



FINAL PLAT PROCEDURAL GUIDE

General

The purpose of this procedural guide is to assist through the Final Plat 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.

Pre-Application Conference

The Final 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.

If the Final Plat is submitted to the Town within 120 days of Town Council approval of the preliminary plat, a pre-application conference is not required, but a conference may be scheduled at the request of the property owner or applicant.

Approval Process

- A. Upon receipt of a complete application, the 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 Final Plat is in compliance with all Town requirements, and all improvement plans have been approved, the project planner will prepare a staff report describing and evaluating the proposed Final Plat and place it on the agenda of the next regularly scheduled Town Council meeting. Although a Final Plat is typically placed on a consent agenda, it is recommended that the applicant or project representative be present at the meeting.
- D. Upon approval of the Final Plat by the Town Council, the Town Clerk and Mayor shall certify the action. All required signatures shall be obtained on the original Mylar coversheet. The Final Plat will be recorded in the Office of the Pima County Recorder and the applicant/owner will be responsible for the payment of all recording fees.



FINAL PLAT PROCEDURAL GUIDE

Instructions and Requirements

I. General Plat / Map Requirements

- A. A Final Plat shall be in general conformance with the approved preliminary plat.
- B. A Final Plat must be submitted on full-size sheets (24" x 36") with ½" standard margins, and 1½" margin at left.
- C. Provide space in the top and bottom margins (far right side) on each sheet for the recording data, as follows "SEQUENCE NUMBER _____."
- D. 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.
- E. Provide a North arrow. 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.
- F. Provide a complete legend of used symbols on cover sheet.
- G. 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.
- H. 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."
- I. All areas must be properly identified or be labeled "EXCLUDED."

II. Location Map

- A. Provide a location map in the upper right corner of the plat coversheet of the plat. The map shall be drawn to a scale (3" = 1 mile), with North arrow oriented to the top of the sheet, which includes:
 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."



FINAL PLAT PROCEDURAL GUIDE

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. Where a subdivision boundary crosses a section (or quarter-section) line, the line shall be continued through the plat as a dashed line.
- B. Survey ties and monumentation shall be represented by a registered land surveyor and as follows:
 1. Show distances and bearings between all monuments referenced.
 2. All monumentation shown must be fully described, with any markings noted, and labeled as "FOUND" or "SET."
 3. Distance and bearings from at least one subdivision corner must be tied to the base-line.
- C. Provide dimensions, bearings, and area for all lots, parcels, common areas, etc.
- D. Identify all lots by number and all common areas by letter.
- E. Common areas of different uses shall be independently identified unless they share common characteristics and provide common benefits.
- F. Each lot and block shall be depicted on a single sheet.
- G. Label all property lines that are radial lines as "(RAD)." Show radial bearings for points of curve and ends of curve at non-tangent points.
- H. Delineate and call out all existing and proposed easements, and provide dimensions and purpose.
- I. Delineate and call out all one-foot no-access easements.



FINAL PLAT PROCEDURAL GUIDE

- J. Show other conditions adjacent to the site: zoning, use, subdivision names, recording information of adjoining plats, unsubdivided adjacent areas labeled as such with parcel number.
- K. Provide the applicable recording information for all adjacent subdivisions and developments in the appropriate location on the plat map.
- L. Show existing streets adjacent to the subdivision and identify by name, width and recording information.
- M. Show existing and adjacent easements and drainageways. Identify by name, width, purpose (where pertinent), and recording information.
- N. Show all curve data: radius, length of arc, tangent and central angle. Curve data tables are acceptable. Curves to be numbered consecutively throughout the plat. (Do not repeat curve numbers.)
- O. Show each approved name and right-of-way width of each new street or other right-of-way.
- P. Depict and label all utility easements, dedicated drainageways, and exclusive easements for Town uses.
- Q. Delineate the limits of all 100-year flood-prone areas in a surveyable manner. Label and tie to known points.
- R. Show sight visibility triangles.
- S. Provide references to recorded instruments and cite the book type (i.e. "ROAD MAPS", "MAPS AND PLATS", "DOCKET", etc.), as well as the appropriate book and page or sequence number(s).
- T. A star symbol is required to indicate the general access location for corner lots, large frontage lots and lots with multiple street frontages.
- U. Apartment or condominium complexes with units on multiple levels require a symbol that designates unit vertical levels. For example:
 - 300 = third floor series numbers etc.
 - 200 = second floor series numbers
 - 100 = first floor series numbers

