



ORO VALLEY CONCEPTUAL DESIGN PACKAGE RESIDENTIAL GUIDE





ORO VALLEY RESIDENTIAL CONCEPTUAL DESIGN REVIEW PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for each of the two (2) Conceptual Design Review submittal plans, including Conceptual Site Plan and Conceptual Model Home Architecture. Each of these items will be reviewed by the Conceptual Design Review Board (CDRB) who will make a recommendation to the Town Council:

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1.0 Conceptual Design Package

1.1 Process Narrative

Introduction:

The Development and Infrastructure Services (DIS) Department is here to assist you through the Town's Design Review process. Throughout the process, you will be working closely with the 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>.

The approval process for an application varies depending on the type of application. To better understand the approval process for the Town's Conceptual Design applications, please refer to the table below.

Table of Authority

Submittal Type	Staff Authority	Conceptual Design Review Board Authority	Town Council Authority
Conceptual Site Plan	Review	Recommendation	Final Decision
Conceptual Model Home Architecture	Review	Final Decision	Appeal

Process Overview:

Design Review is a two-part process required for all new residential and non-residential projects in the Town, comprised of a Conceptual Design and Final Design. The intent of the Conceptual Design is to ensure that a project's overall site layout is functional within its boundaries and is compatible with the surrounding area. During the Conceptual Design process a Conceptual Site Plan, Conceptual Landscape Plan, Native Plan Preservation Plan (with Site Resource Inventory), Conceptual Model Home Architecture must be submitted for review and approval.

Next, the Final Design process includes the submittal, review, and approval of the Final Plat and construction documents including:

- ❑ Final Site Plan
- ❑ Final Landscape Plan
- ❑ Final Architecture
- ❑ Final Public Art Plan

- ❑ Rainwater Harvesting Plan
- ❑ Irrigation Plan
- ❑ Grading Plan *(may be submitted with Final Design Plans on an at risk basis)*
- ❑ Improvement Plans *(may be submitted with Final Design Plans on an at risk basis)*

The intent of the Final Design is to ensure that a project's Final Plat and Final Plans are consistent with the Conceptual Plans approved by Town Council and are consistent with all applicable Zoning Code requirements and outside agencies' adopted codes and provisions.

Conceptual Design – 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 development 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 – Neighborhood Meeting

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 Conceptual Design package that includes:

- Conceptual Site Plan
- Conceptual Model Home Architecture 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.

Step 4 – Staff Review

After receiving a complete application, staff will review the Conceptual Design 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 within 20 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 for a review.

Step 5 – Conceptual Design Review Board

The purpose of the Conceptual Design Review Board (CDRB) is to promote attractive, safe, and compatible developments. Staff will prepare a report and recommendation on the application to the CDRB. The Conceptual Design is reviewed by the CDRB within 15 working days of receipt of a staff recommendation. The CDRB's recommendations and decisions are based on the Design Principles outlined in Sections 22.9, 27.3, and Design Standards, Addendum "A" of the Zoning Code. CDRB decisions are subject to an appeal by the Town Council.

Step 6 – Town Council Meeting and Decision

The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny the Conceptual Design. Following CDRB recommendation, a staff report is prepared and sent to the Town Council approximately 10 days prior to the Council meeting. Following the meeting, an action letter is sent to the applicant including any final conditions on the request.

Step 7 – Proceed to Final Design

After receiving an approval from the Town Council, applicants may submit Final Design Plans to DIS staff for review and approval (applicants should see Final Design Process Guide).



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

All submittal requirements are included herein. Please note additional site specific information may be required.

- Fees (Refer to the Section 1.4 Fee Schedule of this process guide)
- Traffic Impact Analysis **(4 copies)**
- Alternative Parking Analysis (if applicable) **(2 copies)**
- Public Outreach Report (see Section 1.4 of this process guide) **(2 copies)**
- Narrative providing a brief description and overview of project **(10 copies)**
- Letter of Authorization from property owner(s) **(2 copies)**
- All items included in Section 2.0 and Section 3.0

