



PRE-APPLICATION PROCEDURAL GUIDE

General

A pre-application conference is intended to provide applicants with general information regarding the development review processes prior to the formal submittal of a project. The pre-application process is a staff evaluation of conceptual plans or proposals presented by the applicant. Representatives of all departments and outside reviewing agencies involved in the development review process will evaluate the proposal. The pre-application process does not constitute a formal review of an application and a final determination of standards and conditions of approval cannot be made until a formal application is submitted for review.

To schedule a pre-application conference please contact the Planning Department at (520) 382-2600. The Town of Marana Planning Department holds one hour long Planning Pre-application Conferences on Thursday mornings with meeting start times at 9:00, 10:00 or 11:00 am. Please provide the number of your project representative(s) who will be attending.

All pre-application documents shall be submitted to the Planning Department **at least fourteen (14) calendar days** prior to the scheduled pre-application conference meeting. Submittal fees will be in accordance with the applicable fee schedule. Preliminary comments will be provided based in the information submitted prior to the meeting.

Requirements

Specific requirements are listed by development phase in the following sections below. Please submit a copy of the Site Plan and Project Narrative in .pdf format to the Customer Service Specialist at preapp@marana.com.

A. Development Plan:

1. Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed building(s) location, height and square footage
 - d. Show existing and or proposed driveway locations
 - e. Number and location of parking stalls
 - f. Proposed drive-thru locations (if applicable)
 - g. Site Resource Inventory
2. Project Narrative:
 - a. Project name



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- b. Location of the property
- c. Gross site acreage
- d. General discussion/background of the project
- e. Existing zoning

B. Significant Land Use Change:

1. Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed building(s) location, height and square footage
 - d. Show existing and or proposed driveway locations
 - e. Number and location of parking stalls
 - f. Proposed drive-thru locations (if applicable)
 - g. Site Resource Inventory
2. Project Narrative:
 - a. Project name
 - b. Location of the property
 - c. Gross site acreage
 - d. General discussion/background of the project
 - e. Existing zoning

C. Conditional Use Permit:

1. Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed building(s) location, height and square footage
 - d. Show existing and or proposed driveway locations
 - e. Number and location of parking stalls
 - f. Proposed drive-thru locations (if applicable)
 - g. Site Resource Inventory



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2. Project Narrative:
 - a. Project name
 - b. Location of the property
 - c. Gross site acreage
 - d. General discussion/background of the project
 - e. Existing zoning

D. Preliminary and Final Plat:

1. Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed lot layout
 - d. Existing and proposed streets
 - e. Dedication of right-of-way (if applicable)
 - f. Site Resource Inventory
 - g. Common area(s) location
2. Project Narrative:
 - a. Project name
 - b. Location of the property
 - c. Gross site acreage
 - d. General discussion/background of the project
 - e. Existing zoning
 - f. Density and number of lots
 - g. Lot size (minimum, average and largest)
 - h. Proposed lot layout
 - i. Dedication of right-of-way (if applicable)
 - j. Location of commons area(s)

E. Minor Land Division:

1. Site Plan:
 - a. Project name



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- b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed lot layout
 - d. Existing and proposed streets
 - e. Utility Location
 - f. Ingress/Egress Easements
2. Project Narrative:
- a. Project name
 - b. Location of the property
 - c. Gross site acreage
 - d. Existing property boundaries
 - e. Lot size

F. Rezoning:

1. Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Proposed lot layout
 - d. Conceptual Tentative Development Plan
 - e. Existing and proposed streets
 - f. Location of proposed common/natural area(s)
 - g. Site Resource Inventory
2. Project Narrative:
 - a. Project name
 - b. Location of the property
 - c. Gross site acreage
 - d. General discussion/background of the project
 - e. Existing zoning
 - f. Existing and proposed zoning, conformance of request to the Town of Marana General Plan (all elements i.e. Land Use, Density, Circulation, Parks, Open Space) and relevant Specific Area Plans



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G. Annexation:

1. Conceptual Site Plan:
 - a. Project name
 - b. Location map with scale (3"=1mile), North arrow orientated to the top of the sheet
 - c. Aerial photograph of the property within 300 feet of parcel(s) requesting annexation. Aerial should also identify parcel assessor numbers and ownership
 - d. Conceptual site plan with tentative land uses
 - e. Legend if applicable
2. Project Narrative:
 - a. Project name
 - b. Location of property
 - c. Description of proposed annexation
 - d. Description of the proposed use(s) of the annexed property
 - e. Zoning information for the property including existing county zoning and town-equivalent translational zoning
 - f. Description, including timing, of any proposed change in zoning planned after annexation
 - g. Desired/required services and infrastructure for the annexed property
 - h. Description of existing infrastructure: water, sewer, electricity, natural gas, phone, cable
 - i. An explanation as to how the proposed annexation conforms to the requirements of Arizona Revised Statutes (A.R.S.) 9-471
 - j. A description of compatibility with the General Plan, including future land use designation for the property
 - k. A cost/benefit analysis using Town provided methodology
 - l. Tax parcel numbers of affected property(ies)
 - m. Identification of any conditions or constraints on the property, such as future roadway alignments, rivers, arroyos, flood plain designations, power line corridors or gas line corridors, airport air traffic areas, noise contours or accident potential zone



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PRE-APPLICATION FLOW CHART

