



APPLICATION CHECKLIST	PRELIMINARY PLAT
SUBMITTAL REQUIREMENTS	
<input type="checkbox"/> Completed application	
<input type="checkbox"/> Owner authorization letter if applicable	
<input type="checkbox"/> Submittal fee (see comprehensive fee schedule)	
<input type="checkbox"/> All submittal requirements requested at the pre-application meeting <i>Note: Additional information may be requested based on the complexity and impact of the proposed project</i>	
<input type="checkbox"/> Compliance with the following standards or manuals to review design details for streets, stormwater and utilities: <ul style="list-style-type: none"> o Town of Marana Land Development Code o Town of Marana Subdivision Street Standards June 2016 o Pima County Roadway Design Manual fourth edition 2013 o Pima County Department of Transportation and Flood Control District (PCDOT & FCD) Storm water detention retention manual o Standards manual for Drainage Design and Floodplain Management in Tucson Arizona (Revised 1998) o Pima County Engineering Design Standards 2012 o City of Tucson and Pima County Standard Details for Public Improvements 2003 	
PLAN REQUIREMENTS	
The following information must be identified and labeled if applicable	
<input type="checkbox"/> Sheet index	
<input type="checkbox"/> Drawing scale of 1"=40' preferred - approval must be obtained for variations	
<input type="checkbox"/> North arrow	
<input type="checkbox"/> Location map shown on the cover sheet, upper right corner – Include the following <ul style="list-style-type: none"> o North arrow and scale 3"=1 mile o Brief legal description stated as "<i>Portion of Section ___, T___S, R___E, G&SRB&M, Town of Marana, Pima County, Arizona</i>" 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. 	
<input type="checkbox"/> Legend of symbols used	
<input type="checkbox"/> Key map indicating the sub-area of each sheet if the plan spans multiple sheets	
<input type="checkbox"/> Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet	
<input type="checkbox"/> Seal and signature of the Registered Engineer and Registered Surveyor who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet	



Approval block

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

BY _____
 MARANA PLANNING DIRECTOR DATE

BY _____
 (APPLICABLE FIRE DISTRICT) DATE

Title block shown on each sheet, lower right corner – Include the following

- o Name of the project "LOTS ____ THROUGH ____ AND COMMON AREAS 'A' THROUGH ____ "
- 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

Property boundary lines, with bearings and distances tied to a section corner or quarter corner

Where the property boundary crosses a section (or quarter-section) line, the section line shall be continued through the plat as a dashed line

Town boundary limits

Adjacent parcel information - label zoning, land use and subdivision names with recording information or un-subdivided areas with parcel numbers

Show a portion of drawing content beyond the sheet match line as lightened or ghosted

Existing on-site conditions, including houses, barns, fences, walls, wells, tanks, irrigation structures, etc.

Existing contours at one-foot intervals with labels, 50 feet beyond the project boundary

100-yr floodplain lines, FEMA flood zone(s) and erosion hazard setbacks for significant drainageways

Existing septic systems and wells with Arizona Department of Water Resources (ADWR) registration number

Existing and proposed streets on and adjacent to the site - include street names, right-of-way width, recording information and label as Public or Private

Existing and proposed easements on and adjacent to the site - include dimensions, purpose and recording information

Existing and proposed utilities on or near the property – label size and material of piping and the proposed connection points

Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions

Labeled all "Excluded" areas

Proposed uses



<input type="checkbox"/> Proposed lot layout with approximate dimensions – indicate typical and minimum lot sizes
<input type="checkbox"/> Proposed new grades, elevation and slopes, indicating proposed drainage patterns by flow arrows
<input type="checkbox"/> Sight visibility triangles (SVT)
GENERAL NOTES
The following information must be provided on the cover sheet if applicable
<input type="checkbox"/> Gross area of the project - in acres and square feet
<input type="checkbox"/> Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning
<input type="checkbox"/> Number of residential lots and density (residence per acre)
<input type="checkbox"/> Minimum allowable lot size in square feet, per the zoning designation
<input type="checkbox"/> Minimum, average and maximum lot size provided
<input type="checkbox"/> Building area and percentage of lot coverage allowed
<input type="checkbox"/> Maximum building height allowed
<input type="checkbox"/> Building setbacks required
<input type="checkbox"/> Parking provisions spaces required, spaces provided, and streets with restricted parking
<input type="checkbox"/> On-site landscape provision - percentage required and percentage provided
<input type="checkbox"/> Approximate area in parks, drainageways, natural open spaces and for any other proposed non-residential uses
<input type="checkbox"/> Basis of bearings and distances with at least two ties to section corners or quarter corners
<input type="checkbox"/> Basis of elevation, including elevation datum, identification and elevation of bench mark used
<input type="checkbox"/> Design speed and design vehicle to be used in street design/calculation
<input type="checkbox"/> Include the following notes: <ul style="list-style-type: none"> o "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS." o "DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING." o "DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL." o "DRAINAGEWAYS WILL BE CONSTRUCTED, ACCORDING TO APPROVED PLANS PRIOR TO THE ISSUANCE OF ANY PERMITS FOR THE AFFECTED ____ THROUGH ____." o "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) o "ACCESS ACROSS FLOOD PRONE AREAS TO BUILDING SITES ON LOTS ____ THROUGH ____ WILL BE THE RESPONSIBILITY OF THE BUYERS." o "TOTAL MILES OF NEW PUBLIC OR PRIVATE STREETS IS ____." (ROUNDED TO THE NEAREST TENTH) o "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 THE TOWN OF MARANA SUBDIVISION STREET STANDARDS." o "INSTALLATION OF ITEMS SUCH AS LANDSCAPING, IRRIGATION, SIGNAGE, MONUMENTS, WALLS AND DRAINAGE IMPROVEMENTS IN THE PUBLIC RIGHTS-OF-WAY SHALL REQUIRE A PERPETUAL LICENSE AGREEMENT FOR INSTALLATION, MAINTENANCE AND INDEMNIFICATION."



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- "ALL NEW AND EXISTING UTILITIES WITHIN OR CONTIGUOUS TO THE SITE SHALL BE PLACED UNDERGROUND EXCEPT ELECTRICAL TRANSMISSION LINES CARRYING 48KV OR GREATER, AND THOSE LINES WHICH CAN BE SHOWN TO EXIST IN CURRENT OR FUTURE ELECTRICAL TRANSMISSION CORRIDORS."
- "THIS DEVELOPMENT IS SUBJECT TO THE CONDITIONS AND AGREEMENTS OF ORDINANCE ____."

Include one of the following notes regarding water service:

- "THIS PROJECT LIES WITHIN THE PLANNED WATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT WHICH IS DESIGNATED BY THE DEPARTMENT OF WATER RESOURCES AS HAVING AN ASSURED WATER SUPPLY."
- "THIS PROJECT LIES WITHIN THE PLANNED WATER SERVICE AREA OF THE CITY OF TUCSON WATER DEPARTMENT WHICH IS DESIGNATED BY THE DEPARTMENT OF WATER RESOURCES AS HAVING AN ASSURED WATER SUPPLY."

Include one of the following notes regarding wastewater service:

- "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT."
- "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT."

Include any additional notes required by the various affected agencies/utilities

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____

Revision Date 12/27/2018