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## PRELIMINARY PLAT PROCEDURAL GUIDE

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### General

The purpose of this procedural guide is to describe the Preliminary Plat review Process, including submittal requirements and procedures required to obtain approval of the project. If the project consists of 10 lots or less, it will be exempt from this process. The applicant must comply with the requirements set forth in Title 6, "Subdivisions" of the Town of Marana Land Development Code.

### Pre-Application Conference

The Preliminary Plat 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 Preliminary Plat is in compliance with all Town requirements and it is confirmed that all improvement plans have been approved, the project planner will prepare a staff report describing and evaluating the proposed Preliminary Plat and place it on the agenda of the next scheduled Planning Commission meeting.
- D. Upon recommendation by the Planning Commission, the project planner will prepare a staff report describing and evaluating the proposed Preliminary Plat and place it on the agenda of the next regularly scheduled Town Council meeting. Although a Preliminary Plat is typically placed on a consent agenda, it is recommended that the applicant or project representative be present at the meeting.



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<b>Instructions and Requirements</b>
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The Town of Marana uses the following standards/manuals to review design details for streets, stormwater and utilities:

- A. Town of Marana Land Development Code
- B. Town of Marana Subdivision Street Standards May 2013
- C. Pima County Roadway Design Manual fourth edition 2013
- D. Pima County Department of Transportation and Flood Control District (PCDOT & FCD) Storm water detention retention manual
- E. Standards Manual for Drainage Design and Floodplain Management in Tucson Arizona (Revised 1998)
- F. Pima County Engineering Design Standards 2012
- G. City of Tucson and Pima County Standard Details for Public Improvements 2003

### **I. General Plat/Map Requirements**

- A. A Preliminary Plat must be submitted on full-size sheets (24" x 36") with 1/2" standard margins, and 1 1/2" margin at left.
- B. The plat map must be drawn to a 1" = 40' scale. Written approval must be obtained from the Planning Director prior to application submittal in order to vary from the 1" = 40' scale.
- C. Provide a North arrow consistently oriented on all sheets. Every effort should be made to orient North toward the top of each sheet. Exceptions may occur to accommodate long narrow parcels, allow for convenient match lines, etc.
- D. Provide a complete legend of used symbols on cover sheet.
- E. If the plat map is shown on more than one sheet, provide a key map on the cover sheet indicating the sub-area of each sheet, as well as the respective match lines and sheet numbers. The key map shall be of sufficient size to serve for orientation of map features such as streets, lots, etc.
- F. In addition to the current sheet view, each sheet shall include a small portion of the adjacent content from the adjoining sheets for context. The content from the adjoining sheets shall be lightened or "ghosted".
- G. Cover sheet showing legal, vested Owner/Trustee or Beneficiary/Trustor by name, address and phone number.
- H. Uses of all proposed areas must be identified.



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- I. Lot design must provide a building site on each lot suitable for the type of use contemplated (single family, multi-family, commercial).
- J. Town limits must be shown where applicable
- K. Public and Private Rights-of-way identified and labeled
- L. Show all sight visibility triangles
- M. All areas must be properly identified or be labeled "EXCLUDED."
- N. Where a subdivision boundary crosses a section (or quarter-section) line, the line shall be continued through the plat as a dashed line.

### II. Location Map

- A. Provide a location map in the upper right corner of the plat 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 and include the following:
  - 1. The subject property identified and centered within the map.
  - 2. The adjacent conditions including: subdivisions; un-subdivided land; major streets; railroads; rivers; schools; jurisdictional limits etc.
  - 3. Depict and label Section, Township and Range. Label all lines and corners.
  - 4. Brief legal description, i.e., "PORTION OF SECTION \_\_\_, T \_\_\_ S, R \_\_\_ E, G&SRB&M, TOWN OF MARANA, PIMA COUNTY, ARIZONA."
  - 5. A North arrow and scale indicated.

### III. Title Block

- A. In the lower right corner of each sheet, provide a title block which includes the following:
  - 1. Name of subdivision
  - 2. "LOTS \_\_\_, THROUGH \_\_\_ AND COMMON AREAS 'A' THROUGH \_\_\_"
  - 3. Brief legal description, i.e., "PORTION OF SECTION \_\_\_, T \_\_\_ S, R \_\_\_ E, G&SRB&M, TOWN OF MARANA, PIMA COUNTY, ARIZONA"
  - 4. Scale and contour interval
  - 5. Town of Marana Case Number(s) including any related case numbers (i.e. rezone, conditional use permit, etc.)
  - 6. Preparation date (Revised plats should show date of revision)

