



APPLICATION CHECKLIST

DEVELOPMENT PLAN PACKAGE

SUBMITTAL REQUIREMENTS

- Completed [Project Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Review fees, due at time of submittal ([see comprehensive fee schedule](#))
- Plan Set - One complete plan set shall include all site plan, landscape plan and civil plan requirements as listed below
- Supporting reports for Drainage, Soils, Traffic and Title
- All submittal requirements requested at the pre-application meeting
Note: Additional information may be requested based on the complexity and impact of the proposed project

PLAN REQUIREMENTS

The following information must be identified and labeled if applicable

- Sheet index
- Location map shown on the cover sheet, upper right corner – Include the following
 - o North arrow and scale 3"=1 mile
 - o Brief legal description stated as "Portion of Section ____, T__S, R__E, G&SRB&M, Town of Marana, Pima County, Arizona"
 - o Section corners
 - o Subject property identified and centered within the map
 - o Major streets, rivers, railroads
 - o All jurisdictional limits
 - o Adjacent conditions including subdivisions, un-subdivided land, schools, etc.
- Legend of symbols used
- Key map indicating the sub-area of each sheet if the plan spans multiple sheets
- Approval block – Provide a clear area of 3.25" wide by 1.25" high in the same location on all pages for the Town's approval stamp
- Title block shown on each sheet, lower right corner – Include the following
 - o Name of the project
 - o Brief legal description stated as "Portion of Section ____, T__S, R__E, G&SRB&M, Town of Marana, Pima County, Arizona"
 - o Drawing scale and contour interval
 - o Preparation date (revised plans should show date of revision)
 - o Town of Marana project number (provided during first review)
 - o Related project numbers
- Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet
- Seal & signature of the Registered Engineer, Registered Surveyor and Registered Landscape Architect who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet



<input type="checkbox"/> Drawing scale of 1"=40' preferred
<input type="checkbox"/> North arrow
<input type="checkbox"/> Property boundary lines, bearings and distances tied to a section corner or quarter corner
<input type="checkbox"/> Town boundary
<input type="checkbox"/> Adjacent parcel information - label zoning, land use and subdivision names with recording information or un-subdivided areas with parcel numbers
<input type="checkbox"/> Existing on-site conditions, including houses, barns, fences, walls, wells, tanks, irrigation structures, etc.
<input type="checkbox"/> Existing contours at one-foot intervals with labels, 50 feet beyond the project boundary
<input type="checkbox"/> 100-yr floodplain lines, FEMA flood zone(s) and erosion hazard setbacks for significant drainageways
<input type="checkbox"/> Existing septic systems and wells with Arizona Department of Water Resources (ADWR) registration number
<input type="checkbox"/> Existing and proposed streets on and adjacent to the site - include street names, right-of-way width and recording information and label as Public or Private.
<input type="checkbox"/> Existing and proposed utilities on or near the property
<input type="checkbox"/> Existing and proposed easements on and adjacent to the site (utility, drainageways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
<input type="checkbox"/> Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions
<input type="checkbox"/> One hundred foot stationing shall be indicated along all roadway/linear park center lines
<input type="checkbox"/> Proposed uses
<input type="checkbox"/> Proposed layout – buildings (total area square feet and height of the building identified inside of the footprint), setbacks, bufferyard, etc. with dimensions
<input type="checkbox"/> Proposed new grades, elevation and slopes, indicating proposed drainage patterns by flow arrows
<input type="checkbox"/> Detentions/Retention – volume, W.S.E.L. and basin barriers
<input type="checkbox"/> Pre-development flows and concentration points
<input type="checkbox"/> Constructed drainage channels – size, capacity, bank protection and velocity
<input type="checkbox"/> Site walls/fencing including type, height and details
<input type="checkbox"/> Sight visibility triangles
<input type="checkbox"/> Proposed trash enclosures
<input type="checkbox"/> Proposed location of all new and salvaged landscape plant material
<input type="checkbox"/> Proposed hardscape and landscape materials such as crushed rock, decomposed granite, paving materials, boulders, benches, ramadas, water features, play equipment, etc.
<input type="checkbox"/> Secured and covered backflow prevention devices and controllers



