



ORO VALLEY PRE-APPLICATION GUIDE





ORO VALLEY PRE-APPLICATION PROCESS GUIDE

This process guide contains a process narrative, application and submittal checklist for a pre-application submittal.

The pre-application submittal is reviewed by the Development Review Committee, and is intended to provide applicants with important development information prior to a formal submittal.

1.0 Pre-application Package

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1.0 PRE-APPLICATION PACKAGE

1.1 NARRATIVE

Introduction:

A pre-application submittal gives applicants the opportunity to meet with the Town's Development Review Committee (DRC) to discuss processing and broad issues related to a proposed development.

The Development Review Committee meetings provide applicants with preliminary feedback from Town Staff and outside reviewers. The typical issues discussed at a DRC meeting include the development process, consistency with adopted plans, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), and engineering, fire and building code requirements. The Town does not set minimum requirements for pre-application submittals, however; more information and details provided in the submittal will allow the Development Review Committee to provide more specific comments.

Process Overview:

DRC meetings are held every Friday in the Community and Economic Development Department located at 11000 N. La Canada Drive.

Applications are to be received 10 working days prior to the expected DRC meeting date. Staff will send out a follow-up comment letter within 3 working days that summarizes the key points of the meeting, project requirements, concerns and next steps.

The Community and Economic Development Department is here to assist you through the Town's Pre-application process.

Fees

There are no fees associated with a pre-application submittal.

1.3 SUBMITTAL CHECKLIST

- General application
- Ten (10) copies of letter/narrative detailing proposed development
- Ten (10) copies of site plan and location map, if applicable
 - Different sizes (e.g. 11" x 17" or 24" x 36") and scales are acceptable
- Please fold and collate the 10 copies into individual packets

Important Note: All submittals received after 4:00 p.m. will be processed the next day