



## SIGNIFICANT LAND USE CHANGE PROCEDURAL GUIDE

### General Information

A significant land use change (SLUC) is defined in Chapter 17-1 of the Marana Town Code as any change in land use in zones A-E that will: (1) more than double the number of residential units or Enterprise Density of the land in question within one year; or (2) change the nature of the activity on the land from residential (including renter occupied housing) to non-residential; or (3) change the nature of any business, industrial, or quasi-public use of the land (including agriculture use) to any use that would fall in a different three-digit subsector number of the most recently published North American Industry Classification System (NAICS) as established by the United States Census Bureau; or (4) be reasonably expected to equal or exceed the capacity or structural integrity of nearby streets or other public facilities.

### Pre-application Meeting

The SLUC submittal will be discussed at a pre-application meeting which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

The following information must be provided prior to the pre-application meeting:

- Submittal fee
- Site Plan – Include the following
  - o Proposed building(s) location, height and square footage
  - o Show existing and or proposed driveway locations
  - o Number and location of parking stalls
  - o Proposed drive-thru locations (if applicable)
- Site Resource Inventory (if applicable)
- Location Map
- Project Narrative
  - o Project name
  - o Location of the property
  - o Gross site acreage
  - o Existing zoning
  - o General discussion/background of the project

### Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review.

Notice of the intended SLUC will be mailed by the planning staff to all \*Nearby Land owners, the Planning Commission, the Town Council, and the Town Clerk. Persons notified of the proposed SLUC have 35 calendar days from the date the notice was mailed in which to protest in writing to the Town Clerk. If no Letters of Protest are received, the SLUC is approved and the planning staff will mail the applicant a letter of approval.



Development Services / [maranaplanning@maranaaz.gov](mailto:maranaplanning@maranaaz.gov)

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The Planning Commission may approve, approve based on any reasonable adjustment or compromise that is acceptable to the applicant and the majority of the Commission members, or deny the SLUC. The decision of the Commission shall be arrived at in an open meeting and shall be explicit as to the reason(s) for the approval or denial. The Commission may take an additional thirty (30) calendar days in which to weigh the merits of the application. Where twenty-five percent (25%) or more of Nearby Land owners protested the SLUC, approval must be made by three-fourths (3/4) vote of the Planning Commission.

The applicant or any recorded protester may appeal the decision of the Planning Commission to the Town Council. Such appeal must be made in writing to the Town Clerk within five (5) working days of the Commission decision. When such a notice of appeal has been submitted, the SLUC will be brought before the Town Council at the next available public hearing meeting. The hearing will be publicly noticed and will include mailed notice to all Nearby Land owners.

Decision by the Town Council may then confirm, modify, or reverse the decision of the Planning Commission. Any motion to modify or reverse the decision of the Commission shall contain the explicit reason(s) therefor.

A copy of the decision of the Town Council will be mailed to the applicant.

\* Nearby Land: For purposes of SLUC notice and protest requirements applicable in zones A-E, land lying within (a) one-quarter of a mile of a proposed SLUC on a lot containing 2.5 acres or less, (b) one-half mile of a proposed SLUC on a lot containing more than 2.5 acres but less than 25 acres, or (c) one mile of a proposed SLUC on a lot containing 25 acres or more.