<input type="checkbox"/> Irrigation plan - show size and location of all equipment and point of connection to the existing water system
<input type="checkbox"/> Parking spaces with dimensions and total number between landscape islands
<input type="checkbox"/> Loading zones with dimensions
<input type="checkbox"/> Curbing - identify type
<input type="checkbox"/> Americans with Disabilities Act (ADA) accessible route from building to public right-of-way
<input type="checkbox"/> Provide details for the following information: <ul style="list-style-type: none"> o Trash enclosure o Standard parking spaces and ADA spaces with dimensions o Elevation of proposed walls with dimensions and type of materials o Drainage features and structures
GENERAL NOTES
The following information must be provided on the cover sheet if applicable
<input type="checkbox"/> Gross area of the project - in acres and square feet
<input type="checkbox"/> Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning
<input type="checkbox"/> Approximate area in drainageways, natural open spaces and for any other proposed uses
<input type="checkbox"/> Building area and percentage of lot coverage
<input type="checkbox"/> Maximum building height - allowed and proposed
<input type="checkbox"/> Building setbacks –required and proposed
<input type="checkbox"/> Parking provision justification and number of spaces provided
<input type="checkbox"/> On-site landscape provision - percentage required and percentage provided
<input type="checkbox"/> On-site landscape bufferyard provision – calculation of required and provided
<input type="checkbox"/> Minimum required water pressure to operate the irrigation system
<input type="checkbox"/> Roadway design speed
<input type="checkbox"/> Basis of bearings and distances tied to a section corner or quarter corner
<input type="checkbox"/> Basis of elevation, including elevation datum, identification and elevation of bench mark used
<input type="checkbox"/> Include <u>one</u> of the following notes regarding water service: <ul style="list-style-type: none"> o "THIS PROJECT LIES WITHIN THE PLANNED WATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT WHICH IS DESIGNATED BY THE DEPARTMENT OF WATER RESOURCES AS HAVING AN ASSURED WATER SUPPLY." o "THIS PROJECT LIES WITHIN THE PLANNED WATER SERVICE AREA OF THE CITY OF TUCSON WATER DEPARTMENT WHICH IS DESIGNATED BY THE DEPARTMENT OF WATER RESOURCES AS HAVING AN ASSURED WATER SUPPLY."
<input type="checkbox"/> Include <u>one</u> of the following notes regarding wastewater service: <ul style="list-style-type: none"> o "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT." o "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT."



□ Include the following notes:

- "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS."
- "ALL SIGNAGE TO BE APPROVED UNDER A SEPARATE PERMIT."
- "DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING."
- "DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL."
- "THE AREA BETWEEN THE 100-YEAR FLOOD LIMITS REPRESENTS AN AREA THAT MAY BE SUBJECT TO FLOODING FROM A 100-YEAR FREQUENCY FLOOD AND ALL LAND IN THIS AREA WILL BE RESTRICTED TO USES THAT ARE COMPATIBLE WITH FLOODPLAIN MANAGEMENT AS APPROVED BY THE FLOODPLAIN ADMINISTRATOR"
- "CONTRACTOR SHALL VERIFY LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION. CALL ARIZONA811 (1-800-782-5348) TWO FULL WORKING DAYS PRIOR TO EXCAVATION."
- "THE CONTRACTOR SHALL GIVE FORTY-EIGHT (48) HOURS NOTICE WHEN THEY REQUIRE THE SERVICES OF THE ENGINEER OR ANY OTHER PERSON PROPERLY AUTHORIZED FOR LAYING OUT ANY PORTION OF THE WORK AND SHALL ALSO DIG ALL STAKE HOLES NECESSARY TO GIVE LINE AND LEVELS."
- "THE CONTRACTOR SHALL PRESERVE ALL STAKES SET FOR THE LINES, LEVELS OR MEASUREMENTS OF THE WORK IN THEIR PROPER PLACES UNTIL AUTHORIZED TO REMOVE THEM BY THE ENGINEER, ANY EXPENSE INCURRED IN REPLACING ANY STAKES WHICH THE CONTRACTOR OR HIS SUBORDINATES MAY HAVE FAILED TO PRESERVE SHALL BE CHARGED TO THE CONTRACTOR."
- "THE CONTRACTOR HAS THE RESPONSIBILITY TO FURNISH, HAUL AND SUPPLY ALL WATER REQUIRED FOR COMPACTION AND FOR THE CONTROL OF DUST FROM CONSTRUCTION ACTIVITY."
- "ALL ORGANIC MATERIAL SHALL BE REMOVED WITHIN THE CLEARING LIMITS FOR NECESSARY GRADING TO A DEPTH OF SIX (6) INCHES AND HAULED FROM THE SITE PRIOR TO GRADING."
- "BUILDING SITES SHALL BE CONSTRUCTED TO WITHIN 0.10 FEET OF FINISH BUILDING PAD ELEVATIONS AS STATED BY THE ENGINEER. STREETS AND PARKING AREAS SHALL BE CONSTRUCTED TO WITHIN 0.10 FEET OF FINISH SUB-GRADE AS STATED BY THE ENGINEER."
- "COMPACTION IN ALL AREAS SHALL BE TO A MINIMUM OF 95% OF THE MAXIMUM DENSITY AS DETERMINED BY AASHTO DESIGNATION T-99, METHOD A. THOSE AREAS TO RECEIVE FILL ARE TO BE SCARIFIED TO A DEPTH OF TWELVE (12) INCHES, BROUGHT TO THE PROPER MOISTURE CONTENT AND COMPACTED TO THE ABOVE DENSITY. THE BARROW AREA SOURCE OF FILL MATERIAL SHALL BE APPROVED BY THE TOWN PRIOR TO COMMENCEMENT OF WORK. TESTS OF FILL MATERIAL WILL BE DONE AT THE OWNER'S EXPENSE."
- "THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CARE, MAINTENANCE, REPAIR OR REPLACEMENT OF EXISTING IMPROVEMENTS IN THE WORK AREA WHICH HAVE BEEN REMOVED OR DAMAGED DURING THE COURSE OF CONSTRUCTION. ALL REPAIR, REPLACEMENT, OR CLEANUP SHALL BE DONE TO THE SATISFACTION OF THE TOWN."
- "CONTRACTOR SHALL REFER TO STORM WATER POLLUTION PREVENTION PLANS TO CONTROL SEDIMENT POLLUTION DURING GRADING OPERATIONS."
- "IF ANY HUMAN REMAINS OR FUNERARY ITEMS ARE DISCOVERED DURING CONSTRUCTION, OR AT ANY TIME, ALL WORK MUST STOP IN THE AREA OF THE REMAINS AND THE REPATRIATION COORDINATOR OF THE ARIZONA STATE MUSEUM SHALL BE IMMEDIATELY CONTACTED AT (520) 621-6302. PURSUANT TO A.R.S. 41-865"
- "ALL SLOPES WHICH ARE STEEPER THAN 3:1 WILL BE PROTECTED WITH 6" DIAMETER (MINIMUM) ROCK RIP-RAP OR CONCRETE BANK PROTECTION."
