

**DESIGN DEVELOPMENT OPTION (DDO)
APPLICATION PACKET**

**FOR
BUILDING SETBACKS AND WALL/FENCE HEIGHT
MODIFICATIONS**

UNIFIED DEVELOPMENT CODE (UDC)



DESIGN DEVELOPMENT OPTION (DDO) APPLICATION FOR BUILDING SETBACK AND WALL/FENCE HEIGHT

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 is a request to allow minor changes to the standard requirements that would allow:
 - (a) a reduced “setback”-the minimum distance between a building and the property line and/or
 - (b) an increase in the height of walls and fences. 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. For projects involving a two-story new residence and/or addition, please note: applicants must demonstrate to staff how UDC Sections 3.11.1.D.1. f-j and 3.11.1.D.2.a-e are satisfied, otherwise, two-story structures must be a “by right” development. A DDO is only used to implement alternate design solutions, not to allow larger structures in predominately one- story neighborhoods.
5. 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 (DDO) FOR BUILDING SETBACK AND WALL/FENCE HEIGHT SUBMITTAL REQUIREMENTS

A complete Design Development Option (DDO) submittal must contain all the items listed below. Please review this checklist to make sure your submittal is complete. **All materials must be scanned into pdf format. The plans/drawings should be combined into one pdf and the remaining documents combined into a second pdf.** Incomplete and poorly prepared submittals will be returned to the applicant.

- ____ One (1) DDO Application Form (Completed in full, signed by the Property Owner or Authorized agent-include Letter of Agency/Authorization).
- ____ One (1) Project Description and Applicant's DDO Request.
- ____ For projects involving a **two-story new residence and/or addition**, provide a written response describing how the project is in compliance with UDC Sections 3.11.1.D.1. f-j and 3.11.1.D.2.a-e **and** provide an aerial photograph showing locations of other two-story residences in the immediate area.
- ____ DDO Filing Fees: Staff will provide additional instructions for making payment online once the application has been accepted.

DESIGN DEVELOPMENT OPTION APPLICATION

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

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: _____

PROJECT DESCRIPTION AND APPLICANT'S DDO REQUEST

Use the space below to adequately describe the project in your own words. **State what is required and what is proposed/provided for each DDO requested, the reason(s) for the modification, why the modification would be compatible with the neighborhood and state if this is to abate a pending zoning violation and/or court order.** Please note that your application will be evaluated based on compliance with the attached DDO “Findings for Approval” per UDC Section 3.11.1.D Please type (preferred) or write legibly in black ink.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DDO CASE NUMBER: DDO-

ACTIVITY NO:

UDC SECTION 3.11.1.D “FINDINGS FOR 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.

2. Specific Findings for Setback and Wall Height Modification Requests

In addition to the findings in Section 3.11.1.D.1, the PDSD Director shall find, in the case of setback and wall height only, that the modification:

- a.** Does not create a situation where proposed development will obstruct significant views of dramatic land forms, unusual stands of vegetation, or parks from nearby properties substantially more than would occur if the development were built without the modification;
- b.** Provides design alternatives to better integrate the development into the design character of the immediate neighborhood;
- c.** Does not apply to a setback requirement of a Flexible Lot Development (FLD);
- d.** Does not create a situation where the proposed development will interfere with the optimum air temperature or solar radiation orientation of buildings on adjoining properties substantially more than would occur if the building or structures were built without the modification; and
- e.** Does not create a situation where the proposed use of the property will impose objectionable noise levels on adjoining properties greater than would occur if the buildings or structures were built without the modifications.
- f.** The modification is not for an increase in height of more than two feet to an accessory wall or fence, except that an increase of up to four feet may be considered for entry features on walls and fences.



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 -** _____ **-** _____