



## **Rezoning Application Packet**

### **FOR PROJECTS REQUIRING A SITE ANALYSIS**

A site analysis shall be submitted for rezoning of any site that is:

- Greater than one acre in size to be developed for nonresidential uses;
- Greater than one acre in size to be developed at a residential density of four or more residences per acre; or
- Greater than five acres in size.
- Greater than one acre in size to be developed as a mixed use residential/nonresidential project.

Exception: Residential rezonings up to six acres shall not require a site analysis if the parcel is to be divided into no more than five parcels with not more than one residence on each parcel except when rezoning to SH (Suburban Homestead) for no more than two residences per acre.

**SITE ANALYSIS POLICY ADOPTED BY THE BOARD OF SUPERVISORS  
JULY 2, 1985\***

\*[Amended: March 3, 1987; June 22, 1988; April 4, 1989; May 16, 1995; October 2, 1996; March 3, 1998; March 16, 2010; \_\_\_\_\_]



## REZONING PROCESS

### STEP 1: APPLYING FOR A REZONING:

**Pre-application Meeting.** A rezoning pre-application meeting is required. The pre-application meetings are held the third (3<sup>rd</sup>) and, if necessary, the first (1<sup>st</sup>) Wednesdays of each month beginning at 9:00 A.M. At the pre-application meeting, the applicant discusses the proposed rezoning with the Planning Division staff and representatives from the Department of Transportation, the Regional Flood Control District, Office of Sustainability and Conservation, the Department of Natural Resources, Parks and Recreation, and other County departments as necessary. The meeting discussion includes, at minimum, verification of conformance with the comprehensive plan (and any applicable zoning plan), the physical features of the site, the proposed uses, the potential effects on surrounding properties and other possible rezoning issues, and the site analysis requirements.

**Pre-application Public Meeting.** Prior to submitting the rezoning application, the applicant is strongly encouraged to meet with affected property owners and neighborhood and homeowners' associations within at least the required notice area for the proposed rezoning. The site analysis includes a section (II.A.2.) requiring the applicant to discuss how the proposed project addresses neighborhood concerns.

**Submittal Materials and Fees.** The applicant prepares a submittal package which includes:

- Completed application form
- Letter of authorization (if applicable)
- Ownership disclosure (if applicable) with original signature (if ownership is a numbered trust - a signature of the Trust Officer is required along with beneficiaries; if ownership is an LLC, LP, corporation or company - a signature from an officer with his/her title along with a list of the officers)
- For any submittals in which the zoning and/or land use boundary is contained with a portion of a parcel or parcels that creates its own unique boundary that is not legally described, an ESRI Shapefile or Auto Cad DWG file referenced to the Pima County GIS coordinate system
- Site Analysis
- Fees



For electronic submittal, the packet may be emailed to [planning@pima.gov](mailto:planning@pima.gov).

Fees for electronic submittal will be generated within the rezoning case and paid through the use of the online payment portal



#### Site Analysis

The site analysis is a tool to enable the public, elected officials, the Planning and Zoning Commission, staff and developers to comprehensively evaluate a rezoning request in relation to the policies of the Pima County Comprehensive Plan, County ordinances and other County policies. The site analysis also provides an opportunity for all parties to identify points that may arise during the public hearing process. There are two parts to the site analysis - the Site Inventory and the Land Use Proposal. The Site Inventory describes existing characteristics and


conditions of the site, identifying the development constraints and development opportunities of the site. The Land Use Proposal sets forth the project design based on the site inventory, intended uses, Comprehensive Plan goals and policies, surrounding features, neighborhood issues and other considerations. The Board of Supervisors recommends that the site analysis be professionally prepared by land use planners, landscape architects, architects, and/or engineers.

 mended site analysis: An amended site analysis may be requested based upon the scope and intensity of the rezoning as allowed by the zoning code. The determination of the sections to be amended shall be made by the Planning Official or his/her representative. 

An amended site analysis may be requested when the following apply:

- A 1-5 acre rezoning site proposed for nonresidential uses, or for a residential density of four or more residences per acre, or for mixed residential/nonresidential uses.
- A 1-10 acre rezoning site where at least 75% of the abutting property within 300 feet has equal or less restrictive zoning than that being requested.
- A 5-10 acre rezoning site proposed for a density of one residence per acre or less.
- Projects that will avoid floodways, floodplains, erosion hazard setbacks, Pima County regulated riparian habitat, and will maintain natural drainage patterns. 
- Projects that will be developed under a “green”, LEED, or sustainability program.
- For larger, multi-phased, mixed use projects where a master block plat will be submitted and the originally required information will be provided at the block plat stage. See Attachment B.
- Similar situations not specifically listed above but are determined by the Planning Official or his/her representative to represent less intense uses based on the restrictiveness of zones established by the Zoning Code. 

Concurrent Site Analysis, Tentative Plat or **Site Instrument**: The site analysis and tentative plat or site instrument may be submitted at the same time at the applicant's own risk. If planning to submit simultaneously, please notify planning staff at the required pre-application meeting.

