



NATIVE PLANT PERMIT PROCEDURAL GUIDE

General

The Town of Marana has determined that native vegetation is a unique natural resource which promotes the economic and aesthetic well-being of the community. Title 17 of the Town of Marana Land Development Code identifies requirements for the protection of native plants. It establishes a native plant permit process by which all protected native plants remain in place or are authorized to be removed, relocated or destroyed.

Pre-Application Conference

The Native Plat Permit 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 submittal of a completed application, the Planning Department will review the Native Plant Permit and supporting documents and also distribute the plan submittal to other departments and agencies, as necessary.
- 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 Native Plant Permit plan is in compliance with all Town requirements, it will be approved administratively. Approval of the Native Plant Permit shall become null and void in six (6) months if work is not commenced.

Instructions and Requirements

I. General Provisions

The following shall apply to the submittal of all Native Plant Programs and Native Plant Permits:

- A. The Native Plant Program shall consist of the following information. Additional information may also be required by the Planning Director in order to insure that the findings of this ordinance are fulfilled.



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1. Native Plant Inventory, containing:

- a. Aerial photograph and site plan overlay at a minimum scale of 1" = 100' showing the location of all protected native plants within the proposed affected area and within 10' of any construction limits.
 - b. List of the number, species, size, general condition, and salvage status of all protected native plants within the proposed affected area that are to be either transplanted on or off-site or preserved in-place. This inventory shall be based upon the Criteria set forth in Title 17, Section 17-2-14 of the Land Development Code.
 - c. The Native Plant Inventory Methodology selected from Title 17, Section 17-2-11 of the Land Development Code, shall include the proposed location of all protected native plants to be relocated within the proposed affected area.
 - d. Native Plant Holding Nursery site location where plant material is to be stored.
- B. If the Plant Appraisal Methodology is selected, a plant appraisal based on a Native Plant Inventory for each plant to be removed from the site shall be submitted.
- C. If the Set Aside Methodology is selected; no grubbing, grading, construction, or salvaging of any plants on the site shall take place prior to the submittal and approval. Protected Native Plants designated shall not be destroyed, damaged, salvaged, transplanted, or removed from the site except in accordance with the approved Plan.

II. General Instructions

- A. Plan must be drawn to a minimum scale of 1"=100' on sheets measuring 24" X 36". Written approval must be obtained from the Planning Director prior to submittal in order to vary from the minimum scale of 1"=100'.
- B. Preparation of all elements of the Native Plant Preservation Plan and on-site monitoring shall be performed by one of the following plant professionals:
1. A landscape architect registered in the State of Arizona
 2. An arborist certified by the International Society of Arboriculture
 3. A horticulturist, biologist, or botanist with a minimum B.A. or B.S. in an appropriate arid environment natural resource field, or an individual based on their credential is accepted by the Planning Director
- C. Show north arrow. Every effort will be made to have north oriented toward the top of all sheets.
- D. A project location map shall be placed in the upper right corner of the sheet and shall show the subject area centered in an approximately 3 mile square area with north arrow and scale indicated.



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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
9. Town limits must be shown where applicable
10. Uses of all proposed areas must be identified
11. 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
12. General Notes to state:
 - a. Gross area of site (in square feet and acres)
 - b. Existing zoning
 - c. Inventory methodology
13. Provide the name and contact information of the designated monitor.

ACCEPTANCE:

MARANA PLANNING DIRECTOR

DATE

14. Provide a Notice of Intent to Clear Land from the Arizona Department of Agriculture prior to approval. This letter may be obtained by contacting the Arizona Department of Agriculture.
15. If the applicant is not the owner of the property, the name and address of the owner shall be provided along with authorization that the applicant is the agent of the owner and may apply for the Native Plant Permit.
16. Additional submittal requirements, particularly supporting documents, may be requested based upon the complexity and impact of the proposed project.



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NATIVE PLANT PERMIT FLOW CHART