Submittal Type

- Full CDRB Conceptual Design Package:
 - Written response to Pre-Application Comment Letter **(6 copies)**
 - Conceptual Site Plan – Size 24”x36” **(10 copies)**
 - Conceptual Model Home Architecture – Size 11”x17” or 24”x36” **(4 copies)**
 - Conceptual Landscape Plan – Size 24”x36” **(10 copies)**
 - Native Plant Preservation, Salvage and Mitigation Plan – Size 24”x36” **(2 copies)**
 - Site Resource Inventory – Size 24”x36” **(2 copies)**
 - Preliminary Traffic Impact Statement **(2 copies)**
 - Offsite Drainage Conveyance Letter by downstream property owner **(2 copies)**

- Individual Plan Submittals:
 - Conceptual Site Plan – Size 24”x36” **(10 copies)**
 - Conceptual Model Home Architecture Plan – Size 24”x36” **(4 copies)**

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 3.2 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 3.1 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 (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 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 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.

Fees related to:

Conceptual Design (Residential):

Conceptual Site Plan (up to 2 acres)	\$3,500
Conceptual Site Plan (each additional developed acre)	\$90
Natural Open Space	No Charge
Conceptual Model Home Architecture (1 st Model)	\$220
Additional Models	\$100/each

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

1.5 Residential Conceptual Design Review Flow Chart

Pre-application Meeting	Neighborhood Meeting	Formal Submittal and Review	Conceptual Design Review Board	Town Council Meeting	Post Town Council Process
<ul style="list-style-type: none"> The pre-application meeting provides applicants an opportunity to discuss the Town's development process and required provisions. A Pre-application meeting requires the submittal of a completed application and a conceptual layout. Applications must be received within 10 working days of the expected meeting date. Meetings are held every Friday. Following the submittal of an application, the Development Review Committee will meet with the applicant, and send a review letter within 10-15 working days. 	<ul style="list-style-type: none"> The purpose of the neighborhood meeting is to provide information and facilitate communication between the developer and neighbors. Applicants are required to hold at least 2 neighborhood meetings. The Planning and Zoning Administrator has the discretion to combine meetings or request additional meetings as needed. Neighborhood meetings must comply with Section 22.15 of the zoning code. Applicants must coordinate all meeting information (date, time, and location) with the DIS staff. The DIS staff is responsible for mailing notification letters to the surrounding stakeholders. 	<ul style="list-style-type: none"> The intent of a Conceptual Design Review (CDR) is to ensure the project's overall site design is functional within its boundaries and to improve community fit with the surrounding area. The formal submittal includes the review and approval of a Conceptual Site Plan and Conceptual Model Home Architecture Design. In accordance with AZ State Bill 1598 staff shall certify the receipt of a completed application and notify the applicant of any deficiencies within 10 working days. Following the submittal, a review letter will be sent within 20 working days of a submission. Conceptual design submittals will be considered by the Conceptual Design Review Board. 	<ul style="list-style-type: none"> The purpose of the Conceptual Design Review Board (CDRB) is to promote attractive, safe, and compatible development. The CDRB's primary focus is on a project's design character and community fit. The CDRB's guiding principles are the adopted design guidelines outlined in Addendum A and Sections 22.9 and 27.3 of the zoning code. All CDRB recommendations, actions, and findings will be transmitted to the 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 CDR package. The Town Council shall consider a CDR package at its next regular meeting not less than 10 calendar days of receiving a formal recommendation from the CDRB. Denied CDR packages must be re-submitted within 15 working days prior to the meeting at which the package will be re-considered. 	<ul style="list-style-type: none"> Staff shall notify the applicant of all conditions of approval. The applicant shall submit a Final Design Review (FDR) Package for an administrative review. The submitted FDR Package shall contain information outlined in the FDR Process Guide and address all conditions of approval.
10-15 Days Review Period	Within 20 days of a formal submittal	20 Working Days Review Period	Within 25 days of a staff recommendation	Not less than 10 calendar days of a CDRB recommendation	Post Town Council approval



2.0 ORO VALLEY CONCEPTUAL SITE PLAN CONTENT

2.1 PLAN FORMAT

All Sheets

1. The conceptual site plan must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Division Manager.
2. The conceptual site plan must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide a Title Block which includes:
 - i. "Conceptual Site Plan"
 - ii. Name of development
 - iii. "Lots ___ through ___ and Common Areas A through _____", if applicable.
 - iv. Brief legal description, i.e. "Portion of Section____, T ____S, R____E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
 - v. Scale
 - vi. Contour interval
 - vii. Date (revised plans must show date of revision)
 - viii. Town of Oro Valley case number for this plan
 - ix. Sheet ___ of ___ (total pages)
6. Reference related Case Numbers (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.
7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.
8. 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.