V. Certifications

A. All Final Plats shall include the following certifications:

1. Certification of survey, with seal, signature, printed name and registration number of



FINAL PLAT PROCEDURAL GUIDE

registered land surveyor.

2. A registered professional engineer shall, by seal, signature, printed name and registration number, certify that the 100-year flood prone limits and erosion hazard setbacks were reviewed and shown under his/her supervision.

VI. Approval Signatures and Dedications

A. All Final Plats shall include the following approval blocks:

BY _____ P.E. _____
MARANA TOWN ENGINEER/ DEVELOPMENT ENGINEER DATE

BY _____
MARANA PLANNING DIRECTOR DATE

BY _____
MARANA UTILITIES DIRECTOR DATE

B. If the Plat is within the Pima County designated management area for wastewater, replace Marana Utilities Director with the following:

BY _____
PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT DATE

C. All Final Plats shall include the following certification block:

I, _____, CLERK OF THE TOWN OF MARANA HEREBY CERTIFY THAT THIS PLAT WAS APPROVED BY THE TOWN COUNCIL OF THE TOWN OF MARANA ON THE _____ DAY OF _____, 20_____.

BY _____
CLERK OF THE TOWN OF MARANA DATE

D. In accordance with ARS 45-576, one of the following assured water supply blocks shall be on the plat:



FINAL PLAT PROCEDURAL GUIDE

1. If the project is serviced by Town of Marana Water
ASSURED WATER SUPPLY

A CERTIFICATION OF ASSURED WATER SUPPLY HAS BEEN RECEIVED FROM THE DIRECTOR OF WATER RESOURCES.

By _____ P.E. _____
MARANA UTILITIES DIRECTOR DATE

2. If the project is serviced by City of Tucson Water
ASSURED WATER SUPPLY

THE UNDERSIGNED CERTIFIES THAT IT IS DESIGNATED AS HAVING AN ASSURED WATER SUPPLY AND WILL PROVIDE WATER SERVICE TO THIS SUBDIVISION.

By _____
ITS _____
CITY OF TUCSON WATER DEPARTMENT DATE

E. One of the following assurance blocks shall appear on the Final Plat:

ASSURANCES IN THE FORM OF _____ FROM _____ AS RECORDED IN SEQUENCE NUMBER _____ IN THE OFFICE OF THE RECORDER OF [PIMA / PINAL] COUNTY, ARIZONA HAVE BEEN PROVIDED TO GUARANTEE INSTALLATION OF REQUIRED STREET, SEWER, ELECTRIC, GAS AND WATER UTILITIES, DRAINAGE, FLOOD CONTROL AND OTHER SUBDIVISION IMPROVEMENTS MEETING ESTABLISHED MINIMUM STANDARDS OF DESIGN AND CONSTRUCTION.

By _____
TOWN OF MARANA DATE

-OR-

ASSURANCES IN THE FORM OF _____ FROM _____ IN THE AMOUNT OF \$ _____ HAVE BEEN PROVIDED TO GUARANTEE THE INSTALLATION OF REQUIRED STREET, SEWER, ELECTRIC, GAS AND WATER UTILITIES, DRAINAGE, FLOOD CONTROL AND OTHER SUBDIVISION IMPROVEMENTS MEETING ESTABLISHED MINIMUM STANDARDS OF DESIGN AND CONSTRUCTION.

By _____
TOWN OF MARANA DATE



FINAL PLAT PROCEDURAL GUIDE

F. The following recording block shall be included on the cover sheet:

STATE OF ARIZONA

FEE _____

COUNTY OF PIMA

SEQUENCE No. _____

THIS INSTRUMENT WAS FILED FOR RECORD AT THE REQUEST OF _____
ON THIS _____ DAY OF _____, 20____, AT _____ M. IN SEQUENCE
NUMBER _____ THEREOF.

