. A list of solutions that were agreed upon.
- f. A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Oro Valley Zoning Code is available online at: www.codepublishing.com/az/orovalley

1.4 PAD AMENDMENT APPLICATION PROCESS FLOW CHART

Pre-application Conference	Neighborhood Meeting	Formal Submittal and Review	Planning & Zoning Commission	Town Council Meeting
<ul style="list-style-type: none"> The pre-application conference provides applicants an opportunity to discuss the Town's development process and required provisions. A pre-application conference requires the submittal of a narrative and site plan, if applicable. Requests must be received at least 10 working days prior to the expected conference date. Conferences are held every Friday. A follow-up letter is sent to the applicant on the first Tuesday following the pre-application conference. 	<ul style="list-style-type: none"> The purpose of the neighborhood meeting is to encourage public participation. Neighborhood meetings must be planned and noticed in compliance with Section 22.15 of the OVZCR. Applicants are required to hold at least 2 neighborhood meetings. At the discretion of the Planning and Zoning Administrator additional meetings may be required. Applicants must coordinate all meeting information (date, time and location) with the DIS Staff. The DIS Staff is responsible for mailing notification letter to the surrounding stakeholders. 	<ul style="list-style-type: none"> The formal submittal includes the review of the rezoning by DIS Staff and other relevant agencies. The intent of staff review is to ensure sufficient conformity of the application with existing ordinances and policies for the proposed rezoning to proceed to hearing by the PZC. 	<ul style="list-style-type: none"> The purpose of the Planning and Zoning Commission (PZC) is to provide recommendations to the Town Council on land use entitlement issues. In examining rezoning applications, the PZC's focus is to ensure conformity with the goals, policies and applicable elements of the General Plan, as in Section 22.3 of the OVZCR. All PZC recommendations, actions, and findings will be transmitted to the applicant and Town Council. 	<ul style="list-style-type: none"> The Town Council is a legislative body that makes the final decision to approve, deny or conditionally approve the proposed rezoning. In the event that an application is denied by the Town Council, the PZC have authority to refuse to accept another application for the same proposal within 1 year of the original hearing date.
	Following approval of Public Outreach Plan	Following Public Outreach Report	No more than 50 days from full submissions	Following issuance of P&ZC findings

1.5 FEE SCHEDULE (REVISED MAY 18, 2011)

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 Administrator (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 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 PAD Amendment 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.

Fees related to:

PAD Amendment:

Up to 10 acres of residential or up to 2 acres of commercial	\$2,400
Each Additional Single Family Residential Acre	\$20
Each Additional Multi-Family Residential Acre	\$30
Each Additional Commercial/Industrial Acre	\$50
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 Fees	\$10,000

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



2.0 SITE ANALYSIS

2.1 PLAN FORMAT

All Documents or Sheets

1. The Site Analysis must be submitted in an 8-1/2" x 11" spiral bound notebook containing 1" margins. Maps and exhibits may be provided on larger size paper with reduced margins.
2. All lettering and dimensions must be equivalent of twelve (0.12") point font or greater in size
3. Name, signature, address, phone number and email address of contact person.
4. Bibliography listing contributors and references.
5. Maps and Illustrations:
 - A. To be identified with legends, titles, north arrow, scale, dimensions, and contour intervals.
 - B. Aerial photographs to be less than two years old.
 - C. Topographic maps must reflect 1 to 2 foot contour intervals.
 - D. Map location to be at end of sub-paragraph each illustrates.
6. Table of contents, including all maps and exhibits, in the following order:
 - A. Site Analysis
 - i. Part I – Inventory and Analysis
 - a. Existing Land Uses
 - b. Environmentally Sensitive Lands
 - c. Topography
 - d. Cultural/Archeological/Historic Resources
 - e. Hydrology
 - f. Vegetation
 - g. Wildlife
 - h. Viewsheds
 - i. Traffic
 - j. Recreation/Trails
 - k. Schools
 - l. Water
 - m. Sewers
 - n. McHarg Composite Map

ii. Part II – Land Use Proposal

- a. Project Overview
- b. Existing Land Uses
- c. Environmentally Sensitive Lands
- d. Topography
- e. Cultural/Archeological/Historic Resources
- f. Hydrology
- g. Vegetation
- h. Wildlife
- i. Viewsheds
- j. Traffic
- k. Recreation/Trails
- l. Schools
- m. Water
- n. Sewers
- o. Buffer Yards