**Initial Review of Submittal**  Once the applicant has a complete submittal package, the applicant schedules a time to meet with a planner (724-9000) at the Planning Division counter for the initial complete submittal review.

The applicant shall submit an electronic version of the submittal package. Refer to page 5 for the site analysis requirements. Prior to public hearing, the case planner may request one copy of the approved site analysis.

Site Analysis Format:

- 8 ½” x 11” format is preferred, maps may be larger but need to be consistent in size
- Provide a Table of Contents with page numbers on all pages, exhibits, and maps
- Contents to be presented in the same order and same numbering system as shown in these site analysis instructions
- Maps/illustrations:
  - Scale may be determined by applicant but maps must be clear

- Maps shall be clearly identified with descriptive legends, titles, north arrow, scale, dimensions, and contour intervals
- Locate maps at end of applicable subsections
- Where noted, maps may be combined if information is clear
- An acetate overlay map may be requested by staff
- Topographic maps shall be prepared using either one-foot or two-foot contour intervals
- Aerial photographs shall be the most current publicly available. If significant changes have occurred since the date taken, describe the changes.
- Bound – spiral binding or notebook style to open flat for review

The planner will conduct an initial complete submittal review, including determining if the submittal meets the site analysis checklist. This review is not a thorough, qualitative evaluation of the submittal which occurs later by the specific departments. The applicant should be aware that subsequent review may result in a request for additional or amended information.

If the applicant chooses not to address a particular site analysis requirement, the applicant shall address the deficiency and the reason for it in writing to staff and the Commission. Evaluation of the reasoning for the deficiency may be part of the staff report and staff presentation. If the information is deemed a “critical deficiency”, subsequent steps in the process, including the hearing, may be delayed or the deficiency may be cause for a negative recommendation by staff.

If the initial complete submittal or subsequent more detailed review finds that a site analysis is in noncompliance with existing ordinances such that the request cannot proceed to the hearing without significant changes or the request appears to be counter to a Comprehensive Plan policy, the applicant shall address the non-compliance in writing and the non-compliance may be cause for a delay or a negative recommendation by staff.

**Processing by Staff and Public Meeting.** The rezoning case will be assigned to a specific case planner to work with the applicant throughout the process. The case planner will distribute the submittal package to departmental staff and external agencies for an in-depth, qualitative review of the site analysis. The reviewers will provide written comments to address possible issues related to the project and will make a recommendation along with recommending rezoning conditions.


The applicant shall hold a public meeting prior to the public hearing before the Planning and Zoning Commission. The applicant must provide an opportunity for all of the neighborhood, homeowners’ associations of record and affected property owners to meet and discuss the rezoning proposal and site analysis. The written invitation to the meeting shall be sent to all property owners and neighborhood and homeowners’ associations of record within the 300-foot notification area, or within the 1000’ notification area if the rezoning is from existing RH, GR-1, SR or SR-2. In addition, staff recommends that any potentially affected parties outside of the notification area also be invited to the public meeting. A copy of the written invitation to the meeting must be received by staff at least 30 days prior to the Planning and Zoning Commission meeting

Planning staff schedules the rezoning application for public hearing before the Planning and Zoning Commission subject to the legal requirements for notice. Advertisement of the public hearing is published in the newspaper, a notice is mailed to the owners within the notification area, and a notice of public hearing is posted on the property to be rezoned. The case planner generates a staff report that contains a recommendation on the request, incorporating comments from agencies, departments, and the public, with recommended rezoning conditions.

## STEP 2: PUBLIC HEARING OF A REZONING REQUEST:

**The Planning and Zoning Commission.** The rezoning request is heard at a public hearing by the Planning and Zoning Commission, which will make a **recommendation** to the Board of Supervisors (Board). The Planning and Zoning Commission may recommend **denial** of the application, or **approval subject to conditions**. The Commission may also continue the rezoning request for up to 9 months.

**The Board of Supervisors.** After receiving a recommendation from the Planning and Zoning Commission, the rezoning application is scheduled for, and heard at a public hearing by the Board of Supervisors, which may **deny** the application or grant **approval subject to conditions**, or continue the application for up to 9 months. The Board of Supervisors may amend the conditions approved by the Planning and Zoning Commission. The applicant or their representative should be present at both public hearings to answer any questions the Planning and Zoning Commission or Board of Supervisors may have.

**Ordinance Adoption.** If the Board of Supervisors approves the rezoning, planning staff will draft the **rezoning ordinance** and schedule it for approval by the Board (typically once the Board minutes are approved). The rezoning ordinance will change the zoning boundaries on the Official County zoning base maps, and will list the rezoning conditions approved by the Board. 

## STEP 3: FINALIZING THE REZONING:

**A. Completion of Rezoning Conditions.** Adoption of the rezoning ordinance by the Board of Supervisors means that the new zoning is approved subject to compliance with the rezoning conditions approved by the Board. The rezoning conditions will be addressed after a rezoning or during permit review, subdivision plat review or site instrument review. A **CERTIFICATE OF COMPLIANCE** shall be approved prior to issuance of permits based on the new zoning. The rezoning ordinance lists the conditions which shall be satisfied before the certificate of compliance can be approved.

