



ORO VALLEY PLANNED AREA DEVELOPMENT SIGN EXEMPTION GUIDE





ORO VALLEY PLANNED AREA DEVELOPMENT SIGN EXEMPTION PROCESS GUIDE

If a Planned Area Development District (PAD) has established its own sign standards, the owner of lands within the PAD may elect to operate under Chapter 28 of the Zoning Code through a PAD Exemption.

This process guide contains the process narrative, submittal checklist, and required content for a PAD Sign Exemption. The Program will be reviewed by the Conceptual Design Review Board (CDRB) who will make recommendation to the Town Council for final decision.

1.0 PAD Sign Exemption Submittal Package

- 1.0 Process Narrative (Pg. 2)**
- 1.1 General Application (Pg. 4)**
- 1.2 Submittal Checklist (Pg. 6)**
- 1.3 PAD Sign Exemption Process Flow Chart (Pg. 7)**
- 1.4 Fee Schedule (Pg. 8)**

2.0 PAD Sign Exemption Content

- 2.1 Plan Content (Pg. 8)**



1.0 PAD SIGN EXEMPTION SUBMITTAL PACKAGE

1.1 PROCESS NARRATIVE

Introduction:

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

Refer to the table below to better understand the approval process for the Town's PAD Sign Exemption application.

Table of Authority

Submittal Type	Staff Authority	Conceptual Design Review Board	Town Council Authority
PAD Sign Exemption	Review	Recommendation	Final Decision

Process Overview:

If a Planned Area Development District (PAD) has established its own sign standards, the owner of lands within the PAD may elect to operate under Chapter 28 of the Zoning Code through a PAD Exemption. A PAD Sign Exemption is reviewed by the Conceptual Design Review Board (CDRB) with final decision by the Town Council.

Step 1 – Formal Submittal

The applicant shall submit a completed general application (Section 1.2) along with items required in the submittal checklist (Section 1.3) of this document.

Step 2 – Staff Review

After receiving a complete application, staff will review the proposed PAD Sign Exemption in accordance with the applicable provisions of the Zoning Code. A review letter will be sent to the applicant within 10 working days of the submission. 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 Conceptual Design Review Board (CDRB) for review.

Step 3 – Conceptual Design Review Board

The PAD Exemption is reviewed by the CDRB at the next available meeting. The CDRB's decisions are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. CDRB will make a recommendation to Town Council for final review and decision.

Step 4 – Final Approval

Once approval of the PAD Sign Exemption is obtained, the property owner may need to apply for a Sign Criteria or Master Sign Program if the property is a multi-occupancy development. A Sign Criteria or Master Sign Program may be submitted concurrently with the PAD Exemption. Single occupancy commercial properties may apply for building permits for sign installation.



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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 SUBMITTAL CHECKLIST

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

- Fees
- Narrative detailing request **(4 copies)**
- Graphics or images detailing request – size 11” x 17” or 8 ½” x 11” **(4 copies)** (Additional copies of the formal submittal may be necessary for distribution to the Board members after staff review)
- All items included in Section 2.0 of this process guide **(4 copies)**
- General Application
- Electronic file in pdf format on a CD: ***Submittal will not be accepted if an electronic version of all submittal material in PDF format is not included***

1.4 PAD SIGN EXEMPTION PROCESS FLOW CHART

Formal Submittal	Staff Review	Conceptual Design Review Board (CDRB)	Town Council
<ul style="list-style-type: none"> Once a formal submittal is received, a completeness review will be conducted to ensure the submittal complete The formal submittal includes items identified in the Submittal Checklist 	<ul style="list-style-type: none"> The formal submittal includes the review of the application by DIS staff and other relevant agencies. The applicant will be notified within 10 business days if the submittal is ready for review by CDRB or if corrections are needed. Complete submittals will be scheduled for the next available CDRB meeting date. Incomplete submittals will be returned to the applicant for correction. 	<ul style="list-style-type: none"> The purpose of the CDRB is to promote attractive, safe and compatible developments. Staff will prepare a staff report and recommendation on the application to the CDRB. In examining the PAD Exemption application, the CDRB's focus is to ensure conformity with the adopted Zoning Code standards and consistency with Design Standards in Addendum 'A'. All CDRB 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 decisions to approve, deny or conditionally approve the proposed PAD Exemption.
5 Working Days	10 Working Days	Once staff has deemed submittal is ready for CDRB	Following issuance of CDRB recommendation

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. 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:

PAD Exemption	\$700.00
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See the Development Services fee schedule for a complete list of fees.



2.0 PAD SIGN EXEMPTION PLAN CONTENT

2.1 PAD SIGN EXEMPTION CONTENT

1. The PAD Sign Exemption document shall include:
 - A. A letter requesting exemption from the specific PAD sign regulations submitted by the property owner within the PAD.
 - B. The letter should include specifics about the request describing how the proposed exemption will impact the property and surrounding area.
 - C. Applicant should include graphics or photos that will further explain the proposal.
 - D. Explain which sign process the property owner will follow if the exemption is allowed.
2. A Sign Criteria or Master Sign Program may be needed after the property has been exempted from the PAD sign standards.