B. Tentative Development Plan

2.2 PLAN CONTENT

Part I – Inventory and Analysis

1. Existing Land Uses

- A. Describe and map the site location in a regional context.
- B. Describe and map the existing land uses.
- C. Delineate the following information on a map for all properties within one-quarter (1/4) mile of the site:
 - i. Existing zoning
 - ii. Existing land uses
 - iii. Number of stories of existing structures
 - iv. Pending rezones
 - v. Conditionally approved zonings
 - vi. Approved Subdivisions and Development Plans
 - vii. Architectural styles used in adjacent properties

2. Environmentally Sensitive Lands

- A. Clearly map and indicate any of the following Environmentally Sensitive Lands (ESL) Conservation Categories on site, as shown on the ESL Planning Map:
 - i. Major Wildlife Linkages
 - ii. Critical Resource Areas
 - iii. Core Resource Areas
 - iv. Resource Management Areas: Tier 1, Tier 2 and Tier 3
- B. For the following ESL Conservation Categories, clearly map and indicate the following additional characteristics:
 - i. Critical Resource Areas
 - a. Major Rock Outcrops and boulders that meet criteria in Section 27.10.D.3.b.iii.b).
 - b. All “Distinct Habitat Resources”, as defined in Section 27.10D.3.b.iii.c).
 - ii. Core Resource Areas
 - a. Distinctive Native Plant Stands, as defined in Section 27.10.D.3.c.iii.d).
 - iii. Resource Management Areas (Tier 1, Tier 2 and Tier 3)
 - a. Distinctive Individual Native Plants, as defined in Section 27.10.D.3.d.iii.d)
 - b. Minor Rock Outcrops and Boulders, as defined in Section 27.10.D.3.d.iii.e).
- C. Provide a table indicating the acreages for the following on-site:
 - i. Total acreage present on-site for each Conservation Category.

3. Topography

- A. Describe and map the site with one or two foot intervals, or five foot intervals with Planning and Zoning Administrator approval, and include the following:
 - i. Rock outcrops
 - ii. All other significant topographic features
- B. Provide a Sloped Area Analysis for all areas meeting the Hillside Area requirements in Section 27.10.D.3.g.ii, prepared by a State of Arizona licensed and registered engineer.
- C. Sloped Area Analysis shall include the following:
 - i. Map of Sloped Area Analysis with one foot contour intervals that identifies and maps each slope category listed below:
 - a. 15% to less than 18%
 - b. 18% to less than 20%
 - c. 20% to less than 25%
 - d. 25% to less than 33%
 - e. 33% or greater
 - f. Ridgelines (as defined in Section 31: Definitions), with elevation changes of twenty-five (25) feet or more.
 - g. Rock outcrops and boulders
 - ii. Table with acreages of each of the following categories:
 - a. 15% to less than 18%
 - b. 18% to less than 20%
 - c. 20% to less than 25%
 - d. 25% to less than 33%
 - e. 33% or greater
 - f. Ridgelines (as defined in Section 31: Definitions), with elevation changes of twenty-five (25) feet or more.
 - g. Rock outcrops and boulders

4. Cultural/Archaeological/Historic Resources

- A. A report from either the Arizona State Museum (ASM), the State Historic Preservation Office (SHPO), a qualified archaeologist working under a State Antiquities Permit, or a professional architect that reviews all of the available information for the site. This report shall:
 - i. Determine whether the site has been field surveyed for cultural resources.
 - ii. Identify any previously recorded archaeological or historic resources known to exist on the property.
 - iii. State the probability that buried archaeological resources not visible from the surface would be discovered on the site.

- B. Cultural Resources Survey and Inventory Report prepared by a Cultural Resources Professional as required by Section 27.10.D.3.e., that includes identification and mapping of:
 - i. Cultural resources that are significant based on Local Criteria.
 - ii. Cultural resources that are significant based on the National Register Criteria.
- C. Description of resource, recommendation of significance, supporting documentation for recommendation, and summary of all background research and source references.
- D. If resources are determined to be significant, provide a Treatment Plan, in accordance with Section 27.10.D.3.e.v.f., shall be approved prior to consideration by Town Council.

