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## LANDSCAPE PLAN PROCEDURAL GUIDE

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### General

The purpose of this procedural guide is to assist through the Landscape Review process, including submittal requirements and procedures required to obtain approval of the project. Specific submittal requirements, particularly supporting documents, are based upon the complexity and impact of the proposed project.

Any part of a development site which has been disturbed and is not required for buildings, structures, private residential yards, loading and vehicular access ways, streets, paved parking and utility areas, pedestrian walks and hard-surfaced activity areas shall be landscaped per Title 8 and Title 17 of the Town of Marana Land Development Code.

### Pre-Application Conference

The Landscape Plan submittal will be discussed at a pre-application conference 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](tel:5203822600) to schedule the pre-application conference.

### Approval Process

- A. Upon receipt of a complete application, planning staff will distribute the submittal to other departments and agencies for review. The typical review period for the first submittal is 28 days from the date of submission. The review of subsequent submittals is typically completed within 21 days.
- B. After each review has been completed, the planning staff will consolidate all review comments and forward a letter to the applicant indicating the necessary revisions. The applicant shall be responsible for addressing all review comments and submitting revised plans to the planning staff.
- C. Once planning staff has determined that the proposed Landscape Plan is in compliance with all Town requirements, it will be administratively approved, contingent upon approval of the Development Plan (if applicable) and Improvement Plans.



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<b>Instructions and Requirements</b>
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### I. General Provisions

- A. Plans must be drawn to a scale on all sheets which necessary details are clearly shown (1"=40' scale) on sheets measuring 24" x 36". Larger sheet size or smaller scale may be approved by the Planning Director.
- B. Each sheet is to bear the seal and signature of the Registered Landscape Architect who prepared the plan.
- C. Show North arrow. Every effort will be made to have North oriented toward the top of all sheets.
- D. Provide a location map in the upper right corner of the plan coversheet. The map shall be drawn to a scale of three (3) inches equal to one mile, with North oriented to the top of the sheet.
- E. In the lower right corner of each sheet, provide the following:
  - 1. Project Name
  - 2. Scale
  - 3. Contour interval
  - 4. Preparation date (revised plans should show date of revision)
  - 5. Town of Marana Case Number (provided after first review)
  - 6. Related case file numbers (i.e. development plan, plat, etc.)
  - 7. Brief legal description, i.e. "PORTION OF SECTION\_\_\_\_, T\_\_\_\_S, R\_\_\_\_E, G&SRB&M, TOWN OF MARANA, PIMA COUNTY, ARIZONA."
  - 8. Name, address and phone number of the preparer and owner
- F. Provide a complete legend of symbols on the cover sheet.
- G. If the submittal is shown on more than one sheet, provide a key map on the cover sheet, indicating the sub-area of each sheet.
- H. Cover sheet acceptance signature block to state:

ACCEPTANCE:

\_\_\_\_\_  
MARANA PLANNING DIRECTOR

\_\_\_\_\_  
DATE



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### II. Requirements

- A. Show topographic lines and elevations
- B. Town limits must be shown where applicable
- C. Show existing and proposed streets on and adjacent to the site with their names and right-of-way width
- D. Indicate existing and proposed underground or overhead utility easements, including but not exclusively, sewer manholes, sewer, electric, gas, telephone, cable, communication, water
- E. Show proposed location of all new and salvaged plant materials. Plant materials shall be graphically delineated on the plan with written information in list format on the plan that includes genus and species name, common name, size and quantity
- F. Show all inorganic materials such as crushed rock or decomposed granite groundcovers, paving materials, boulders, benches, fountains, water features, sculpture, trash receptacles shall be shown graphically and include information regarding size, quantity, color and location
- G. Show locations of all proposed buildings, walkways, parking areas, etc. with complete dimensions
- H. One hundred foot stationing shall be indicated along all roadway/linear park center lines
- I. Identify all proposed uses in project area
- J. Identify all proposed screen wall locations and provide details
- K. Provide sight visibility triangles at all street intersections
- L. Identify point of connection to existing water system
- M. Indicate locations of backflow prevention devices and controllers. On-site backflow prevention devices shall be enclosed with a securable cover
- N. Irrigation plans shall show size and location of all equipment needed to irrigate the site to industry standards. Calculation for the longest run shall be provided.

### III. General Notes to State

- A. Gross area of development (in square feet and acres)
- B. Existing zoning
- C. Approximate area of drainage ways, natural open spaces and for any other proposed uses, where applicable



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- D. On-site landscape provision (percentage required and percentage provided).
- E. Minimum required pressure to run the irrigation system
- F. Roadway design speed
- G. The following notes shall be listed:
  1. "ALL WALLS SHALL BE CONSTRUCTED OF OR PAINTED WITH GRAFFITI RESISTANT MATERIALS."
  2. "MATERIALS AND IMPROVEMENTS PLACED AND/OR MAINTAINED WITHIN THE SIGHT-VISIBILITY TRIANGLES SHALL BE LOCATED SO AS NOT TO INTERFERE WITH A VISIBILITY PLANE DESCRIBED BY AN AREA MEASURED BETWEEN 30 INCHES AND 72 INCHES IN HEIGHT ABOVE THE FINISHED GRADE OF THE ADJACENT ROADWAY SURFACE."
  3. "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. THIS DOCUMENT SHALL BE EXECUTED PRIOR TO ANY PLAN APPROVAL ALLOWING INSTALLATION WITHIN THE PUBLIC RIGHTS-OF-WAY."
  4. "PLANTS SHALL BE PRUNED ON A REGULAR BASIS TO PREVENT OBSTRUCTION OF WALKWAYS, CURB AREAS, DRIVES, AND LINE OF SIGHT VISIBILITY TRIANGLES."
  5. "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."
  6. 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."
  7. THE CONTRACTOR SHALL VERIFY THE EXISTING PRESSURE AND THAT THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCY BEFORE CONTINUING THE WORK."



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### NATIVE PLANT PERMIT FLOW CHART

