

Confirmation Letter and Design Review Contents and Process.

The Design Professional shall prepare a confirmation letter stating the actions, decisions, recommendations, and any special conditions of the Design Review Committee (DRC) or Planning and Development Services (PDSD) Director.

The letter shall also contain attachments of exhibits and building elements the DRC recommended or approved. If the DRC or PSDS Director requested changes, the Design Professional will confirm that the exhibits contain those changes. The confirmation letter and the set of approved design exhibits shall be known as the Design Package.

The Design Package will include at a minimum the following:

1. Building Elevations – North, south, west and east sides in their final state as approved;
2. Building Height and Massing – Show the building height and elevations showing all sides, the bulk reduction, and the projections and recessions of the building;
3. Fenestration Pattern – By elevations show the approved window locations, their color and any other general description information;
4. Building Materials – Materials used on the building elevations, the colors, and the brand of the materials. May include brick, stucco, metals and other types of materials;
5. Building Colors – The location of the colors by elevation, their names and brands;
6. Special Architectural Features – Features may include balconies, extended roofs, unique projections or recessions, special landscaping on the building and other similar features not covered by one of the elements above;
7. Streetscapes – Landscaping plan, shading plan, pavement colors, furniture and lighting structures. These exhibits shall be in conformance with the most current City of Tucson Streetscape Design Manual or Policy;
8. Other Exhibits – The Design Professional may request additional exhibits to better identify a specific design element or a special condition that was approved by the DRC or PSDS Director.

Main Gate District Design Review Process after Approval

The following process shall be followed by all Main Gate District applicants triggering a Design Package:

1. The Design Professional shall confirm all exhibits attached to the Design Professional confirmation letter are those approved by the Design Review Committee or PDSD Director as applicable.
2. The Design Package shall be sent to the PDSD Director, the applicant, and all members of the DRC. The Design Package including the approved design for individual projects shall be posted on Planning and Development Services Department website under the Main Gate District.
3. The Design Package shall be submitted by the applicant as part of the Development Package and the Construction Drawings Materials. The Design Professional shall confirm the Design Package submitted by the applicant includes the approved exhibits.
4. Development Package and Construction Drawing Pre-submittal meetings shall include the Design Professional who shall confirm that any design elements presented conform to the approved Design Package.
5. The Design Professional shall make at least two site visits to confirm that the construction complies with the approved Design Package. More visits may be requested by the Design Review Committee or the PDSD Director.
6. Alterations to the approved Design Package must be submitted to the PDSD for consideration. PDSD will forward the alteration request to the Design Professional for a determination whether the alteration is insubstantial or substantial.

For the purposes here, a substantial alteration is any change that significantly affects one or more of the design features #1 – 7 provided on page 1. Examples of a substantial alteration are reducing the number or location of windows or changing the type of exterior building materials. An insubstantial alteration is any change that is not a substantial alteration. An example of an insubstantial alteration is the relocation of a utility box.

Insubstantial alterations are reviewed and considered for approval by the Design Professional. Substantial alterations reviewed and considered for approval by the Design Review Committee. The Design Professional or Design Review Committee, whichever is applicable, may approve, deny, or approve the alteration(s) with conditions. If approved, the applicant must provide revised copies of all pages of the Design Package, Development Package, and Construction Drawings pages affected by the change.