F. ANN RODRIGUEZ

PIMA COUNTY RECORDER

BY DEPUTY

G. The Dedication shall substantially conform (as applicable) to the following:

"We, the undersigned, hereby warrant that we are all and the only parties having any fee title interest in the land shown on this plat, and we consent to the subdivision of this land in the manner shown on this plat. We hereby dedicate to the Town of Marana all rights-of-way shown on this plat, including all streets, alleys, and drainageways. Utility easements as shown on this plat are dedicated to the Town of Marana for the purpose of installation and maintenance of, and access to, public utilities and sewers. No access easements shown on this plat are dedicated to the Town of Marana for the purpose of access control to adjacent rights-of-way. Other easements shown on this plat are dedicated to the Town of Marana for the purpose or purposes noted on this plat.

"We and our successors and assigns hereby hold the Town of Marana, its employees, officers, and agents harmless from and against any and all claims for damages related to the use of these lands now and in the future by reason of flooding, flowage, erosion, or damage caused by water, whether surface, flood, or rainfall. Natural drainage shall not be altered, disturbed, or obstructed without the approval of the Town of Marana."

The following paragraph may be modified as appropriate.

H. "Private drainageways and common area as shown on this plat are reserved for the private use and convenience of all owners of property within this subdivision and their guests and invitees. Common area, but not private drainageways, are reserved for the installation and maintenance of underground utilities. Private drainageways are also reserved for the flow of water, whether surface, flood, or rainfall, from this subdivision and other lands as approved by the Town Engineer. Title to all private drainageways and common area shall be vested in an association of individual lot owners as established by covenants, conditions and restrictions recorded in sequence number _____ in the office of the



FINAL PLAT PROCEDURAL GUIDE

RECORDER OF [PIMA / PINAL] COUNTY, ARIZONA. EACH AND EVERY LOT OWNER WITHIN THE SUBDIVISION SHALL BE A MEMBER OF THE ASSOCIATION, WHICH IS RESPONSIBLE FOR THE CONTROL, MAINTENANCE, SAFETY, AND LIABILITY OF THE PRIVATE DRAINAGEWAYS AND COMMON AREA WITHIN THIS SUBDIVISION.”

I. Other Requirements

1. Provide a Beneficiary of Trust block beneath the dedication statement and identify all beneficiaries.
2. Provide an Acknowledgment block signed by the owner or authorized agent beneath the dedication block. The Acknowledgement block shall conform to A.R.S. 33-506.
3. All signatures must be original and in black permanent ink.
4. The No Access Easement (NAE) language may be omitted in cases in which no NAE’s are proposed.
5. Developments which are to be served by Pima County Regional Wastewater Reclamation Department shall include the following language to be located just prior to the last sentence of the first paragraph:

“WE HEREBY DEDICATE TO PIMA COUNTY THE PUBLIC SEWER EASEMENTS AS SHOWN ON THIS PLAT FOR THE PURPOSE OF INSTALLATION, MAINTENANCE OF, AND ACCESS TO, PUBLIC SEWER FACILITIES”.

6. Developments that do not involve new public infrastructure and do not require subdivision assurances shall include the following block:

“THE TOWN OF MARANA DOES NOT REQUIRE THE SUBDIVIDER TO PROVIDE SUBDIVISION ASSURANCES FOR THIS SUBDIVISION. ANY SUBDIVISION IMPROVEMENTS REQUIRED BY ARIZONA REVISED STATUTES SECTION 9-463.01(C)(8) AND MARANA LAND DEVELOPMENT CODE SECTION 06.06 HAVE BEEN PROVIDED.”