5. Hydrology

- A. Describe and map (aerial photograph) all off-site watersheds affecting, or affected by, the site, upstream and downstream.
- B. Notate all balanced and critical basins.
- C. Describe all significant off-site features, natural or man-made with watersheds affected by or affecting the site.
- D. Calculate area in acres of upstream off-site watersheds with 100-year discharges greater than 100 cfs.
- E. Location and ownership of wells/well sites within 100 feet of site
- F. Describe and map characteristics of on-site hydrology including:
 - i. Approximate 100-year floodplains with discharges equal to or greater than 50 cfs
 - ii. Areas of sheet flooding, with average depths
 - iii. Federally mapped floodways and floodplains
 - iv. Calculation of all 100-year peak discharges exceeding 50 cfs
- G. Qualitatively describe existing drainage conditions along the downstream property boundary.

6. Vegetation (for sites that do not include any ESL Conservation Categories)

- A. Describe and map the following:
 - i. Vegetative communities and associations on the site
 - ii. Significant cacti and groups of trees and Federally listed Threatened or Endangered species
 - iii. Vegetative densities by approximate percentage of plant cover

7. Wildlife

- A. A letter from an Arizona Game and Fish Department habitat specialist regarding the following:

- i. Presence of any State listed Threatened or Endangered species
 - ii. High densities of a given species population or unusually high diversity of species
 - iii. Aquatic or riparian ecosystems
- B. Describe and map any wildlife concerns expressed by Arizona Game and Fish Department.

8. Viewsheds

- A. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, provide a Viewshed Analysis as defined in Section 27.10.D.3.f.iv.a.1.
- B. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, provide a View Preservation Plan (VPP) for nonresidential developments that meet the criteria defined in Section 27.10.D.3.f.iv.2.
- C. For proposals within the Tangerine Road Corridor Overlay District and/or Oracle Road Scenic Corridor Overlay District, map and identify all Core Character Vegetation (CCV), in accordance with Section 27.10.D.3.f.iv.b.

9. Traffic

- A. Describe and map all existing and proposed off-site streets between the development and the nearest arterial streets.
- B. Describe and map all arterial streets within one mile of the project sites. Indicate the following information:
 - i. Existing and proposed right-of-way widths
 - ii. Whether or not said widths conform to Oro Valley minimum requirements
 - iii. Ownership (public or private)
 - iv. Whether or not rights-of-way jog or are continuous
 - v. Number of travel lanes, theoretical capacity and design speed for existing streets
 - vi. Present Average Daily Traffic (ADT) for existing streets
 - vii. Describe surface conditions on existing streets providing access to the site
 - viii. Program for completion of roadway and intersection improvements
 - ix. Existing and proposed intersections on arterials within 1 mile of the site most likely to be used by traffic from the site
 - x. Existing bicycle and pedestrian ways adjacent to the site and their connections with arterial streets, parks and schools

10. Recreation/Trails

- A. Describe and map all trails, parks and recreation areas within one mile of the site.

- B. Provide a table indicating the size (in acres) and type (i.e. active or passive recreation) of the parks and recreation areas identified.

11. Schools

- A. Map all existing and proposed public schools within one mile of the site.
- B. Describe or map the location of all existing and proposed public schools serving the site, if not within a one-mile radius of the site.

12. Water

- A. Indicate name, address and contact person for water service provider to the site.
- B. If not within a defined water service area, explain how domestic water supply will be provided, and address adequacy for future uses on the site.

13. Sewers

- A. Map location of existing public sewers in relation to the project site.

14. McHarg Composite Map

- A. A composite map or series of maps to show the overlap and/or interaction of the following spatial characteristics:

Topography:

- i. "Hillside Natural Areas"
- ii. Rock outcrops
- iii. Slopes equal to or greater than 15%

Hydrology

- i. 100-year floodplains with discharges equal to or greater than 50 cfs
- ii. Areas of sheet flooding deeper than one foot
- iii. Federally mapped floodways and floodplains

Vegetation

- i. Areas of medium and high vegetative density
- ii. Federally listed Threatened or Endangered species
- iii. Saguaros and other visually prominent cacti
- iv. Areas where vegetation facilitates soil stabilization

Wildlife

- i. Wildlife habitat as identified in Oro Valley Zoning Code Revised Section 27.4

Viewsheds

- i. Areas on-site that are highly visible from off-site locations.

