



CITY OF  
**TUCSON**

PLANNING AND  
DEVELOPMENT  
SERVICES  
DEPARTMENT

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## ZONING EXAMINER FREQUENTLY ASKED QUESTIONS

The Zoning Examiner is appointed by the City Manager to conduct public hearings on rezoning and other land use cases on behalf of the Mayor and Council. The Zoning Examiner's responsibilities and duties are stated in Section 2.2.4 of the Unified Development Code (UDC). In rezoning cases, the Zoning Examiner conducts public hearings and makes findings of fact, which are sent to the Mayor and Council, along with the Zoning Examiner's recommendation on the rezoning case. Final decisions on rezoning cases are made by Mayor and Council. In certain "special exception" land use cases, the Zoning Examiner makes final decisions, which are subject to appeal to Mayor and Council.

*A link to the UDC provisions on the responsibilities and duties of the Zoning Examiner is provided [here](#).*

### HOW CAN I PARTICIPATE IN A REZONING OR OTHER LAND USE CASE BEFORE THE ZONING EXAMINER?

- Rezoning cases and other land use cases that require a public hearing before the Zoning Examiner are set for a Zoning Examiner hearing by the Planning and Development Services Department (PDSD). A notice is posted on the property that is the subject of the rezoning or land use case, and notice is also posted on the [Zoning Examiner](#) page through the PSDS website and on the [Boards & Commissions](#) page through City Clerk's website. All persons who wish to do so may attend and give testimony at a Zoning Examiner hearing.

### MAY I SEND WRITTEN COMMENTS TO THE ZONING EXAMINER?

- Yes, anyone may send written comments to the Zoning Examiner prior to the Zoning Examiner hearing. Any written comments (referencing the case by name, address or case number) should be mailed or emailed to PSDS at 201 N Stone Avenue, Tucson, AZ 85726 or by email at [Tucsonrezoning@tucsonaz.gov](mailto:Tucsonrezoning@tucsonaz.gov)
- Certain property owners may receive formal notification about a rezoning or land use case via mail, based on their proximity to the subject site, with a form that can be mailed back to express approval or protest, and share any comments.
- PSDS will forward all written communications to the Zoning Examiner prior to the scheduled public hearing. Communications to the Zoning Examiner are submitted to PSDS for intake and tracking purposes only and are made part of the public record of the case. PSDS does not alter or edit the submitted communications in any manner.



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## MAY I SPEAK WITH THE ZONING EXAMINER ABOUT A REZONING CASE OUTSIDE OF THE PUBLIC HEARING?

- **No. In order to keep the process fair and transparent, the Zoning Examiner may not communicate with anyone about the merits of a rezoning or other land use case outside of the public hearing.** Zoning Examiner hearings are quasi-judicial proceedings and no party may communicate with the Zoning Examiner outside of the public hearing.
- As noted, written communications may be sent to PDSD to be made part of the public record of the case and all such written communications are forwarded to the Zoning Examiner without being altered or edited in any way. If you want to express your views on a rezoning case or other land use case that is before the Zoning Examiner, you must do so by testifying at the public Zoning Examiner hearing or by sending written comments to the Zoning Examiner by delivering them to PDSD as described in the box to the left.