The applicant calls the following Pima County offices for further instructions on how to complete the rezoning conditions:

Department of Transportation – 724-6410  
Regional Flood Control District – 724-4600  
Regional Wastewater Reclamation Department – 724-6500  
Department of Environmental Quality – 724-7400  
Property Management Section, Real Property (CC&Rs see below) – 724-6313

Note: If the rezoning requires submittal of a **subdivision plat**, or a **site instrument**, the applicant should contact the Subdivision Coordinator's Office, 201 North Stone Avenue, 724-9000 or refer to the Pima County Development services website to obtain the pertinent information for subdivision review procedures or the site instrument review procedures.

**B. Conditions, Covenants, and Restrictions (CC&R's).** Certain rezoning conditions that must be satisfied during or after construction are placed on the property in the form of **conditions, covenants and restrictions (CC&R's)**. CC&R's constitute a legally binding agreement between the property owner and Pima County. The CC&R's are prepared by the Property Management Section of Pima County Real Property Services Division, and when completed, are signed by the property owner and recorded by the Property Management Section. To have the CC&R's prepared, the applicant must provide a title report current to within 90 days and a "Real Property Action Request Form" via the Property Management Section website.

**C. Certificate of Compliance (C of C).** When the rezoning conditions have been satisfied and the CC&R's recorded, building permits may be issued. If the applicant has submitted a building permit, subdivision plat or a site instrument permit in conjunction with a rezoning application, the final permit approval shall result in an automatic C of C. There may be rezoning restrictions listed on subsequent building permits, subdivision plat, or site instrument which all future permits must adhere. The certificate of compliance must be approved within the time limit shown on the rezoning ordinance for the property.

If a certificate of compliance is not obtained within the time limit, a time extension may be applied for. Time extension requests must be received before the time limit expires. If the time limit expires and the applicant has not submitted a time extension request, the Board of Supervisors may revert the property to its original zoning classification with notice.

For questions please call the rezoning section of the Pima County Planning Division at 724-9000.

## SITE ANALYSIS REQUIREMENTS

### Definitions:

PCZC: Pima County Zoning Code  
PDP: Preliminary Development Plan  
NRPR: Department of Natural Resources, Parks and Recreation  
RWRD: Regional Wastewater Reclamation Department

### Sources of Information:


Biological Resources:	Sonoran Desert Conservation Plan (SDCP) MapGuide
Hydrology:	Mapped floodplains and Pima County Regulated Riparian Habitat maps may be viewed on Pima County Regional Flood Control District MapGuide here: <a href="http://webcms.pima.gov/government/flood_control/">http://webcms.pima.gov/government/flood_control/</a> This link goes to both floodplain specific MapGuide and a separate function referred to as the Flood Hazard Map in which users enter an address or parcel number and the map, with legend may be downloaded as a pdf or printed. Those needing digital files for use in GIS and CAD may fill out the Request Form and Disclaimer for Digital FIRM Maps here: <a href="http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Forms/form-digital-request.pdf">http://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Flood%20Control/Forms/form-digital-request.pdf</a> This form may also be used to request Special Studies Floodplains and other digital data available from the District. Those with sites impacted by floodplains or near washes are advised to consult with the District prior to design and to be familiar with the requirements of Pima County Code Title 16 and related rules and procedures found here: <a href="http://webcms.pima.gov/government/flood_control/">http://webcms.pima.gov/government/flood_control/</a>
Recreation areas:	Section 18.69.090 residential recreation areas and the Recreation Area Design manual
Transportation:	Subdivision and Development Standards, Department of Transportation website, American Association of State and Highway Transportation Officials (AASHTO), Pima County Roadway Design Manual (PCRDM)

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
I – Site Inventory				
I-A. Land Use	1	Location Regional Context	Descriptive text	Site location in a regional context.
	2	Existing land uses on site	Descriptive text	Any existing land uses on the site.
	3	Existing easements	Map (S) unless no easements	All known easements (including access and utility).
	4	Comprehensive Plan on site & surrounding	Descriptive text	Comprehensive Plan designations(s). Rezoning or special area policies. Designated Focused Development Infrastructure Area (if applicable).
	5	Surrounding land uses	Descriptive text	Existing land uses Types of businesses
	6	Pending rezonings, plats, development plans	Descriptive text	Pending or conditionally-approved rezonings; subdivision plats and/or development plans under review are optional pending availability on MapGuide.
I-B Topography and Grading				
	1	Topographic characteristics	Map (S, T) Descriptive text if necessary	Topographic characteristics of site, including the following if present: a. Restricted peaks and ridges; b. Rock outcrops, talus slopes (accumulation of rock that lies on a steep mountain side or at the base of a cliff); c. Slopes of 15% to 25% and slopes greater than 25%; d. Any other significant topographic features; e. Existing grading and ground disturbance on the site.
	2	Average Cross Slope	Calculation	Pre-development average cross slope (per Ch.18.61 calculation).
I-C Hydrology				
	1	Off-site Hydrology	Aerial (T)	Watersheds for flows entering and leaving the site and concentration points with flows labeled.
	2	On-site Hydrology	Map (S, T) Descriptive Text	a. Flood Control Resources Areas; b. Concentration points and 100-year peak discharges for all on-site watersheds; c. FEMA-designated floodplains and floodways, locally identified special study floodplains and administrative floodways or flow corridors; d. Floodplain delineation of any previously unmapped regulatory floodplain; e. Regulatory sheet flood areas and depths as mapped by Pima County, unless better information is provided with the submittal. Any data provided to supersede the sheet flood shall be shown;



Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
				<p>g. Erosion hazard setbacks for all on-site watercourses. If an erosion hazard setback from a watercourse just off-site impacts the project site, also show those limits;</p> <p>h. Pima County Regulated Riparian Habitat limits and classifications (acreage of each as a Table);</p> <p>i. Flow arrows for non-regulatory flows;</p> <p>j. Existing drainage easement or other easements which could affect site drainage design.</p> <p>k. Existing drainage infrastructure (i.e. culverts, basins, etc.) on or adjacent to the site.</p>
	3	Hydrology	Descriptive text	<p>a. Features of the watersheds that may affect or be effected by the conditions of the site including downstream drainage conditions and whether or not the site is within basin that has been designated Critical;</p> <p>b. Acreage and 100 year peak discharge for upstream off-site watersheds at concentration points where the watercourse enters and exits the site (may be included as a table on the map);</p> <p>c. The methodology used to determine the Erosion Hazard Setbacks;</p> <p>d. The methodology used to determine the 100-year floodplains for peak discharges greater than or equal to 100 cfs, with justification identifying which are Federal, local or developer mapped.</p>
I-D. Biological (Meets Biological Impact Report Section 18.91.030(D)(1)(h))				
Maps may be combined	1	Conservation Lands System (CLS)	Calculations	Acreage estimates for each CLS category.
See Note 1 on page 17.	2	Priority Conservation Area (PCA)		
		Pima pineapple cactus	Statement Survey, Survey Results, and map (S), if available	<p>Statement as to whether any part of project is within PCA and if so, survey information and a location map, if available.</p> <p>Existing survey data can be used if conducted <math>\leq</math> 1 year prior to rezoning submittal.</p>
		Needle-spined pineapple cactus	Statement Survey, Survey Results, and	<p>Statement as to whether any part of project is within PCA and if so survey information and a location map, if available.</p> <p>Existing survey data can be used if conducted <math>\leq</math> 1 year prior to rezoning submittal.</p>



Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
			map (S), if available	
		Cactus ferruginous pygmy owl and burrowing owl modeled habitat	Statement Survey, Survey Results, and map, if available	Statement as to whether any part of project is within PCA and if so survey information and a location map, if available.
	3	Saguaros and Ironwood trees	Inventory Map (S)	Any saguaros (grouped into two size classes: $\leq 6$ feet and $> 6$ feet tall). Any ironwood trees. 
	4	Habitat Protection/Community Open Space	Descriptive Text	Identify which designation applies. Status of communications between owner and Pima County regarding potential acquisition.
I-E. Transportation				
	1	Existing/planned off-site streets	Map Descriptive Text	Within the vicinity of the proposed rezoning including the nearest intersection with a major route (per Major Streets Plan). For projects generating $\leq 10,000$ ADT, analysis of streets within one mile of the rezoning site. For projects generating $> 10,000$ ADT, analysis of roads within two miles. For those streets identified, provide the following general information: a. Existing right-of-way width; b. Number of travel lanes, capacity, and posted speed limit; c. Present Average Daily Trips (ADT); d. If there are existing bicycle and pedestrian ways; e. If any public roadway improvements are underway or scheduled within 5 years.
	2	Distances to existing drives/intersections	Map	Distances from the site to existing driveways and intersections.
	3	Public Transit	Map Descriptive Text, if necessary	If applicable, existing transit routes and stops serving the site (including route number, end points, headways, and hours of operation).
I-F. Sewers				
	1	Existing public sewer	Map Descriptive Text, if necessary	Size and location of existing public sewer lines in relation to project site. If the site is not to be served by sewer, provide the reasons.