Part II – Land Use Proposal

1. Project Overview

- A. Provide a paragraph describing the proposed PAD Amendment, including:
 - i. Proposed land use, principle and accessory uses, including:
 - a. Proposed square footage, height and Floor Area Ratio (FAR).
 - ii. Conformity with General Plan and the General Plan future land use map.
 - iii. Any proposed Flexible Development provisions (Section 27.10.D.3.F.2.c) or Conservation Subdivision Design (27.10.3.D.F.2.d), including:
 - a. When Conservation Subdivision Design is proposed, describe how proposed lot layout is consistent with Conservation Subdivision Design principles, per Section 27.10.D.3.d.f.2.d.ii
- B. Map of existing General Plan future land use map designation.
- C. Map of proposed land uses, principle and accessory uses.
- D. If multiple buildings/structures are proposed, provide a table with the following information:
 - i. Number of proposed buildings/structures
 - ii. Height of proposed buildings/structures
 - iii. Floor Area Ratio (FAR) of proposed buildings/structures

2. Existing Land Uses

- A. Map zoning boundaries and existing land uses on adjacent properties.
- B. Describe the effect of the proposed development on existing land uses on and off-site.

3. Environmentally Sensitive Lands

- A. Clearly map and identify all ESL Conservation Categories and Environmentally Sensitive Open Space (ESOS) including:
 - i. Any ESOS setback requirements, per Section 27.10.D.3.f.3.b.
- B. Describe how designated ESOS area preserves priority conservation areas, and addresses selection criteria in Section 27.10.E.4.d.
- C. Indicate graphically, all proposed disturbances of ESOS areas.
- D. Indicate graphically, where proposed ESOS maintains open space connectivity within and beyond the site.
- E. Indicate proposed method of permanent protection of ESOS, in accordance with Section 27.10.E.2.
- F. Provide a table (see below) indicating the following acreages for each Conservation Category and ESOS present on-site:
 - i. Total acreage present on-site for each Conservation Category.

- ii. Minimum acreage for each Conservation Category required to be preserved, as defined in Table 27.10-2.
- iii. Total acreage provided for each Conservation Category.
- iv. Total ESOS required.
- v. Total ESOS provided.

Conservation Category	Total area of project	Minimum ESOS Required	Total ESOS Provided	Total ESOS Percentage
Major Wildlife Linkage				
Critical Resource Area				
Core Resource Area				
RMA Tier 1				
RMA Tier 2				
RMA Tier 3				
			Total ESOS % Provided	

4. Topography

- A. Describe how the Tentative Development Plan responds to topographic characteristics described in Part 1 - Topography.
- B. Describe and explain any areas of encroachment onto slopes identified in Slope Area Analysis in Part 1 – Topography.
- C. Map and describe all “Hillside Conservation” Areas.
- D. Describe, map and state percentage of total site to be disturbed, graded and/or revegetated.
- E. Map the extent of grading on the site.

5. Cultural/Archeological/Historic Resources

- A. Describe measures to be used for protection of all cultural and historical resources on the site.
- B. If resources identified in Part 1 – Cultural/Archeological/Historic Resources are determined to be significant, provide a Treatment Plan in accordance with Section 27.10.D.3.e.v.f.

6. Hydrology

- A. Describe how the Tentative Development Plan responds to hydrologic characteristics described in Part 1 - Hydrology.