9. If the conceptual site plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.
10. If the firm name, address and phone number of the registrant who prepared the plan is to be listed on every sheet, then it must be in the lower right hand corner of the page immediately next to the Title Block.

2.2 PLAN CONTENT

All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.
2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.
3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.
4. Addressing:
 - i. Provide interior street names, if applicable
 - ii. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.
5. Ensure all line types are different and clearly indicated.
6. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.
7. If more than one zone applies, show the zoning boundary line on the plan.
8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet ____" on edges of the plan where an abutting sheet depicts more information.

Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
 - i. Conceptual Site Plan
 - ii. Project Name
 - iii. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
 - i. North arrow
 - ii. Lot lines
 - iii. Sheet cuts
 - iv. Circulation

- v. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc
 - vi. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.
3. All general notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc) must be Titled and labeled in a font no less than fourteen (0.14") point.
5. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.
6. A legend which depicts and describes all symbols used in the document.
7. List the following on the cover sheet:
 - i. The name, mailing and email addresses, and phone number of:
 - a. The primary property owner of the site
 - b. The developer of the project,
 - c. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
 - ii. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
8. Location Map
 - i. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
 - 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 development
 - d. Labeled section corners

Plan Sheet(s) - Existing Conditions Content

The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.

Existing elements must be indicated in a different line weight than the proposed improvements and labeled or noted to be removed or retained.

1. Existing contours at one foot intervals labeled at a five foot index frequency. Two-foot or five foot contours may be used in special cases. Extend contours 100 feet outside the property line.
2. Existing structures, including:
 - i. Existing Building footprint(s) with label height(s) Designate existing use(s) and indicate if vacant or currently being used.
 - ii. Existing storm drainage facilities (e.g. detention basins, channels, dykes, dams) on and adjacent to the site
 - iii. Existing traffic control and mitigation facilities and features such as signalization and signage
 - iv. Existing fences, barriers and walls
 - v. Any other miscellaneous structures such as awnings, ramadas, covered parking, etc, that would be present in an aerial photo or survey.
3. Other significant conditions on the site, such as major rock outcrops, ravines, hazardous topography, etc, on and adjacent to the site
4. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
 - i. Right-of-Way width
 - ii. Edge and limits of existing pavement and striping
 - iii. Street elements such as medians, curbs, sidewalks, and other relevant features
 - iv. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
 - v. Street name
 - vi. Label street as public or private
 - vii. Traffic control and mitigation features such as signalization and signage
5. Conditions on adjacent land significantly affecting the design of the project such as character and location of adjacent development(s), residential subdivisions, dwellings, etc.

6. The following existing drainage information shall be identified on the concept site plan:
 - i. Existing drainageways, arroyos, washes, ditches, channels, flow and flood mitigation structures, etc, including their existing condition and functionality
 - ii. Delineate known flood prone areas
 - iii. Delineate local floodplains with a 100-year discharge greater than or equal to 50 cubic feet per second
 - iv. Delineate sheet flooding areas with 100-year flood depths greater than or equal to 12 inches
 - v. Federally mapped FEMA floodplains and floodways
7. The following information regarding existing utilities must be provided:
 - i. The location of water wells
 - ii. Water pumping plants
 - iii. Water reservoirs
 - iv. Indicate by note the direction, distance to, and sizes of water mains and sewer lines intended to service this project
 - v. Show all existing TEP facilities within the development and surrounding property and indicate any possible conflicts with the proposed project.
 - vi. Existing utility facilities such as yards, stations and appurtenances that would affect the proposed development
 - vii. Existing utility easements

Plan Sheet(s) - Proposed Conditions Content

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

8. All proposed features shall be delineated in a darker line weight than the existing site information
9. If the project is to be phased, provide all necessary information (e.g. calculations, setbacks, interim drainage, temporary curbing, etc.) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity
10. All proposed lot lines. Metes and bounds property line information is not required on conceptual site plans. Proposed lot lines should be the thickest on the plan and differentiated from existing lot lines by line-type.
11. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (e.g. common area, private street, etc.).
12. Site Elements - Depict the following information:

- i. Proposed fences, barriers and walls along the periphery of the project
- ii. All other miscellaneous structures and parking areas associated with the common areas
- iii. Locations and types of proposed monument signs (non-traffic related).

