

**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 contact the following staff for assistance: Georgia.Pennington@tucsonaz.gov or Wyatt.Berger@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](http://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. For the requested building setback modification of less than three (3') feet, residential review staff stamp/approval on the site plan is required.
6. To submit, log in or create an account for Tucson Development Center Online at <https://tdc-online.tucsonaz.gov>. To find the existing permit application to attach documents to, click "My Work" to select it. Follow the instructions on the selected permit to submit your documents.

## 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: \_\_\_\_\_



## 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 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.

# DEVELOPMENT REVIEW FEE SCHEDULE FOR DESIGN DEVELOPMENT OPTION (DDO) APPLICATIONS

## DDO Applicable Fees as per ADMINISTRATIVE MANUAL SECTION 4.01.11.4

### A) Residential and Commercial Development Projects (Setbacks/Wall and Fence Height):

a. Staff Review: Per Lot .....	\$ 247.50
b. Notification of Property Owners Within 100' of Project Site & Neighborhood Association.....	\$ 82.50
c. Microfiche Fee.....	<u>\$ 16.50</u>
<b>Total:</b>	<b><u>\$346.50</u></b>

Note: Fees can be paid via TDC account or through a city cashier.





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:

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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.

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

Activity Number: \_\_\_\_\_ DDO Case Number: DDO - \_\_\_\_\_ - \_\_\_\_\_

