Development Services / maranaplanning@maranaaz.gov
11555 West Civic Center Drive / Marana, AZ 85653
Ph (520) 382-2600 / Fax (520) 382-2641 / maranaaz.gov

APPLICATION CHECKLIST — DEVELOPMENT PLAN

SUBMITTAL REQUIREMENTS

- ❑ Completed application
- ❑ Owner authorization letter if applicable
- ❑ Submittal fee (see comprehensive fee schedule)
- ❑ 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

The following information must be identified and labeled if applicable

- ❑ Sheet index
- ❑ 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 _____ 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
  - 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

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❑ 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
❑ Drawing scale of 1"=40' preferred - approval must be obtained for variations
❑ North arrow
❑ Property boundary lines, bearings and distances tied to a section corner or quarter corner
❑ Town boundary limits
❑ Adjacent parcel information - label zoning, land use and subdivision names with recording information or un-subdivided areas with parcel numbers
❑ 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 and recording information and label as Public or Private.
❑ Existing and proposed utilities on or near the property
❑ Existing and proposed easements on and adjacent to the site (utility, drainageways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
❑ Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions
❑ Proposed uses
❑ Proposed layout – buildings (total area square feet and height of the building identified inside of the footprint), setbacks, bufferyard, etc. with dimensions
❑ Proposed new grades, elevation and slopes, indicating proposed drainage patterns by flow arrows
❑ Site walls/fencing including type and height
❑ Sight visibility triangles (SVT)
❑ Parking spaces with dimensions and total number of parking spaces shown between landscape islands
❑ Loading zones with dimensions
❑ Curbing - identify type
❑ Americans with Disabilities Act (ADA) accessible route from building to public right-of-way
❑ Provide details for the following information: o Trash enclosure or a note stating "TRASH ENCLOSURES MUST BE OF MASONRY CONSTRUCTION MATCHING THE BUILDING AND HAVE NON-TRANSPARENT GATES." o Standard parking spaces and ADA spaces with dimensions o Elevation of proposed walls with dimensions and type of materials

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❑ Outdoor lighting

GENERAL NOTES

The following information must be provided on the cover sheet if applicable

❑ Gross area of the project - in acres and square feet

❑ Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning

❑ Approximate area in drainageways, natural open spaces and for any other proposed uses

❑ Building area and percentage of lot coverage

❑ Maximum building height - allowed and proposed

❑ Building setbacks required

❑ Parking provisions spaces required and provided

❑ On-site landscape provision - percentage required and percentage provided

❑ Roadway design speed

❑ Basis of bearings and distances tied to a section corner or quarter corner

❑ Basis of elevation, including elevation datum, identification and elevation of bench mark used

❑ Include the following notes:

- O "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS."
- O "ALL SIGNAGE TO BE APPROVED UNDER A SEPARATE PERMIT."
- 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 "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."
- O "THIS DEVELOPMENT COMPLIES WITH MARANA TOWN CODE FOR ACCESSIBLE PARKING SIGNAGE REQUIREMENTS."
- O "ALL EXTERIOR LIGHTING SHALL BE PER THE CURRENTLY ADOPTED TOWN OF MARANA OUTDOOR LIGHTING CODE."
- O "THIS DEVELOPMENT IS SUBJECT TO THE CONDITIONS AND AGREEMENTS OF ORDINANCE ____."

❑ Include <u>one</u> of the following notes regarding water service:

- O "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."
- O "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 <u>one</u> of the following notes regarding wastewater service:

- O "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT."
- O "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