- B. Describe and substantiate any encroachment/modification of drainage patterns.
 - C. Map potential drainage impacts to off-site land uses upstream and downstream.
 - D. Describe and map engineering and design features to be used to mitigate drainage and erosion problems.
 - E. Describe how the Tentative Development Plan conforms to area plans, basin management plans and Town policies.
7. Vegetation (for sites that do not contain any ESL Conservation Categories)
- A. Describe how the Tentative Development Plan responds to vegetative characteristics described in Part 1 - Vegetation, including a discussion of how the vegetation is to be preserved, transplanted or mitigated.
8. Wildlife
- A. Describe and map steps to be taken to mitigate destruction of wildlife habitat identified in Part 1 - Wildlife.
9. Viewsheds
- A. Describe and map how the Tentative Development Plan mitigates impacts to:
 - i. Views and vistas from off-site
 - ii. Areas of high visibility
 - iii. Describe and diagram methods for roadway construction in a manner compatible with the natural terrain, and how scarring is to be mitigated at the completion of construction.
 - B. For proposals within the Tangerine Road Corridor Overlay District (TRCOD) and/or Oracle Road Scenic Corridor Overlay District (ORSCOD), provide the following additional information:
 - i. Describe the proposed architecture, including style, materials and color.
 - ii. Provide vignettes of proposed architectural style, materials and color.
10. Traffic
- A. Provide a traffic analysis report to include:
 - i. The proposed internal circulation and access to/from arterial streets, explaining location and rationale for placement
 - ii. If off-site road improvements are required, indicate which roads and time frame for improvements
 - iii. Projected ADT for internal circulation system at build out and level of service to all streets. Include a projection of traffic volumes and capacity analysis for intersections
 - iv. Impact to existing development abutting off-site streets
 - v. Capacity analyses for proposed internal and off-site streets, including right-of-way and pavement widths, geometrics, design speeds and traffic control improvements needed

- vi. A description of improvements required for those streets described in subparagraph v. above.
- vii. The party/agency that the applicant believes to be responsible for making necessary improvements.
- viii. Evidence that proposed turning movements will meet safety standards in relationship to traffic volumes.

- B. Describe proposed on-street rights-of-way, including typical roadway section, and indicate proposed ownership.
- C. Describe proposed bicycle and pedestrian pathways within the development and indicate whether they are connected to external pathways, arterial streets, parks and schools.

11. Recreation/Trails

- A. Describe how the development will facilitate access to off-site trails identified in Part 1 – Recreation/Trails; and how access will be maintained.
- B. Describe the proposed ownership of natural and modified open space within the development.

12. Schools

- A. Indicate number of elementary, junior and senior high school students generated by this PAD Amendment.
- B. Indicate remaining capacity within the area schools serving the site.
- C. Provide a letter from the affected school district(s) indicating that a proposed site can accommodate the educational space requirements for the projected number of residents.

13. Water

- A. Indicate additional domestic water demand that this PAD Amendment will generate.
- B. Indicate water service capacity and current demand (percentage of existing capacity) from applicable water company.

14. Sewer

- A. Describe method for providing sewer service.
- B. If Pima County is responsible, provide letter from Regional Wastewater Reclamation Department addressing capacity and ability to serve site.

15. Buffer Yards

- A. Map buffer yard areas, if required, and describe techniques used to mitigate sound, visibility, exterior lighting and traffic impacts.
- B. Provide cross-section illustrations showing proposed treatments to be used adjacent to existing developments and/or streets, to include:

- i. Buffer yard width
- ii. Height of all structural screening devices, if used
- iii. Conceptual landscape heights and types of plants
- iv. Earth berms, if used (maximum slope of 2:1)
- v. Minimum setback requirements that conform to the Zoning Code



3.0 TENTATIVE DEVELOPMENT PLAN

*** If a modified review process is requested as part of this application, please refer to Section 2.0-Conceptual Site Plan Content of the Conceptual Site Plan (CSP) process guide for Tentative Development Plan requirements.**

**** Please note: the modified review process requires conformance with an approved Tentative Development Plan, significant changes, as defined in Section 22.3.D.2 of the Zoning Code, during the Final Site Plan process will require re-consideration by the Conceptual Design Review Board (CDRB) or Town Council. Make certain sufficient detail has been provided to ensure conformance during Final Site Plan process. If you have questions concerning this process please contact Town Planning and Zoning Staff at (520) 229-4800.**

3.1 PLAN FORMAT

All Documents or Sheets

1. The Tentative Development Plan must be drawn to a scale of one inch equals forty feet (1" = 40') on sheets measuring 24" x 36" unless otherwise approved by the Town Planning and Zoning Administrator. **Scale to be the same for all sheets.**
2. Show north arrow and scale bar towards the top of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
3. All lettering and dimensions must be equivalent of twelve (0.12") point font or greater in size.
4. Provide a small project location map in the upper right corner of the first sheet. This map must be drawn to a scale of three inches equals one mile (3" = 1 mile), with north oriented to the top of the sheet. This location map shall include:
 - A. The subject property identified and centered within a one-square mile area.
 - B. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
 - C. The section, township and range of the subject property.
 - D. Labeled section corners.
 - E. A north arrow and scale.
5. In the lower right corner of each sheet, provide a Title Block which includes:
 - A. Name of PAD Amendment
 - B. Zoning request from [underlying zoning district] to [proposed zoning district]
 - C. Scale
 - D. Contour intervals

- E. Date (revised plans must show date of revision)
 - F. Town of Oro Valley case number
 - G. Name and address of property owner and applicant
 - H. Firm name, address and name of individual responsible for plan preparation.
 - I. Sheet ___ of ___ (total pages)
6. Provide legend of all symbols used.