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
	2	Site constraints for sewer	Map Descriptive Text, if necessary	If site can reasonably be served by sewer, provide known site constraints, if any, to using gravity flow sewers to serve the area, including but not limited to topography, shallow bed rock, high seasonal ground water levels, and 404 permit jurisdictional washes.
I-G. Recreation				
Maps may be combined	1	Existing recreational facilities on site and within 1 mile	Map Descriptive text	All existing parks and recreation areas accessible to general public, and public trails.
	2	Trail rights-of-way	Map Descriptive text	Trail rights-of-way.
I-H. Cultural Resources: Archaeological and Historic Sites				
	1	Records check	Report	Attach Arizona State Museum Records check.
	2	Survey title	Title	Title of archaeological field survey, if completed. See Note 2 on page 17.
I-I. Composite				
	1	Composite of topographic, hydrologic and biological constraints	Map(s) (S,T)	<p>Topographic, hydrologic and biological constraints</p> <ol style="list-style-type: none"> <li>1. Topography <ol style="list-style-type: none"> <li>a. Restricted peaks and ridges;</li> <li>b. Rock outcrops and talus slopes;</li> <li>c. Slopes 15% to 25% and slopes 25% or greater.</li> </ol> </li> <li>2. Hydrology <ol style="list-style-type: none"> <li>a. Regulatory floodplains;</li> <li>b. Erosion Hazard Setbacks;</li> <li>c. Concentration points and 100- year flow rates entering and leaving the site;</li> <li>d. Sheet flooding areas;</li> <li>e. Regulated Riparian Habitat with classifications;</li> <li>f. Any lakes, ponds, springs, wetlands, or other source(s) of perennial surface water.</li> </ol> </li> <li>3. Biological Resources <ol style="list-style-type: none"> <li>a. All saguaros, by height categories (<math>\leq</math> six feet and <math>&gt;</math> six feet);</li> <li>b. Ironwood trees;</li> <li>c. Pima pineapple cactus;</li> <li>d. Needle spined pineapple cactus.</li> </ol> </li> <li>4. Any area in which disturbance would be prohibited by any adopted Pima County ordinance or policy.</li> </ol>

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
II – Land Use Proposal				
II-A. Project Overview				
	1	Proposed zoning boundaries	Map (S) Survey	Boundaries of zoning site if on parcel lines. If rezoning to multiple zoning districts or a site within a parcel: ESRI Shapefile or AutoCad DWG file referenced to the County GIS coordinate system for any zoning and/or land use boundary contained within a portion of a parcel or parcels that creates its own unique boundary that is not legally described or provide a survey delineating boundaries of each proposed zoning district. If simple parcel splits: the survey (but not the map), may be waived.
	2	Project description	Descriptive Text	a. Proposed development use and type; b. Why the proposed development is the best design for the site and how the project responds to the opportunities and constraints of the site; c. How the proposed project conforms to the Comprehensive Plan and a specific plan amendment (provide amendment case number), including applicable Regional, Special Area and Rezoning policies; d. If there have been conversations or meetings with surrounding property owners - how the proposed project addresses any concerns or issues raised; e. The impact the proposed development will have on land uses within one-quarter mile of the site; f. How the project contributes to Smart Growth principles and if the project will facilitate use of solar energy and solar access and green building measures.
	3	Compliance with zoning code	Descriptive text	Any sections/chapters of the zoning code for which this rezoning does not comply and how this will be addressed.
II-B Plan (PDP)				
	1	Preliminary Development Plan (PDP)	Map (S)	a. Parcel boundaries and dimensions; b. Approximate location and size of all proposed structures, or lots in the case of single-family detached developments (for large residential projects, a sampling of lots may be acceptable); c. Bufferyards/Landscaped areas (i.e. existing significant vegetation areas to be protected); d. Recreation areas, common areas, functional open space and natural open space; e. Land uses; f. Number of stories of buildings within 300 feet of site; g. Known public and private easements and covenants that cross or are appurtenant to the site;

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
				h. Any applicable overlay zoning districts; i. Existing and proposed adjacent public rights-of-way; j. Points of ingress/egress, internal streets and circulation features, including bicycle and pedestrian paths; k. Proposed trail right-of-way; l. Drainage features including, floodways, flow corridors, regulatory floodplains, erosion hazard setbacks, riparian habitat and proposed riparian mitigation areas, if any, concentration points and rates entering and leaving the site for regulatory flows and flow arrows for non-regulatory flows. m. Drainage improvements including: finished grade topography, erosion protection, detention and retention basins including volume, inlets, and outlets, culverts, bridges, dip sections, building envelopes or easements; n. If using on-site wastewater treatment and disposal, proposed primary and reserve disposal areas, if staff deems necessary; o. Other significant physical features, if staff deems necessary.
	2	PDP support data	Descriptive Text, unless clearly shown on PDP	If applicable: a. Estimated floor area of commercial and industrial structures; b. Building heights; c. Total number of dwelling units; d. Maximum and minimum residential density of each planning unit; e. Type of landscaping; f. Acreage and description of natural and functional open space and recreation area(s); h. Any other information which cannot be depicted on PDP map.
II-C Topography and Grading				
	1	Development/mitigation on steep slopes	Descriptive Text	If any features of the development as shown on the PDP (roads, structures, lots, walls, etc.) will be located on individual slopes of 15% or greater, with a 10 foot or greater natural fall, why these slopes could not otherwise be avoided. Measures to minimize development impacts such as erosion and degraded views of slopes.
	2	Natural areas under HDZ	Map (S,T) Calculation	Areas to be left natural per Ch. 18.61. New average cross slope and how calculated.
	3	Disturbed, revegetated, natural areas	Map Descriptive Text, if necessary	Percentage of site to be: a) Retained as natural open space; b) Revegetated; or c) Graded or disturbed or shall remain graded or disturbed.

