



DESIGN DEVELOPMENT OPTION (DDO) APPLICATION FOR LANDSCAPE AND SCREENING

This application must be submitted online through your Tucson Development Center Online account through an existing application. To be accepted for processing, the submitted application shall be complete, accurate, and legible, and shall also be accompanied by a plan set corresponding with the DDO request.

GENERAL INFORMATION

If you have any questions regarding the application, materials and/or process, please e-mail DSD_Zoning_Administration@tucsonaz.gov

PLEASE MAKE NOTE OF THE FOLLOWING:

1. A DDO cannot waive or delete the requirements of the *Unified Development Code (UDC)*.
2. It is strongly encouraged to contact staff before submittal. This will allow staff an opportunity to review your request before submittal and to determine its appropriateness for the DDO process. Prior to submittal to the City, applicants are encouraged to discuss the project with potential affected neighbors.
3. All projects must have zoning compliance comments confirming that a DDO is required prior to approval. Zoning comments can be viewed from PRO at pro.tucsonaz.gov.
4. To submit, log in to <https://tdc-online.tucsonaz.gov>. Locate your existing permit by selecting “**My Work**”. Select the “**Sub-Records**” tab and then select “**Zoning Modification**”. Upload your files.

DESIGN DEVELOPMENT OPTION APPLICATION

Please assist us in processing your application by submitting a complete, accurate and legible application accompanied by the appropriate plans and documentation.

Date submitted: _____ Date accepted: _____ Case Number: DDO _____

Activity Number: _____

PROJECT TYPE (check all that apply):

☐ New Building on Vacant Land

☐ New Building on Developed Land

☐ New Addition to Existing Building

☐ Change of Use to existing Building

☐ Existing Building needs Permits

☐ Modification to Wall/Fence Height

☐ Other (Explain) _____

Related Project Case Number(s): _____

(For example: Board of Adjustment, Design Review Board, Zoning Violation, Historic Preservation Zone, etc.)

PROPERTY INFORMATION

Property Owner/s: _____ Zoning of Property: _____
(R-1, RX-2, C-2, O-3, I-1-Authorized etc.)

Project Address: _____ Zip Code: _____

Project Description: _____

Number of Existing Buildings: _____ Number of Stories: _____ Height: _____

Square Footage of Property: _____ Property Tax ID Number: _____

Legal Description of Property: _____

APPLICANT INFORMATION

Agent/Applicant: _____

Address: _____ Zip Code: _____

Bus. Phone: () _____ - _____ Fax: () _____ - _____

Business Email: _____

Property Owner/s: _____

Address: _____ Zip Code: _____

Phone: () _____ - _____ Fax: () _____ - _____

Signature of Owner/s: _____ Date: _____

Signature of Applicant/Agent: _____ Date: _____

MODIFICATION REQUESTED

Check the items that apply and indicate what is proposed instead, explaining why each request is being made. (Use additional sheets if necessary.)

- ☐ Street Landscape Border _____

- ☐ Interior Landscape Border (tree requirement) _____

- ☐ Street Frontage Screening _____

- ☐ Interior Perimeter Screening _____

- ☐ Vehicular Use Area Trees _____

- ☐ Other Landscaping or Screening Requirements _____

Explain how these DDOs will improve the design of the project. (Use additional sheets if necessary.)

A DDO is intended to encourage flexible design solutions, energy conservation through design, innovation in site planning, and enhancement of community aesthetics. The following are conditions for approval:

UDC SECTION 3.11.1.D "FINDINGS FOR DDO APPROVAL"

1. General Findings for All Modification Requests

For all modification requests, the PDSD Director may approve a DDO request only if the request meets all of the following findings:

- a. Is not a request previously denied as a variance;
 - b. Does not modify a conditional requirement or finding to determine whether the use should be allowed in the zone;
 - c. Is not to a condition of approval for a rezoning or Special Exception Land Use application;
 - d. Does not modify a requirement of an overlay zone, such as, but not limited to, Scenic Corridor, Environmental Resource, Major Streets and Routes Setback, or Airport Environs;
 - e. Does not result in deletion or waiver of a UDC requirement;
 - f. The modification applies to property that cannot be developed in conformity with the provisions of this Chapter due to physical circumstances or conditions of the property, such as irregular shape, narrowness of lot, exceptional topographic conditions, or location.
 - g. Does not create a situation where proposed development substantially reduces the amount of privacy that would be enjoyed by nearby residents any more than would be available if the development was built without the modification;
 - h. Does not create a situation where proposed development will block visibility within the required visibility triangle on adjoining streets for either vehicular or pedestrian traffic;
 - i. Does not create a situation where the proposed development will cause objectionable noise, odors, trespass lighting, or similar adverse impacts adjacent properties or development; and
 - j. Does not create a situation where the development will result in an increase in the number of residential dwelling units or the square footage of nonresidential buildings greater than would occur if the development was built without the modification.
3. For screening modifications, in addition to the findings in Section 3.11.D.1, the PDSD Director shall make a finding that the modification does not lower the height of a required screening device to a point where it does not accomplish its purpose.
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Planning & Development Services Department
201 N. Stone Avenue
PO Box 27210
Tucson, AZ 85726
(520) 791-5550

Letter of Agency/Authorization

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to submit an application for the requested entitlement(s).

Date:

To: City of Tucson
Planning & Development Services Department
Zoning Administration Division
PO Box 27210
Tucson, AZ 85726

Planning & Development Services Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: _____ Phone: _____

Applicant's Address _____

To submit a Design Development Option (DDO) application on my behalf.

The subject property located at:	
Assessor's Parcel Number:	
Printed Name of Owner of Record:	
Address of Owner of Record:	
Phone Number of Owner of Record:	
Signature of Owner of Record: (must be original signature)	

Activity Number: _____ DDO Case Number: DDO - _____ - _____