- "OBJECTS AND MATERIALS WITHIN SIGHT VISIBILITY TRIANGLES SHALL BE PLACED SO AS NOT TO INTERFERE WITH A VISIBILITY PLANE DESCRIBED BY TWO HORIZONTAL LINES LOCATED 30" AND 72" ABOVE FINISHED GRADE OF THE ROADWAY SURFACE, AND SHALL CONFORM TO THE TOWN OF MARANA SUBDIVISION STREET STANDARDS."
- "TRASH ENCLOSURES MUST BE OF MASONRY CONSTRUCTION MATCHING THE BUILDING AND HAVE NON-TRANSPARENT GATES."
- "INSTALLATION OF ITEMS SUCH AS LANDSCAPING, IRRIGATION, SIGNAGE, MONUMENTS, WALLS AND DRAINAGE IMPROVEMENTS IN THE PUBLIC RIGHTS-OF-WAY SHALL REQUIRE A PERPETUAL LICENSE AGREEMENT FOR INSTALLATION, MAINTENANCE AND INDEMNIFICATION. THE LICENSE AGREEMENT SHALL BE EXECUTED AND APPROVED BY THE TOWN OF MARANA PRIOR TO APPROVAL OF THE CLOSEOUT PACKAGE FOR THIS PROJECT."
- "PLANTS SHALL BE PRUNED ON A REGULAR BASIS TO PREVENT OBSTRUCTION OF WALKWAYS, CURB AREAS, DRIVES, AND LINE OF SIGHT VISIBILITY TRIANGLES."
- "ANY PLANT MATERIAL INCLUDED IN THE APPROVED LANDSCAPE PLAN THAT DOES NOT SURVIVE AFTER INSTALLATION SHALL BE REPLACED WITH PLANT MATERIAL OF THE SAME OR LIKE SPECIES OF EQUAL SIZE WITHIN THIRTY (30) DAYS OF THE PLANT'S DEMISE. FAILURE TO REPLACE DEAD PLANT MATERIAL WITHIN THE SPECIFIED TIME PERIOD SHALL CONSTITUTE A ZONING VIOLATION."
- "THE IRRIGATION SYSTEM SHALL BE REGULARLY TESTED AND SHALL BE REPAIRED OR REPLACED AS NECESSARY TO PREVENT EXCESS WATER SUPPLY TO PLANTED AREAS, RUNOFF ONTO CURBS AND PAVEMENT, CLOGGED EMITTERS AND FLOODING OF LOW-LYING AREAS."
- "THE CONTRACTOR SHALL VERIFY THE EXISTING WATER PRESSURE AND NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCY BEFORE CONTINUING THE WORK."
- "THIS DEVELOPMENT COMPLIES WITH MARANA TOWN CODE FOR ACCESSIBLE PARKING SIGNAGE REQUIREMENTS."
- "ALL EXTERIOR LIGHTING SHALL BE PER THE CURRENTLY ADOPTED TOWN OF MARANA OUTDOOR LIGHTING CODE."
- "THIS DEVELOPMENT IS SUBJECT TO THE CONDITIONS AND AGREEMENTS OF ORDINANCE _____."
- "A COPY OF THE APPROVED PLAN, GRADING PERMIT AND SWPPP SHALL BE KEPT IN AN EASILY ACCESSIBLE LOCATION ON THE SITE AT ALL TIMES DURING CONSTRUCTION."
- "ALL REVISIONS TO PLANS MUST BE APPROVED BY THE TOWN PRIOR TO CONSTRUCTION."



Development Services / MaranaPlanning@maranaAZ.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaAZ.gov

Include any additional notes required by the various affected agencies/utilities

ADDITIONAL REQUIREMENTS INFORMATION

A License Agreement may be required prior to installation of any items located within Town rights-of-way. Information is available on-line at maranaAZ.gov/real-property or by contacting the Town of Marana Real Property Division at (520) 382-1900 or realproperty@marnaAZ.gov

A Right-of-way permit may be required prior to installation of any items within Town rights-of-way. Information is available on-line at maranaAZ.gov/real-property or by contacting the Town of Marana Right-of-way Division at (520) 382-2600 or ROWpermits@maranaAZ.gov

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Revision Date 08/08/2022

Project No. _____

Date Received _____