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
	4	Changes to natural grade	Map (S,T) Descriptive Text	Areas where the natural grade will be changed more than 5 feet by cut or fill. Maximum change in natural elevation that will result from grading for both cut and fill.
II-D. Hydrology One Map				
	1	Post-development On-site Hydrology	Map (S, T)	<ul style="list-style-type: none"> <li>a. Washes to be left natural;</li> <li>b. Regulatory floodplains, with 100-year flow rates and concentration points;</li> <li>c. Erosion hazard setbacks for all on-site watercourses; if an erosion hazard setback from a watercourse just off-site impacts the project site also show those limits;</li> <li>d. Preserved Pima County Regulated Riparian Habitat and any proposed mitigation areas;</li> <li>e. Proposed drainage structures, such as any channels, swales, detention basins and retention basins including volumes, inlet and outlet points; See Note 3 on page 17.</li> <li>f. Cross-drainage structures such as bridges, culverts, and, dip sections;</li> <li>g. If building envelopes or proposed fill encroaches into the floodplains identified on the existing On-Site Hydrology Conditions map, proposed erosion protection;</li> <li>h. Proposed alignment and inlets for storm drains;</li> <li>i. Any existing or proposed drainage easements or other easements which may conflict with the proposed drainage design;</li> <li>j. Streets, lots and building pads if proposed.</li> </ul>
	2	Preliminary Integrated Water Management Plan (PIWMP) Map		See Attachment A
	3	Proposed hydrology	Descriptive Text Table Map	<ul style="list-style-type: none"> <li>a. How the PDP responds to the constraints and opportunities identified in the site inventory. Examples may include lot layout, building setback, density restrictions, building envelopes/pads, building placement, location of open space, open space and mitigation or enhancement areas, first flush water harvesting locations and other Low Impact Development practices and development limitations. If modified development standards, minimum lot size reduction options, clustering or other practices were used as provided for in Chapter 18 describe them.</li> <li>b. Justify why it is not possible to avoid encroachment including lots, structures, and roads into Flood Control Resource Areas, 100-year</li> </ul>

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
				<p>floodplains, Pima County Regulated Riparian Habitat, and erosion hazard setbacks. If modified development standards, minimum lot size reduction options, clustering or other practices were not used as provided for in Chapter 18 state why not. Include acreages for each type of encroachment.</p> <p>c. Provide a table of concentration points comparing discharge flowing onto and leaving the site before and after development. (may be included on the map)</p> <p>d. Location of potential engineering and design features that will be used to mitigate drainage and erosion problems. Examples may include optimized location of first flush water harvesting basins, detention, culverts, lot configuration and layout, riprap, revegetation, and the preservation of watercourses, floodplains and riparian habitat in their natural state.</p> <p>e. Summarize the overall effect of the development on the drainage pattern of the site, including upstream and downstream improvements and how the PDP conforms to all applicable basin management policies; including whether the site is in a balanced or critical basin in which infrastructure is inadequate to handle existing flows, and any other applicable Pima County policies relating to flood control.</p>
II-E. Biological Resources				
		Impacts to biological resources	Map (S,T) Descriptive Text Calculation (quantify impact)	<p>Expected impact to the following resources:</p> <p>a. Each Conservation Lands System designation affected;</p> <p>b. Saguaros;</p> <p>c. Ironwood trees;</p> <p>d. Pima pineapple cactus;</p> <p>e. Needle-spined pineapple cactus.</p>
II-F. Landscape, Bufferyards, and Visual Mitigation				
Maps may be combined				
	1	Bufferyards	Map (S)	Proposed bufferyard types and locations.
	2	Bufferyard conflicts	Descriptive text	Any known or proposed easements, setbacks, rights-of-way or other potential conflicts in areas proposed for bufferyards or natural open space.
	3	Vegetation transplanting impacts	Descriptive Text, if necessary	If vegetation from the site will be transplanted into the bufferyards, open space areas or other areas onsite, in general, how these areas will be able to accommodate the proposed plantings at maturity, in

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
				terms of size, configuration, location, and viability of the particular species transplanted (discussion of individual plants is not necessary).
	4	Mitigation of visual impacts	Descriptive Text	Mitigation measures to be used to minimize visual impacts from structures and other development features (including graded areas) Mitigation measures may include: location of structures, natural areas and open space, the height of structures, the use of landscaping, areas of lower intensity land use, downlighting, and restrictions on light reflectance rating of structures.
	5	Significant vegetation		Other areas of significant or important vegetation to be protected.
II-G. Transportation				
	1	Proposed ingress/egress	Map Descriptive Text	Proposed access to the site and rational for the selected location(s). Internal circulation and anticipated off-site traffic and impacts to surrounding properties.
	2	Distances to access points	Map	Distances from proposed access points to existing driveways and intersections.
	3	Off-site road improvements	Descriptive Text	Any off-site road improvements that are necessary to serve the project or connect to the existing roadway network.
	4	ADT and level of service	Descriptive Text	Change to ADT and level of service for all streets analyzed in Section I-E.1. If road improvements will be completed within 5 years of submittal of the site analysis, use the expanded capacity in the calculations. If ADT figures are not available, state that no information is available.
	5	Concurrency	Descriptive Text	How the proposed project conforms to the Pima County Transportation Concurrency requirements.
	6	Bicycle and/or pedestrian	Map Descriptive Text	Any proposed bicycle and/or pedestrian pathways within the development and whether they are connected to external pathways, arterial streets, parks or schools. How the proposed project intends to reduce automobile dependency and how it will maximize use of alternative modes of transportation.
	7	On-site street system	Descriptive Text Diagrams	Proposed on-site street system and, if known, whether streets are public or private. Typical roadway sections, including ROW width, and indicate conformance with Pima County standards.
	8	Traffic Impact Study	Study	A Traffic Impact Study (TIS) must be submitted with the first submittal of the site analysis for projects generating > 10,000 ADT. DOT staff may require a TIS for projects generating < 10,000 ADT for situations such as:



Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
				<ul style="list-style-type: none"> <li>• Roadways in the vicinity of the rezoning site are functioning over capacity</li> <li>• Significant safety issues including high crash rates, pedestrian involved crashes, or site visibility concerns</li> <li>• Substantial off-site improvements are necessary to facilitate the rezoning</li> <li>• Significant traffic issues are identified</li> </ul>
II-H On-Site Wastewater Treatment and Disposal (if necessary)				
	1	Reasons for not connecting to sewer	Descriptive Text	If there are public or private sewer collection lines within 200 feet of the rezoning boundary then the property must be served by sewer. A waiver from this requirement may be granted by PDEQ as allowed by PCC 7.21.037.
	2	Soil evaluations	Descriptive Text Analysis	If on-site wastewater treatment/disposal facilities (conventional or alternative septic systems) are proposed, an applicant must submit a geological report containing percolation tests and soil borings or other reliable solid data as required by Arizona Administrative Code, Title 18, Chapter 5. The report must show an individual disposal system can be reasonably expected to function properly on each lot. If soil conditions and terrain features or other conditions are such that individual sewage disposal systems cannot be expected to function satisfactorily or where groundwater or soil conditions are such that individual sewage disposal systems may cause pollution of groundwater, they are prohibited.
	3	Primary/reserve disposal areas	Map (S,T) Descriptive text Calculation	If on-site wastewater treatment will be used, primary and reserve disposal areas. Information demonstrating that the site can successfully accommodate an on-site wastewater treatment system (including both a primary disposal area and a 100 percent reserve disposal area). For single-family residential lots, calculations shall be based on a hypothetical four bedroom dwelling with a minimum one-acre lot size.
II-I. Sewers				
	1	Capacity Response Letter	Letter	A RWRD capacity response letter written within 90 days of the submittal of the site analysis regarding the availability of treatment and conveyance capacity in the downstream public sewerage system for the proposed development.

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
	2	Method of providing sewer	Descriptive Text	In general, the method of providing sewer service to the proposed development including where the project will connect to the regional sewer system.
	3	Sewer easements	Descriptive Text, if applicable	If collection or transmission sewers (not house connection sewers) are to be located on-site or off-site in areas other than paved public or private rights-of-way, state the reasons, and then show proposed sewer easement(s) on the PDP, including the width, to the point of connection to existing sewers.
	4	Mitigation of site constraints	Descriptive Text, if applicable	Methods that will be used to address all site constraints to providing gravity sewer service identified in Section I.F.
II-J. Water				Refer to Section II.D.
II-K. Schools				Residential developments:
	1	Access to adjacent or on-site schools	Map Descriptive Text, if necessary	How access will be provided to any schools within or abutting the site.
	2	School capacity analysis	Letter	School capacity analysis response letter from applicable school district that addresses the following: a. Present and official projected enrollments of the elementary, middle and high schools expected to serve the proposed residential development; b. Anticipated increase in enrollment at each school resulting from the proposed residential development (include the multipliers used by the school district); c. The under(over) capacity, by number and percentage, of each school's enrollment as a result of the proposed residential development; d. The projected enrollment and under (over) capacity, by number and percentage, of each school based on residentially zoned land located within the school's service area. The calculation is to include approved rezonings, as applicable; e. School facilities improvements affecting the above service area enrollment calculations.
	3	Agreement with school district for mitigation	Descriptive Text	Any communications with school district on impact mitigation. If so, state if an agreement has been reached and what the agreement entails. If possible, provide documentation, such as a letter from the school.
II-L. Recreation				
	1	On-site recreation	Map (S) Descriptive Text, if necessary	On-site recreation elements Location of all proposed recreation areas for the development

Requirements [Key: S: Scaled same as PDP T: Topographic map with contours]				
Section	Sub-section	Subject	Form (only one)	Content (Label, show, or explain as applicable)
	2	Ownership of recreation areas	Descriptive Text	Proposed ownership of recreation areas and natural and modified open space within the development, (e.g. whether through HOA's, individual lot owners, recorded covenants or easements). For areas to be preserved as natural open space, any enforcement mechanisms to be used, such as third party enforcement.
	3	Proposed trails on or off-site	Map Descriptive Text	Demonstrate how any proposed trails within or adjacent to the development comply with the "Pima Regional Trails System Master Plan" or if not, why such compliance is not required
II-M. Cultural Resources		None	NA	See Note 4 on page 18.
II-N. Environmental Quality		Methods of controlling dust pollution	Descriptive Text	Methods/plans for controlling dust pollution during the construction of the project and thereafter. Plans for assuring that all newly created roads, including haul roads, are paved or permanently dust-stabilized to County standards.
II-O. Agreements		Agreements with neighboring properties	Descriptive Text	Information concerning specific agreements, if any, made with neighboring property owners regarding the proposed project (e.g. bufferyard agreements, height limitations, walls, etc.).

