



DEVELOPMENT REVIEW COMMITTEE (DRC) SUBMITTAL REQUIREMENTS

Your DRC meeting will be scheduled after submittal of the completed DRC packet.

This checklist has been prepared to assist you in submitting application for a Town of Sahuarita Development Review Committee meeting. At the meeting, a staff member will advise you of the items required for your formal project application.

DRC Meetings

DRC meetings allow Town staff to discuss your potential project with you prior to your formal submittal. The DRC is composed of staff from Planning & Zoning, Building Safety, and Public Works, and meetings are held every Tuesday at 9:00 a.m. You will have approximately ½ hour. To schedule your DRC meeting in a timely manner, please complete a Development Review Committee Application and submit it along with all required materials as indicated below; this will help your meeting be more productive and efficient.

Information discussed at DRC meetings can include: zoning and land use; development standards; outdoor lighting; landscaping; building design; streets and traffic; engineering standards; fire; parking; drainage; building code; and more. If you have any specific questions you would like answered, it is helpful to send those along with your application.

How to Submit

Present the DRC Application along with the required attachments at the Planning & Zoning counter located at Sahuarita Town Hall. Alternatively, you may email the application and attachments to dparry@sahuaritaaz.gov.

For more information on the DRC process and procedures, call (520) 822-8855.

DELIVERABLES	
<input type="checkbox"/>	Development Review Committee (DRC) application
<input type="checkbox"/>	Project narrative that includes: -Basic overview of proposal -Describe site circulation, parking, drainage, architecture, and proposed land use - What improvements and uses currently exist on the property - Explain how your proposal is compatible with the surrounding area - Any unusual characteristics that may restrict or affect your development
<input type="checkbox"/>	Conceptual drawing that includes: - Existing and proposed building locations and setbacks - Projected density and number of lots, lot sizes - Proposed open space and recreational amenities, landscaping - Building elevations