



ORO VALLEY ZONING VERIFICATION GUIDE





ZONING VERIFICATION PROCESS GUIDE

This process guide contains a narrative, application and submittal checklist for Zoning Verifications. This application requires an administrative review by the Development and Infrastructure Services Department.

1.0 Zoning Verification Package

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1.0 ZONING VERIFICATION PACKAGE

1.1 NARRATIVE

Introduction:

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

To better understand the process for the Town's zoning verification applications, please refer to the table below.

Table of Authority

Submittal Type	Staff Authority	Planning and Zoning Administrator
Zoning Verification	Review	Final Decision

Process Overview:

A zoning verification is a letter provided by the Town that certifies the zoning of a property. Zoning verification letters can be used to inform potential buyers of what can and cannot be done with a property based upon the property's current zoning and past history.

A zoning verification letter may contain the following information:

- Current zoning and use(s) of the property
- A determination as to whether the current use is considered permitted, illegal (non-permitted), or legal non-conforming
- Development standards (i.e. building setbacks and heights, permitted uses, etc.)
- Development history (upon special request)
- Status of signs, structures and violations (upon special request)
- Additional information requested



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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"/> 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 SUBMITTAL CHECKLIST

All applications for Zoning Verification must include the following materials to be accepted for processing:

- General application
- Letter detailing request (**2 Copies**) including:
 - Address and/or parcel number of property;
 - Any special conditions requested
- Fees

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.

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 related to:

Zoning Verifications:

Zoning Verification	\$100
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See the Development Services fee schedule for a complete list of fees.