### IV. Map Details

- A. Topography – show existing contours at one-foot intervals, labeled frequently: 2-foot or



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5-foot contour intervals may be used in special cases. Extend contours 50 feet (min.) outside the property line

- B. Show boundary lines, bearings and distances with at least two ties to section corners or quarter corners
- C. Clearly indicate existing and proposed easements on and adjacent to the site with their dimensions and purpose; provide recording data of existing easements
- D. Indicate existing and proposed utilities on and adjacent to the site, showing size and materials of piping
- E. Show other conditions on the site: water courses, houses, barns, shacks, fences, walls, wells, tanks, irrigation laterals and other significant features
- F. Show other conditions adjacent to the site: zoning, use, subdivision names, book and page of adjoining plats, un-subdivided adjacent areas labeled as such with parcel number
- G. Show proposed lot layout with approximate dimensions. Indicate typical and minimum lot sizes
- H. Show proposed new grades, elevations and slopes. Indicate proposed drainage patterns by flow arrows

### V. General Notes:

The following information must be provided within the general notes on the coversheet of the Preliminary Plat, as applicable. Additional notes may be required as they pertain to specific projects.

- A. Gross area of development (in square feet and acres)
- B. Existing zoning
- C. Number of residential lots and density (Residence per acre)
- D. Total miles of new public /private streets is \_\_\_\_\_. (Provide mileage to the nearest tenth)
- E. Minimum allowable lot size (in square feet) per the zoning designation
- F. Indicate minimum, average and maximum lot size provided
- G. Maximum allowable building height
- H. Proposed building setbacks:
  - 1. Front
  - 2. Side
  - 3. Rear



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### 4. Corner/Street Side

- I. Parking provisions (quantity of spaces provided per lot and any additional parking). Identify any proposals for streets to have restricted parking (e.g.: parking only on one side of street)
- J. Approximate area in parks, drainage-ways, natural open space, and for any other proposed non-residential uses, where applicable
- K. List all governing documents such as ordinances, resolutions, development agreements, etc. applicable to the project
- L. Basis of bearings, including origin bearing
- M. Elevation datum including identification and elevation of bench mark used
- N. The following notes shall be listed:
  - 1. "DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING."
  - 2. "DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL."
  - 3. "DRAINAGEWAYS WILL BE CONSTRUCTED, ACCORDING TO APPROVED PLANS PRIOR TO THE ISSUANCE OF ANY PERMITS FOR LOTS AFFECTED." These lots should be identified either by number in note, or by outline on the plat
  - 4. "HOMEOWNER'S ASSOCIATION WILL BE FORMED TO ACCEPT RESPONSIBILITY FOR MAINTENANCE, CONTROL, SAFETY, AND LIABILITY OF PRIVATE DRAINAGEWAYS, DRAINAGE EASEMENTS, AND COMMON AREAS." (as applicable)
  - 5. "ACCESS ACROSS FLOOD PRONE AREAS TO BUILDING SITES ON LOTS\_\_\_ THROUGH\_\_\_ WILL BE THE RESPONSIBILITY OF THE BUYERS."
- O. Include any notes required by the various affected agencies/utilities
- P. Indicate the design speed and design vehicle to be used in street design/calculation
- Q. Provide a table or note stating size and use of all common areas

### VI. Other Requirements:

- A. A vehicular one-foot no-access easement shall be identified where only direct vehicular access is not desired, to a street, common area or other area that might be construed to provide vehicular access.
- B. No remnants of property shall be left in the subdivision which does not conform to lot requirements, unless required and dedicated to a Homeowner's Association, private utility or other public purpose, as accepted by the Town.



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- C. Wherever practical, all subdivisions created within any single-family residential zone should be designed to facilitate solar access and energy efficiency.
- D. When subdividing property, considerations shall be given to sites for schools, parks, playgrounds and other areas for public use, as shown in the General Plan of the Town of Marana. Any provision for such open or public spaces shall be indicated on the preliminary plat in order that it may be determined in what manner such areas will be dedicated to, or acquired by, the appropriate public agency.
- E. All engineering work and/or surveying must be done by, or under the direction of, a qualified Registered Professional Engineer in the State of Arizona.

**VII. All Preliminary Plats shall include the following approval block:**

By	_____ P.E. MARANA TOWN ENGINEER/ DEVELOPMENT ENGINEER	_____ DATE
By	_____ MARANA PLANNING DIRECTOR	_____ DATE
By	_____ (APPLICABLE FIRE DISTRICT)	_____ DATE

Please keep this document for future reference. It is not necessary to include it with the submittal.



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### PRELIMINARY PLAT FLOW CHART