13. Zoning Information – Provide the following information on the plan to indicate conformance with both the Town’s Zoning Code and/or any overriding PAD regulations:

- i. Graphically depict the building set-back from the property line, with dimensional control
- ii. Graphically depict the required Bufferyard(s), with dimensional control
- iii. Delineate proposed natural open space areas

14. Site Circulation and Street Information:

- i. Show and label all right-of-way dedications on or abutting the site. If the conceptual site plan has been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with Oro Valley Town Code Section 7.9 may be required.
- ii. Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.
- iii. If new streets are being created, whether public or private, they must be designed in accordance with Town of Oro Valley Subdivision and Streets Standards. Indicate if streets are to remain private or are to be dedicated to the public. Provide the names of any proposed streets and include limits of street widths, curbs and sidewalks.
- iv. Proposed sidewalks along abutting right-of-way where required
- v. Depict on-site pedestrian circulation through the common areas.
- vi. Depict all access roads and any proposed changes to the existing driveways.

15. Conceptual Grading – Provide schematic level concept grading information on the conceptual site plan. Said information shall consist of:

- i. Locations of graded features such as cut and fill slopes and retaining walls along the periphery of the project. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc)
- ii. In lieu of spot elevations for general graded areas, proposed conceptual level contours may be provided instead
- iii. The level of grading depicted on this plan should be schematic only and may be addressed with approximate proposed topography. Detailed checking of grade for such items as drainage

and International Residential Code (IRC) compliance will be verified at the Improvement Plan Stage in the permit process

16. Conceptual Drainage - The following minimum proposed drainage and floodplain information must be delineated on every conceptual site plan:
 - i. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, channels, major catch basins and storm sewers)
 - ii. Graphically identify any proposed changes to existing floodplain(s)
17. Conceptual Traffic – At a minimum, the following proposed traffic control and mitigation information must be delineated on every conceptual site plan:
 - i. Delineate any proposed or modified signalization that corresponds to the traffic statement
 - ii. Delineate proposed off-site road improvements that correspond to the traffic statement

Plan Sheet(s) – Conceptual Landscape Plan

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. Show full extent of landscaping, including trees, shrubs, and understory plants. Note: landscaping should be shown by type rather than by specific species on the Conceptual Landscape Plan. The specific species will be shown on the final landscape plan.
 - i. Show all water harvesting basins
 - ii. Dimension and label all required bufferyards
 - iii. Add general notes, as follows:
 - a. Landscape to conform to Oro Valley Landscape Code
 - b. Mitigation of surveyed plants in the Native Plant Preservation Plan will be incorporate in the landscape design
 - c. Shrub locations are preliminary
2. Plants in front yards, buffer yards, and common areas that require irrigation may not be established in areas that are shaped in a manner to not enable partial containment of irrigation or rainwater.

Plan Sheets – Site Resources Inventory (SRI) & Native Plant Preservation, Salvage and Mitigation Plan

The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.

1. SRI- Identify all Significant Vegetation (SV), as defined in Section 27.6.B of the Zoning Code

2. Native Plant Preservation, Salvage and Mitigation Plan - Provide an inventory of, and specifications for, the proposed treatment of all protected native plants, listed in Addendum C, Table C-1 and Table C-2 of the Zoning Code, which are being disturbed due to development. The inventory shall apply to the entire site.
3. The identification, salvage, and mitigation of protected native plants shall be consistent with the standards and tables found in Section 27.6.B of the Zoning Code.

2.3 REQUIRED NOTES

General Notes

1. Gross area of development in acres
2. Residential units per acre for residential developments
3. Total miles of new public streets is _____
4. Total miles of new private streets is _____
5. List all applicable General Plan, rezoning, conditional use permit (CUP), final plat or annexation conditions impacting the project. Reference associated Oro Valley case number(s) and include any applicable Pima County case numbers.
6. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
7. Add the following general note:
 - i. "Assurances for water service, site stabilization and landscaping must be posted prior to the issuance of grading permits"