**Note 1:**

For Pima pineapple cactus, ironwood trees, and saguaros (grouped into two size classes: ≤6 feet and >6 feet tall) survey and survey results, staff will allow this information to be carried over for future Native Plant Preservation Plan submittals for up to five years provided that the survey shall be conducted by an entity qualified to perform biological surveys, and performed according to the most recent protocol approved by the US Fish and Wildlife Service. The property owner may request an extension of the five-year time limit at the time of a request for a time extension of the approved rezoning. The property owner must provide written justification for the extension with the application for the time extension and the Planning Official or his/her designee will review the request on a case-by-case basis at the time of application for a time extension.

If cacti are found as a result of a survey, as a courtesy, please provide this information to the Arizona Game and Fish Department's Heritage Data Management System.

Sampling, in place of a survey or inventory, may be appropriate for certain properties, pending staff approval.

**Note 2:**

At the time of submittal of development plan or tentative plat, and prior to Site Construction Permit application, submit survey/report directly to the Office of Sustainability and Conservation, Cultural Resources and Historic Preservation Division.

**Note 3:**

Volumes may be estimated by Equation 3.8 of the Design Standards for Stormwater Detention and Retention. First-flush retention volumes are calculated using the volume per acre required as shown in Table 2.1 of the Design Standards. Basins should be located in common area in subdivisions unless an alternative has been approved by the Floodplain Administrator.

Note 4:

At the time of submittal of the development or tentative plat, and prior to Site Construction Permit application submittal, if required, cultural resources documentation (e.g. survey report, mitigation plan, etc.) will be submitted to the Office of Sustainability and Conservation, Cultural Resources and Historic Preservation Division. Upon review, Cultural Resources staff will determine the appropriate cultural resources requirements for the proposed land use.

Attachment A – PIWMP (no revisions proposed at this time)

## Attachment B

### Optional Revised Requirements for Large Projects

The following requirements may be substituted for those within the site analysis checklist for those rezoning and specific plan requests for projects that meet the following criteria (does not apply to Cluster Development Option submittals to the Design Review Committee):

1. At least 320 acres in size.
2. A single master block plat or a series of block plats to be submitted in conjunction with project phasing for the entire project.
3. A development agreement to be entered into between the property owner and the County.
4. The development to consist of multiple phases.
5. The development may include residential, non-residential uses or mixed uses.

At the time of either the master block plat submittal or each block plat submittal if more than one block plat is to be submitted, the property owner/developer will be required to provide the more detailed information required by the site analysis checklist for the area covered by the block plat with the submittal of the block plat. The information needs to be found substantially complete by staff and to be found consistent with the preliminary development plan approved with the rezoning. Alternatively, if the information provided with the block plat necessitates a substantial change to the preliminary development plan approved by the Board of Supervisors at public hearing, the project will need to be reviewed at public hearings before the Planning and Zoning Commission and the Board of Supervisors. This shall become a condition of rezoning. The following sections may be revised; the information required for all other sections of the site analysis checklist must be provided.

- II-A Project Overview - Provide only a general discussion of the following:
  - Section II-A.3 – Conformance with the applicable zoning districts (this does not apply to amendments to Section 18.90.050).
  - Section II.A.2f - Facilitate the use of active and/or passive solar systems and solar access, as well as other **sustainability** and green building measures.
- II-B Preliminary Development Plan
  - II.B.1b - A map showing the location of the different development districts (e.g. commercial, mixed-use, low-density residential, open space, etc). The applicant, however, should consider providing more detailed conceptual plans for how these various districts would develop.
  - II.B.1b - A range of the amount of proposed non-residential development.
  - II.B.1i - Show exterior and roadway buffers.
- II-C Topography and Grading
  - A general discussion of how the proposed project will address sections 1-3. Section 4 can be met solely with the block plat.
- II-D Hydrology - A general discussion of how the proposed project will address these requirements.
- II-F Landscape and Buffer Plan
  - II.F.1 - Map and label the bufferyards to be used along the project perimeter and major internal roads (arterials and major collectors).
  - If known, map and describe any known or proposed easements, setbacks, rights-of-way or other potential conflicts in areas proposed for bufferyards or natural open space.
- II-I Sewers – Describe in general:
  - II-I.4 - Methods that will be used to address all site constraints to providing gravity sewer service identified in Section I.F.2.

Attachment C – Green building (no revisions)

Attachment D – Traffic (no revisions)

Rezoning Application Form (being revised consistent with the above revisions)