



---

---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

---

### General

This purpose of this procedural guide provides the general requirements and procedures related to the preparation of a rezoning or specific plan application submittal to the Town of Marana. This guide should be used in conjunction with the regulations set forth in Title 5.06 and Title 10.05 of the Town of Marana Land Development Code.

### Pre-Application Conference

The Rezoning/Specific 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 60 days from the date of submission. The review of subsequent submittals is typically completed within 30 days.
- B. Applicants shall hold at least one, but preferably two or more, public meetings with the residents of the neighborhood or area surrounding the property subject to the requested rezoning to discuss the proposal. It is recommended that the first of these meetings is scheduled prior to the second submittal of the project to the Town.
- C. Rezoning requests in the Town of Marana mandate a public hearing before both the Planning Commission and the Town Council.

### Instructions and Requirements

#### I. General Standards, Maps, Illustrations and Exhibits

- A. Must include legends, titles, North arrow, scale, dimensions and contour intervals, where applicable
- B. Aerial photographs must be less than two years old
- C. Topographic maps must reflect a 1 or 2 foot contour level
- D. Maps and exhibits should be located within the document at the end of sub-section to which they apply. 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.



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

- E. Maps and land use concept plan shall be of consistent size and clearly legible
- F. A Site Resource Inventory (SRI) and accompanying map shall be prepared in accordance with the requirements of Title 17 of the Land Development Code. Site reports must have been completed within the past five years. The SRI submittal should be included as an appendix within the site analysis document. If the plan map is shown on more than one sheet, provide a key map on the cover sheet, indicating the sub-area of each sheet.

### II. Plan Organization

#### A. Introduction

This section provides a narrative or overview of the project and identifies the primary objectives. These should include:

1. Anticipated benefits to the community
2. Adherence to Town plans including the General Plan and Strategic Plan
3. Proposed densities and maximum number of units for residential projects
4. Impacts of commercial and industrial uses to the community, as well as mitigation to adjacent uses
5. Discuss anticipated employment numbers, hours of operation, etc.

#### B. Development Capability/Inventory and Analysis

This section should address the current site conditions and existing land uses as follows:

1. Provide a description and maps of the site location.
2. Describe and map existing land uses on-site.
3. Provide the following information on all property within  $\frac{1}{4}$  mile of site:
  - a. Existing zoning (describe and map)
  - b. General Plan land use (describe and map)
  - c. Existing land use (describe and map)
  - d. Number of stories of existing structures
  - e. Pending rezoning cases
  - f. Conditional rezoning cases (approved)
  - g. Subdivisions/development plans (approved)
  - h. Architectural styles used in adjacent projects
4. Map and describe the location of wells/well sites within 100 feet of property and state ownership
5. Topography and slope



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

- a. Describe and map:
  - i. The hillside and conservation areas
  - ii. Any rock outcrops
  - iii. Slopes of 15% or greater
  - iv. All other significant topographic features
  - v. Provide a statement of pre-development cross-slope calculations
6. Hydrology
  - a. Describe and map:
    - i. The perimeter of all **off-site** watersheds affecting or affected by the site, upstream and downstream. Include notation of all balanced and critical basins. Provide the acreage of upstream off-site watershed with 100-year discharges greater than 50 cfs
    - ii. The significant **off-site** features, natural or man-made, with the watersheds discussed above affecting or affected by the site
    - iii. The characteristics of **on-site** hydrology including:
      - 100-year floodplains with discharges greater than or equal to 50 cfs
      - Areas of sheet flooding and average depth
      - Federally mapped floodways and floodplains
      - 100-year peak discharges exceeding 50 cfs
    - iv. A qualitative description of existing drainage conditions along the downstream property boundary
7. Vegetation
  - a. Describe and map the vegetative communities and associations on the site
  - b. Describe and map the significant cacti and groups of trees and federally-listed threatened or endangered species
  - c. Provide the vegetative densities by percentage of plant cover
8. Wildlife
  - a. Provide a letter from a habitat specialist pertaining to the following:
    - i. Presence of any listed threatened or endangered species or designated habitat
    - ii. High densities of a given species population
    - iii. Aquatic or riparian ecosystems
    - iv. Wildlife corridor
  - b. A description and map of any wildlife concerns expressed by Arizona Department of Game and Fish