Planning General Notes

1. Provide the maximum allowed building height and the maximum height proposed.
2. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. The note must specify which lots are affected by the overlay zones if there is more than one (1) lot within the site. The zones include the following:
 - i. Tangerine Corridor Overlay District (TRCOD)
 - ii. Oracle Road Scenic Corridor District (ORSCD)
 - iii. Riparian Habitat Protection Overlay District
 - iv. Airport Environs Zone
 - v. Hillside Development Zone (HDZ)
 - vi. Golf Course Overlay Zone
3. If applicable, indicate whether the project meets the specific criteria for the General Plan Significant Resource Areas (SRA) and note which lot(s) are affected by the SRA.
4. If applicable, indicate whether the project meets the criteria outlined in Section 27.10, Environmentally Sensitive Lands (ESL), of the Oro Valley Zoning Code Revised (OVZCR) and provide a note identifying all impacted lots and a statement that the project is designed to comply with the regulation.
5. The following categories and figures must be provided:

- i. Total amount of open space required and provided
 - ii. Total amount of landscaped common areas
 - iii. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of bufferyard (A, B, or C) and location
 - iv. Setbacks required and provided
6. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.
7. Add the following general notes:
 - i. "Existing Zoning is _____"
 - ii. "All signage and lighting to be addressed as part of a separate review and approval process"

Engineering General Notes

1. Indicate the design speed and design vehicle to be used in street design.
2. Add the following general notes:
 - i. "All new public roads within and adjacent to this project will be constructed in accordance with approved plans. Separate public improvement and construction plans will be submitted to the Town Engineer's office for review and approval"
 - ii. "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public"

Oro Valley Water Utility General Notes

1. Add the following general notes:
 - i. "This development must comply with the Oro Valley Water Utility Specifications Manual during all phases of construction"
 - ii. "This project will be served by Oro Valley Water Utility which has been designated as having an assured 100 year water supply by the Director of Water Resources. Any and all wells must be abandoned per ADWR regulations"
 - iii. "A line extension agreement must be in place prior to any work on the water infrastructure for this project begins"

General Utility General Notes

1. If applicable, add the following general note:
 - i. "Should an easement be in conflict with any proposed building location, vacation of the easement is to occur prior to issuance of building permits"

Golder Ranch Fire General Notes

1. Add the following general notes:

- i. “Fire hydrants connected to an approved water supply of 1500 GPM for fire protection must be installed and in service prior to combustible material delivery to the site. Temporary construction office trailers are considered combustible material”
- ii. “Approved fire apparatus access roads must be installed and in service prior to combustible material delivery to the site”
- iii. “Approved automatic sprinkler systems in new buildings and structures shall be provided throughout all Group A, B, E, F, H, I, M, R, and S occupancies for every facility, building or portion of a building hereafter constructed within or moved into the jurisdiction. Approved automatic sprinkler systems shall be provided throughout all one- and two-family dwellings and townhouses used as model homes with sales or construction offices, and one- and two-family dwellings and townhouses which exceed 3,600 square feet in fire-flow calculation area hereafter constructed within or moved into the jurisdiction”
- iv. “Temporary street signs must be installed at each street intersection when construction of new roadways allows passage of vehicles. All structures under construction must be clearly identified with an approved address”
- v. “The installation of traffic control signaling devices and/or electrically operated gates on fire apparatus access roads shall include preemptive control equipment compatible with the fire department’s existing system”

Parks and Recreation General Notes

1. If applicable, add the following general note:
 - i. “Trail easement is a “permanent non-motorized public recreation easement” that is granted to the Town”

Permitting Division - Building Codes

1. Add the following general notes:
 - i. “The following codes and standards shall be applicable to this development:”
 - 2006 International Codes with Local Amendments
 - 2005 National Electrical Code
 - 2010 American Disabilities Act Accessibility Guidelines
 - 2006 Golder Ranch Fire District Standards and Forms
 - 2008 Town of Oro Valley Pool Code
 - 2003 PC/COT Standard Specifications & Details for Public Improvements
 - 2010 Town of Oro Valley Drainage Criteria Manual
 - 2004 Town of Oro Valley Subdivision Street Standards and Policies Manual
 - Town of Oro Valley Zoning Code, Current Revised

- Oro Valley Town Code, Current Revised



3.0 SUPPLEMENTARY DOCUMENTS

3.1 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 _____



3.2 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



4.0 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.

Please note that a separate application is required for model home architecture.

4.1 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.**

4.2 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".
 - Also 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.