



ORO VALLEY PRE-APPLICATION GUIDE





ORO VALLEY PRE-APPLICATION PROCESS GUIDE

This process guide contains a process narrative, application and submittal checklist for a pre-application submittal. The pre-application submittal is reviewed by the Development Review Committee, and is intended to provide applicants with important development information prior to an applicant's formal submittal.

1.0 Pre-application Package

- 1.1 Narrative (Pg. 3)**
- 1.2 General Application (Pg. 4)**
- 1.3 Pre-application Submittal Checklist (Pg. 6)**



1.0 PRE-APPLICATION PACKAGE

1.1 NARRATIVE

Introduction:

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

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>.

Process Overview:

A pre-application submittal gives applicants the opportunity to meet with the Town's Development Review Committee (DRC) to discuss processing and broad issues related to a proposed development. 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.), and engineering, fire and building code requirements. The Town does not set minimum requirements for pre-application submittals, however; more information and details provided in the submittal will allow the Development Review Committee to provide more specific comments.

DRC meetings are held every Friday in the Development and Infrastructure Services Department located at 11000 N. La Canada Drive. Applications are to be received 10 working days prior to the expected DRC meeting date. Staff will send out a follow-up comment letter summarizing the key points of the meeting, project requirements and concerns. Follow-up comment letters are typically sent out during the week after the meeting to allow staff time to respond to any new project information discussed during the meeting. The purpose of the letter is to give applicants as much information as possible to have a successful development project.

Fees

There are no fees associated with a pre-application submittal.



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 SUBMITTAL CHECKLIST

- General application
- Ten (10) copies of letter/narrative detailing proposed development
- Ten (10) copies of site plan and location map, if applicable
 - Different sizes (e.g. 11" x 17" or 24" x 36") and scales are acceptable
- Digital copy of submittal on cd