3.2 PLAN CONTENT

1. Show existing topographic contours at 1-foot intervals labeled frequently. 2 foot or 5 foot contour intervals may approved by the Town Planning and Zoning Administrator. Extend contours 100 feet outside the property line.
2. Show significant physical features such as rock outcrops, washes and any slopes identified in a Slope Area Analysis in Part 1 – Topography.
3. Show boundary lines and dimensions.
4. Show existing conditions on the tract affecting design of the plan; subdivision names, book and page and date of adjoining plats; unsubdivided adjacent areas labeled as such and zoning designations.
5. Clearly indicate all ESL designated areas, including ESL Conservation Categories and Environmentally Sensitive Open Space (ESOS).
6. Clearly indicate any Hillside Conservation Areas.
7. Clearly indicate existing and proposed easements on and adjacent to the tract with their dimensions and purpose.
8. Show existing and proposed streets on and adjacent to the tract with their names and right-of-way width; show typical section of existing and proposed streets. Include bicycle and pedestrian paths.
9. Show proposed block layouts.
10. Indicate average density or permitted floor area ratio (FAR) and acreage for any sub-areas or planning units within the overall development.
11. Show proposed lot layout with approximate dimensions, typical and minimum lot sizes and setbacks for residential development.
12. If Flexible Development provisions or Conservation Subdivision Design are proposed, indicate and label respective areas.
13. For Conservation Subdivision Design, indicate graphically the following information:
 - i. Total number of lots with base zoning district minimum lot size.
 - ii. Total number of lots with reduced minimum lot size.
 - iii. Indicate Lot Size Transition lots, in accordance with Section 27.10.3.D.f.2.d.ii.e.2), where applicable.
14. Show proposed reservation for parks, parkways, playgrounds, recreation areas, natural areas and other open spaces.
15. Indicate types and heights of buildings and show the areas of the site used for each.
16. Show off-street parking space except for R-1 districts.
17. Show location and size of buildings, garages and/or parking spaces except for R-1 districts.
18. Show location and size of any right-of-way dedications and/or off-site improvements.

19. Indicate conceptual landscaping, including buffers, screening, walls and general type of landscaping.
20. Indicate proposed drainage plan including natural drainage features, 100-year floodplains and proposed improvements.
21. Show extent of disturbed and/or graded areas, including proposed contours with elevations at 2 or 5-foot intervals, as approved by the Planning and Zoning Administrator.
22. Show points of ingress and egress.
23. Indicate existing utilities on and adjacent to the tract.
24. Indicate phasing and timing of project development, including the anticipated schedule of construction (may be provided as a supplemental text).
25. Include a block for general notes formatted as follows:

General Notes

- i. Gross area of property to be rezoned .
- ii. Zoning request from [underlying zoning district] to [proposed zoning district]
- iii. Gross floor area (commercial/industrial only)
- iv. Floor area ratio, see Section 23.5 Table 23-2B. Provide a table for multiple use projects describing FAR's in each planning unit.
- v. Residential density R.A.C. Provide a table describing each planning unit density and acreage for multi-density proposals including the overall density.
- vi. Number of residential lots or dwellings.
- vii. Building heights
- viii. Total number of parking spaces provided
- ix. Amount of area in undisturbed natural open space
- x. Total meaningful open space provided
- xi. State if floodplains are to be altered or filled.
- xii. Water service provider

3.3 CHANGES TO ACCOMPANYING TENTATIVE DEVELOPMENT PLAN

Any proposed changes to a Tentative Development Plan approved in conjunction with a PAD Amendment shall be submitted to the Planning and Zoning Administrator, who shall review the proposal and shall ascertain whether or not the change is significant. If a change is determined to be significant, revised plans shall be submitted for reconsideration by both the Planning Commission and Town Council. A significant change shall be determined by, but not be limited to, the following criteria:

