

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520-822-8855 Fax: 520-822-8876
<http://www.sahuaritaaz.gov>



DEVELOPMENT REVIEW APPLICATION

| | |
|--|----------------------|
| Project Name: | |
| Acreage: | # lots: |
| Zoning: | Assessor's Parcel #: |
| Application Type (Tentative Plat, Development Plan, etc.): | |
| Property Owner: | |
| Property Owner's Address: | |
| City, Zip Code: | |
| Phone #: | |
| Email Address: | |
| Applicant/Agent: | |
| Address: | |
| City, Zip Code: | |
| Phone #: | |
| Email Address: | |
| I, the undersigned, certify that all of the facts set forth in this application are true and correct to the best of my knowledge and that I am either the owner of the property or that I have been authorized in writing by the owner to file this application. (If applicant is not the owner, attach written authorization from the owner.) | Zoning Fee: |
| Signature of Applicant/Authorized Representative | Date: |

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DEVELOPMENT REVIEW PROCEDURE

Below are the steps you are required to take for review of your development application. Note that steps taken by staff, such as routing of your application to other departments or publishing of public notice, are not shown here.

The following steps are required of you, the applicant, in all Site Plan, Development Plan, Development Plan Amendment, Landscape Plan, Tentative Plat, Final Plat, Plat Amendment, Specific Plan, and General Plan Amendment submittals, unless otherwise noted:

- Submit a complete application (see checklist) and fees
- Provide Pima County Wastewater (if applicable) and Addressing directly with your application and fees within two days of submittal to Town
- Provide revised documents as required by staff
- Provide plan set for signature
- For Specific Plans and General Plan Amendments: Planning and Zoning Commission and Town Council public hearings
- For Final Plats: Town Council public hearing

Applicable timeframes are:

| Application Type | Overall Timeframe |
|---|--------------------------|
| Site Plan | 2.25 months |
| Development Plan | 4.25 months |
| Development Plan Amendment | 4.25 months |
| Landscape Plan | 4.25 months |
| Tentative Plat, Final Plat, or Plat Amendment | 6.5 months |
| Specific Plan (New, 50 acres or less) | 6.5 months |
| Specific Plan (New, greater than 50 acres) | 12.5 months |
| General Plan Amendment (Minor) | 6.25 |
| General Plan Amendment (Major) | 12.25 months |

These timeframes assume:

- A complete application at the time of submittal;
- A one-month review period for staff; and
- A maximum of two submittals prior to submitting final documents for approval signature or scheduling a public hearing.

Most applications are approved or denied within a much shorter timeframe than shown above. The above timeframes account for the more complex and time-consuming applications and represent a maximum.

Note that time used by the applicant to make corrections after comments are sent out is not counted in these timeframes. For applications that require a public hearing, the timeframe ends on the date of the first public hearing.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact Orlanthia Henderson at (520)822-8851 or ohenderson@sahuaritaaz.gov.