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

9. Soils and Geology
  - a. Describe and map the general geotechnical conditions on the site
10. Viewsheds
  - a. Describe and map:
    - i. Viewsheds onto and across the site from adjacent areas
    - ii. Views which may be blocked by the proposed development
    - iii. Areas of high visibility from adjacent off-site locations
  - b. Provide a site photo key map and corresponding photos of viewsheds
11. Traffic
  - a. Describe and map:
    - i. All existing and proposed off-site streets between the development and the nearest arterial streets
    - ii. All arterial streets within one mile of the project site and provide the following information on each:
      - Existing and proposed rights-of-way widths
      - Whether or not said widths conform to minimum requirements
      - Ownership
      - Whether or not rights-of-way jog or are continuous
      - Number of travel lanes and theoretical capacity and posted speed for existing roads
      - Current average daily traffic volumes for existing streets
      - A description of the surface conditions of existing roadway providing access to the site
      - A description of any proposed roadway improvements to be provided by the applicant
  - b. Existing and proposed intersections on arterials within one mile and most likely to be used by traffic from this site
  - c. Existing bicycle and pedestrian ways adjacent to the site and their connections with arterial streets, parks, and schools
12. Recreation and Trails
  - a. Describe and map all trails, parks and recreation areas, their size and type within one mile of site



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

### 13. Cultural

**NOTE:** The Cultural/ Archaeological/ Historic Resources information shall not be included in the rezoning / specific plan document. **Please include the archaeological information under separate cover.**

- a. Generally describe and map locations of resources on the site
- b. Provide a letter from a qualified archaeologist stating probability of locating archaeological resources on the site and his/her recommendation

### 14. Existing Infrastructure and Public Facilities

- a. Describe the existing utilities and public services that serve the project area. Ex: water, sewer, electric, gas, police, fire, etc.
- b. Provide a sewer capacity letter from the wastewater provider

### 15. Composite Constraints (McHarg) Map:

- a. Intended to show the characteristics discussed above and must include the following constraints:
  - i. Topography
  - ii. Hydrology
  - iii. Vegetation
  - iv. Wildlife
  - v. Viewsheds

## C. Land Use Plan

This section should address the purpose and intent of the rezoning project and discuss the manner in which any constraints identified in the Development Capability/Inventory and Analysis section will be addressed.

1. Provide an overview or narrative of the proposed zoning and land use
2. Describe the relationship of the proposal to Town of Marana adopted plans including, but not limited to, the Marana General Plan and the Marana Strategic Plan.
3. Describe the compatibility and impact of the plan with the adjoining properties
4. Provide a conceptual land use plan and discuss how the plan addresses and identifies any constraints. Submit one 11" x 17" copy within the site or specific analysis. Two full-size copies (24" x 36") should to be submitted with application. The plan must include the following:
  - a. Boundaries and dimensions of the subject property
  - b. The name and right-of-way width of all adjacent and internal streets
  - c. All existing and proposed land uses. Provide data tables as necessary



