

What is an Individual Parking Plan or IPP?

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An IPP is a modification to the number of required motor vehicle parking spaces on new and existing sites.

An IPP as an option applies to:

- Proposed development or redevelopment of a site;
- Changes of use in existing development; and,
- Any expansion of an existing use or any addition of a change of use to an existing development.

If the project is within 400 feet of an R-3 or more restrictive zone or a Historic Preservation Zone (HPZ) additional requirements apply. PDSD staff will confirm with the applicant if the 400' Notice is applicable.

An IPP must meet specific findings established by the code, such as maintenance of accessible parking spaces, deterrence of traffic through residential neighborhoods, and the separation of outdoor seating from residential zones.

What Types of Projects are Eligible to Apply for an IPP?

An IPP proposal must include one or more of the following:

- Combined residential and non-residential development in a structure or development;
- Projects within a ¼ mile of a transit stop or public parking facility;
- Residential care services or housing for the elderly or individuals with physical disabilities; affordable housing
- Projects that can hold shared parking arrangements for uses with alternate hours of operation and peak use times

If the project is located in the Infill Incentive District (IID) and the applicant opts into the IID zoning, then the project is exempt from criteria. Refer to UDC Section 5.12 for more information.

How long does the process take and is there a fee?

Time: It typically takes 6 weeks to process an IPP if there are no significant issues or complications.

Fee: PDSD staff calculates fee, which will vary if the development is within or more than 400' from an R-3 or more restrictive zone or a Historic Preservation Zone (HPZ).

Included in the fee amount: staff review fee, mailing label fee, and technology/archive fee.

More Information and How to Start

The IPP process should not start until after the development package has been reviewed and zoning has issued comments confirming a deficiency in on-site parking for the project.

More information about the IPP application requirements and findings can be found on the [PDSD website](#) and in the [Unified Development Code, Section 7.4.5.A](#).

Email PDSD staff at PDSD_Zoning_Administration@tucsonaz.gov or call PDSD at 520 791 5550 with any questions.

Individual Parking Plan or IPP Timeline

Pre-Application Meeting

- **Applicant** submits a pre-application meeting request to PDS staff.
- **Applicant** meets with PDS staff to discuss proposal and process.
- **PDS staff** provide comments on project and review process timeline.

Neighborhood Meeting*

- **Applicant** must give notice, host, and document a public neighborhood meeting.*
- **Applicant** mails meeting notification using labels purchased from PDS.*
- Notice is mailed to property owners within 400 feet, all registered neighborhood associations within 1 mile of site, and affected Council Ward office(s).*
- At the neighborhood meeting, the **applicant** provides information about the proposed project and answers any neighbor questions or concerns raised.*
- **Applicant** compiles minutes, sign-in sheet, and any materials shared to submit with application.*

Application Submittal and Review

- **Applicant** submits complete application according to checklist in application, including project plans, supporting material, neighborhood meeting documentation, zoning comments, and fee.
- **PDS staff** reviews application for completeness.
- **PDS staff** accepts the application for processing (if complete) and posts it online through Property Research Online (PRO) at www.tucsonaz.gov/PRO/pdsd
- **PDS staff** forwards the application for review and comment to City departments and outside agencies if needed.
- **PDS staff** sends out notification of the application.**
- **Members of the Public** may submit comments on the application for 20 calendar days after notification is posted/mailed.**

PDS Director's Decision

- **PDS Director** reviews the application and recommendations from Tucson Department of Transportation and Mobility.
- **PDS Director** will approve, approve with conditions, or deny the application. The decision is also posted on PRO.
- A notice of decision is mailed out to property owners within 400 feet of project site and the registered neighborhood association and ward office the site falls within.**
- **A Party of Interest** may make appeal to Mayor & Council.**
- The notice of intent to appeal must be filed within 14 calendar days to the City Clerk.**
- Complete appeal materials must be filed within 30 calendar days of the effective decision date with the City Clerk.**

NOTE: There are generally two types of IPP process reviews:

1. All bars and restaurants seeking a parking reduction, and/or those sites within 400 feet of Historic zones, or R-3 and more restrictive zones are **required to hold a neighborhood meeting**

2. Properties that are not bars or restaurants and are greater than 400 feet from a residential zone **do not require public notice.**

* Applies to all IPPs proposed by restaurants or bars regardless of location, and IPPs of any kinds proposed within 400' of a residential or historic zone

** Applies to IPPs proposed within 400' of a residential or historic zone