1. Any change to the permitted use or uses. Permitted uses shall mean the primary and alternative uses as set forth in the Tentative Development Plan and conditions attached to the approved PAD Amendment.
2. Any change to the development standards or zoning conditions relating to building heights, perimeter setbacks, open space requirements, any reduction in open space, parking, floor area ratios and density.
3. Any change to the Tentative Development Plan associated with this PAD Amendment which would vary any material terms or conditions of the PAD Amendment, which would modify any proposed density standards, any kinds of street or land improvements proposed affecting the standards and layout for vehicular circulation, signs and nuisance controls intended for the development.
4. Nothing in this section shall be deemed to authorize the Zoning Administrator to modify or approve any aspects of development reserved to the Development Review Board pursuant to Section 22.6 of the Oro Valley Zoning Code
5. Changes approved as flexible design options as permitted by Section 27.10.F.2.c shall be exempt.



4.0 SUPPLEMENTARY DOCUMENTS

4.1 ADDITIONAL NOTIFICATION

In addition to the Town of Oro Valley (the “Town”), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result. Examples of other governmental agencies and/or bodies that may have overlapping jurisdiction over this property include but are not limited to the following:

Federal: The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

U.S Fish and Wildlife Field Division
2321 W. Royal Palm Rd., Suite 103
Phoenix, AZ 85021-4951
Phone (602) 640-2720 Fax (602) 620-2730

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

U.S. Army Corps of Engineers
5205 E. Comanche
Davis Monthan AFB
Tucson, AZ 85707
Phone (520) 584-4486 Fax (520) 584-4497

State: Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

ADEQ
1110 W. Washington Street
Phoenix, AZ 85007
(602) 771-2300

County: Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

PDEQ
201 N. Stone Avenue, 2nd Floor
Tucson, AZ 85701
(520) 740-6520

Please be advised, issuance of a permit **DOES NOT**, nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.

APPLICANT NAME: _____
CONTACT PHONE AND ADDRESS: _____
SITE LOCATION: _____
PROPOSED USE: _____

Applicant Signature

Date

Case/File Number _____



4.2 ARCHAEOLOGICAL RECORDS OFFICE PROCEDURES

The ASM Archaeological Records Office is open 10am - 3pm M-F to authorized users by appointment ONLY. Call (520) 621-4011 or email azsite@email.arizona.edu to arrange a research visit. Your appointment must be confirmed. First-time users are required to complete the ASM Archaeological Records Use Agreement form. Cultural Resource analysis must be conducted by a Cultural Resource Professional selected from the Town's list of on-call Cultural Resource Professionals listed below:

- Desert Archaeology, Inc.
- Statistical Research, Inc.
- William Self Associates, Inc.
- Tierra Right-of-Way Services, Ltd.
- Logan Simpson Design, Inc.
- Westland Resources, Inc.

By law, the ASM is the repository for archaeological information gathered from sites and surveys on state, county, or municipal land. By agreement with the Bureau of Land Management (BLM), the ASM is the public repository for sites on BLM lands. Therefore, when planning to work on state, county, municipal, or BLM lands, always complete a search of the records maintained at the ASM Archaeological Records Office to obtain information on previous work in the area. In addition, the Archaeological Records Office retains many records for compliance work done on federal lands besides the BLM, but it is usually necessary to check relevant U.S. Forest Service (USFS) or National Park Service (NPS) offices to ensure a thorough file search.

If the project area is expected to contain standing historic structures (such as buildings, bridges, dams, etc.) you will also consult the Cultural Resource Inventory at the SHPO (602-542-4009).

Researchers may search the archaeological records themselves or may request that Records Office staff perform the search. On request, the staff will photocopy site cards, reports, and other records.

Archaeological Records Fees

Records Access	No charge
Records Search	\$100.00 minimum* *additional fees may apply
Photocopying	\$0.50 / page
FAX charges	3 pages free, Thereafter \$1.00/page

Permit Fees

AAA Blanket Permit	No charge
AAA Project-Specific Permit	No charge
Review and Process Project-Specific Permit (<5 working days)	\$500.00
Records Management / Repository Agreement	No charge
Project Registration Fee (survey/non-site monitoring)	\$85.00 minimum \$20 / person field-day

Make checks payable to The University of Arizona