BY _____

TOWN OF MARANA

DATE

VII. Final Plat General Notes

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

- A. Gross area of development (in both acres and square feet)
- B. Total number of lots
- C. Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning



FINAL PLAT PROCEDURAL GUIDE

- D. Density of development
- E. List all common and open space areas and identify the proposed use of each
- F. List of subdivision area calculations in acreage and square feet. The list should include calculations for residential development, right-of-way, and all common areas and open space
- G. The length of new streets to the nearest 1/10th mile, and specify whether the streets are public or private
- H. Minimum allowable lot size (in square feet) per zoning designation
- I. Indicate minimum, average and maximum lot size proposed per the plat
- J. Maximum allowable building height
- K. Proposed building setbacks:
 - 1. Front
 - 2. Side
 - 3. Corner /Street Side
 - 4. Rear
- L. Parking provisions (quantity of spaces provided per lot and any additional parking). Identify any proposed restrictions pertaining to on-street parking (e.g.: parking allowed only on one side of street).
- M. Basis of bearings: describe base-line, between two section/¼ corners, with reference to a map of record (if possible) and indicate the bearing.
- N. The following notes shall be listed:
 - 1. "NO FURTHER LOT SPLITTING SHALL BE DONE WITHOUT THE WRITTEN APPROVAL OF THE TOWN OF MARANA."
 - 2. "APPROVAL OF THIS PLAT DOES NOT AFFIRM, CERTIFY, OR APPROVE ANY LAND DIVISION THAT MAY BE CONTRARY TO STATE LAW, NOR DOES IT CERTIFY THE EXISTENCE OF, OR COMPLIANCE WITH, ANY DEED RESTRICTIONS OR EASEMENTS."
 - 3. "ALL NEW AND EXISTING UTILITIES WITHIN OR CONTIGUOUS TO THE SITE SHALL BE PLACED UNDERGROUND EXCEPT ELECTRICAL TRANSMISSION LINES CARRYING 46 KV OR GREATER, AND THOSE LINES WHICH CAN BE SHOWN TO EXIST IN CURRENT OR FUTURE ELECTRICAL TRANSMISSION CORRIDORS."
 - 4. "OBJECTS AND MATERIALS WITHIN SIGHT VISIBILITY TRIANGLES SHALL BE PLACED SO AS NOT TO INTERFERE WITH A VISIBILITY PLANE DESCRIBED BY TWO HORIZONTAL LINES LOCATED 30" AND 72" ABOVE FINISHED GRADE OF THE ROADWAY SURFACE, AND SHALL CONFORM TO



FINAL PLAT PROCEDURAL GUIDE

SECTION 4.8 OF THE TOWN OF MARANA SUBDIVISION STREET STANDARDS.”

5. “INSTALLATION OF ITEMS SUCH AS LANDSCAPE, HARDSCAPE, IRRIGATION, DRAINAGE IMPROVEMENTS, SIGNAGE, MONUMENTATION, WALLS, ETC. WITHIN THE PUBLIC RIGHTS-OF-WAY SHALL REQUIRE A LICENSE AGREEMENT FOR INSTALLATION, MAINTENANCE, AND INDEMNIFICATION. THIS DOCUMENT SHALL BE EXECUTED PRIOR TO FINAL APPROVAL OF LANDSCAPE PLANS OR IMPROVEMENT PLANS ALLOWING INSTALLATIONS WITHIN THE PUBLIC RIGHTS-OF-WAY.”
6. “THE AREA BETWEEN 100-YEAR FLOOD LIMITS REPRESENTS AN AREA THAT MAY BE SUBJECT TO FLOODING FROM A 100-YEAR FREQUENCY FLOOD AND ALL LAND IN THIS AREA WILL BE RESTRICTED TO USES THAT ARE COMPATIBLE WITH FLOODPLAIN MANAGEMENT AS APPROVED BY THE FLOODPLAIN ADMINISTRATOR.”
7. “THE PROFESSIONAL ENGINEER OF RECORD SHALL CERTIFY AS TO THE FORM, LINE, AND FUNCTION OF ALL PUBLIC AND PRIVATE ROADWAYS AND DRAINAGE STRUCTURES BEFORE THE RELEASE OF ASSURANCES.”



FINAL PLAT PROCEDURAL GUIDE

FINAL PLAT FLOW CHART

