



APPLICATION CHECKLIST

NATIVE PLANT PERMIT

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Notice of Intent to Clear Land from the Arizona Department of Agriculture
- All submittal requirements requested at the pre-application meeting
Note: Additional information may be requested based on the complexity and impact of the proposed project

PLAN REQUIREMENTS

- Sheet index
- Drawing scale of 1"=100' minimum - approval must be obtained for variations
- Location map shown on the cover sheet, upper right corner – Include the following
 - o North arrow and scale 3"=1 mile
 - o Brief legal description stated as "Portion of Section ___, T___S, R___E, G&SRB&M, Town of Marana, Pima County, Arizona"
 - o Section corners
 - o Subject property identified and centered within the map
 - o Major streets, rivers, railroads
 - o All jurisdictional limits
 - o Adjacent conditions including subdivisions, un-subdivided land, schools, etc.
- Legend of symbols used
- Key map indicating the sub-area of each sheet if the plan spans multiple sheets
- Approval block
 BY _____ DATE _____
 MARANA PLANNING DIRECTOR
- Title block shown on each sheet, lower right corner – Include the following
 - o Name of the project
 - o Brief legal description stated as "Portion of Section ___, T___S, R___E, G&SRB&M, Town of Marana, Pima County, Arizona"
 - o Drawing scale and contour interval
 - o Preparation date (revised plans should show date of revision)
 - o Town of Marana project number (provided during first review)
 - o Related project numbers
- Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet
- Seal and signature of the Registered Landscape Architect or professional who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet



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- Designated monitor's name, address and phone number on the cover sheet
- Gross area of the project - in acres and square feet
- Property boundary lines
- Aerial photograph (most current) with site plan overlay and proposed uses labeled
- Provide the following information for all protected native plants within the proposed affected area:
 - o Location
 - o Quantity
 - o Species
 - o Size
 - o General conditions
 - o Salvage status – transplanted on-site, off-site or preserved in-place
 - o Any additional criteria listed in Title 17, Section 17-2-14
- Identify native plant methodology: plant appraisal methodology, set aside methodology or plant inventory methodology
- Native plant holding nursery site location

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____

Revision Date 1/30/2017