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

- d. Locations and dimensions of all existing and proposed buildings and structures (both on-site and on adjacent properties)
  - e. Existing topography
  - f. Proposed parking layout including: number of spaces required; vehicular, pedestrian and service access; driveways and maneuvering areas; loading and refuse areas
  - g. Proposed screening including landscaping, walls, etc. Include materials, design and height
  - h. Current and proposed locations of all utilities to serve the project and include easements
  - i. Location and dimensions of proposed signage
5. Topography
- a. Describe how the conceptual land use plan responds to the topographic characteristics described in the Development Capability/Inventory Analysis
  - b. Map any areas of encroachment of buildings, lots, driveways, etc. onto slopes of 15% or greater
  - c. Provide new average cross-slope, calculations and values if allowances are to be made under Title 19 of the Land Development Code
  - d. Map perimeter of area used in new cross slope calculations and label areas to be left natural
6. Hydrology
- a. Describe how the conceptual land use plan responds to the hydrologic characteristics described in the Development Capability/Inventory Analysis
  - b. Provide information for encroachment/modification of drainage patterns
  - c. Map the potential drainage impacts to off-site land uses upstream and downstream
  - d. Describe and map the engineering and design features to be used to address drainage and erosion problems
  - e. Describe how the conceptual land use plan conforms to Pima County detention/retention manual and the Town of Marana Northwest Area Drainage Policy, as applicable
7. Vegetation
- a. Discuss how the conceptual land use plan responds to vegetative characteristics described in the Development Capability section of the plan
  - b. Discuss how the conceptual land use plan will respond to Title 17.02 of the Land Development Code



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

- c. Map the buffer areas, if used, and describe techniques used to mitigate sound, visibility, lighting and traffic
  - d. Provide cross-section illustrations showing proposed treatments to be used adjacent to existing developments and/or streets, to include:
    - i. Buffer width
    - ii. Height of all structural screening devices used
    - iii. Size and types of plantings
    - iv. Earth berms (maximum slope 2:1)
    - v. Setbacks
8. Wildlife
- a. Describe how the conceptual landscape plan mitigates impact to wildlife which were identified in the Development Capability/Inventory and Analysis and Site Resource Inventory
9. Viewsheds
- a. Describe any mitigative measures taken to minimize impacts to the viewsheds of surrounding properties
  - b. Describe any areas of high visibility from surrounding properties
10. Traffic
- Include a traffic report if required by the Traffic Engineering Division a traffic report is not required at this time; then the following information will need to be provided:
- a. The proposed internal circulation and access to/from arterial street, explaining location and rationale for placement
  - b. Any future off-site road improvements required to be built to support the rezoning and the projected time frames for construction of those improvements
  - c. Projected Average Daily Trip (ADT) for internal circulation systems at build-out and level of service for all of the adjacent collector and arterial streets. Include a projection of traffic volumes and capacity analyses for adjacent intersections
  - d. A description of roadway and traffic control improvements required for those streets and intersections described above
  - e. The party/agency responsible for making necessary roadway and traffic control improvements
  - f. A description of on-site street rights-of-way widths, including typical roadway sections, and indicate proposed ownership



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

- g. A description of any proposed bicycle and pedestrian pathways within the development and indicate whether they are connected to external pathways, arterial streets, parks and schools

### 11. Public Utilities

- a. Describe how utilities will be provided (sewer, water, gas and electric service) to the project area

### 12. Public Service Impacts

- a. Describe impacts to police, fire and refuse services
- b. Describe the impact of the development on schools and parks

### 13. Recreation and Trails

- a. Describe recreation areas to be provided within the development
- b. Discuss the ownership of natural/modified open space within the development
- c. Discuss how the development will provide access to off-site trails and how access will be maintained

### 14. Cultural, Archaeological and Historic Resources

**NOTE:** The Cultural Resources information shall not be included in the rezoning/specific plan document. Please submit the cultural resources information under separate cover

Within the site analysis document or specific plan, discuss the following:

- a. Measures that will be taken to protect all cultural and historical resources on the site
- b. How the resources may be incorporated into the development.
- c. Describe what measures will be taken if an archaeological survey has been recommended

### **D. Development and Design Regulations (Specific Plans only)**

### **E. Implementation and Administration (Specific Plans only)**



---

## REZONING/SPECIFIC PLAN PROCEDURAL GUIDE

---

### REZONE FLOW CHART

