



DEVELOPMENT PLAN PROCEDURAL GUIDE

General Information

A development plan review is required for any development other than single family residential, occurring on undeveloped property and/or other developments and expansions not included on previously approved development plans. This process is to ensure that all aspects of the development complies with Town standards and regulations, and integrates proper improvements which will not negatively impact the area.

Pre-application Meeting

The development plan submittal will be discussed at a pre-application meeting which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

The following information must be provided prior to the pre-application meeting:

- Submittal fee
- Site Plan – Include the following
 - o Proposed building(s) location, height and square footage
 - o Show existing and or proposed driveway locations
 - o Number and location of parking stalls
 - o Proposed drive-thru locations (if applicable)
- Site Resource Inventory (if applicable)
- Location Map
- Project Narrative
 - o Project name
 - o Location of the property
 - o Gross site acreage
 - o Existing zoning
 - o General discussion/background of the project

Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review. The typical review period for the first submittal is 28 days from the date of submission. The review of subsequent submittals is typically completed within 21 days.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan that addresses all review comments.

The proposed development plan will typically be approved administratively. If applicable, the development plan will be placed on the agenda of the next scheduled Planning Commission or Town Council meeting for final approval.