



IMPROVEMENT PLAN CHECKLIST

SUBMITTAL REQUIREMENTS

Completed application

Owner authorization letter if applicable

Submittal fees

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*

GENERAL REQUIREMENTS

- The site plan is an improvement plan for any new non-single family residential development, upon which is shown the existing and proposed conditions of the property. The following items may be included on the plan in order that an informed decision can be made by the approving authority: structures and buildings, utility services, ingress, egress, circulation, topography, vegetation, drainage, floodplains, open spaces, and any other necessary information. No building permit or grading permit will be issued for any new development in all zoning districts until improvement plans have first been approved.
- The Marana Development Code establishes the procedure for the approval of large-scale developments. Large-scale developments include planned shopping centers, planned industrial parks and other planned developments as a unified project, group dwellings, apartment complexes, manufactured home and recreational vehicle parks or other individual projects or complexes on a lot or parcel of land larger than 2 ½ acres. It may also include any development that is required to obtain such approval as a condition of zoning approval or as a Specific Plan requirement.
- The purpose of this procedural guide is to assist the applicant through the Improvement Plan 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.
- An Improvement plan review is required for commercial development and non-single family development occurring on undeveloped property and/or other developments and expansions not included on previously approved Improvement plans. This is to ensure that all aspects of the development complies with Town requirements and standards and integrates proper improvements which would not negatively impact the neighborhood in which it is to be developed.
- Improvement plans located within a new zoning classification are processed administratively, provided that prior processes (rezoning, etc.) acted upon by the Planning Commission and Town Council did not specifically state, as a condition of approval, that the improvement plan needs to return for review and action.
- If necessary, the Development Engineering Division staff will coordinate a meeting between staff and the applicant for purposes of clarifying outstanding issues resulting from the Improvement Plan review and reach consensus on issues prior to approval.

IMPROVEMENT PLAN REVIEW

- Upon submittal of a completed Improvement plan, the Planning Department, Development Engineering division, Environmental Engineering, and Traffic Engineering Division will review the Improvement plans and supporting documents, and also distribute the plan submittal to other departments and agencies, as necessary. Reviewing departments and agencies are provided 15 working days from the distribution date to provide their comments.
- After the completion of the review period, the Development Engineering Department will summarize the recommendations of the reviewing departments and agencies, and provide the applicant with such comments. If the proposed Improvement plan is in conformance, it will be approved administratively. If not in conformance, a request will be made to provide the Development Coordinator with another submittal for additional review.

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

- North arrow and scale 3"=1 mile
- Brief legal description stated as "Portion of Section ___, T___S, R___E, G&SRB&M, Town of Marana, Pima County, Arizona"
- Section corners
- Subject property identified and centered within the map
- Major streets, rivers, railroads
- All jurisdictional limits
- 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 _____
NORTHWEST FIRE DISTRICT DATE

TITLE BLOCK SHOWN ON EACH SHEET

Project name Town of Marana Project number
Brief legal description stated as "Portion of Section ___, T___S, R___E, G&SRB&M, Town of Marana, Pima County, Arizona"
Drawing scale and contour interval

Preparation date (revised plans should show date of revision)
Name, address, telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet.
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
Property boundary lines, bearings and distances with at least one tie to a section corner or quarter corner include North arrow
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
Existing contours at one-foot intervals with labels, 50 feet beyond the project boundary
100-yr floodplain lines, FEMA flood zone(s), erosion hazard setbacks for significant drainage ways
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, drainage ways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions
Proposed layout – buildings (total area square feet and height of the building identified inside of the footprint), setbacks, buffer yard, etc. with dimensions
Proposed grades, elevation and slopes, indicating 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
All curbing and identify type
Americans with Disabilities Act (ADA) accessible route from building to public right-of-way

PROVIDE DETAILS FOR THE FOLLOWING INFORMATION FOR COMMERCIAL PROJECTS

Trash enclosure or a note stating "TRASH ENCLOSURES MUST BE OF MASONRY CONSTRUCTION MATCHING THE BUILDING AND HAVE NON-TRANSPARENT GATES."

Standard parking spaces and ADA spaces with dimensions

Elevation of proposed walls with dimensions and type of materials

DRAINAGE

Show significant drainage courses entering or leaving the development. The 100-year frequency flow must be shown.

All subdivisions and commercial properties will be required to submit a Drainage Report and a Geotechnical Report. Please use the "*Standards Manual for Drainage Design and Floodplain Management*". (latest revision)

For each drainage course for which the 100-year frequency flow exceeds 50 cubic feet per second at the point of leaving the development, the limits of the 100-year flood prone area must be shown and labeled. Such areas must also be accompanied by the following note:

For internal drainage carried in streets, flow arrows sufficient to define the drainage pattern and 100-year frequency flows at points of discharge must be shown.

Drainage structures at road crossings will be fully detailed and installed according to Town of Marana. Drainage ways which discharge onto a paved street will be lined.

Dedicated drainage ways will be provided where necessary.

Drainage collected and released from a proposed development at the locations and in the manner indicated by the original topography.

Where drainage is to be disturbed outside the boundaries of the development, arrangements will be made with adjacent owners and documentation submitted.

Required detention/retention information.

Volume, W.S.E.L.

Basin Barrier where necessary. (Depth greater than 2' side slope steeper than 4:1.)

Channel capacity calculations.

Constructed channels to sized and provided with necessary bank protection, velocity checks, etc., to prevent erosion and to minimize maintenance.

Drainage channels with a bottom width of less than 20 feet must have a 16-foot (min.) access and utility easement on one side (both sides if wider than 20 feet). Access easements are not required for drainage channels no longer than the depth of one lot.

No building site in a development will be located within the 100-year flood limits of a major wash.

Provide details of all drainage features

GENERAL NOTES

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

"DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING."

<p>"DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL." Include any notes required by the various affected agencies/utilities.</p>
<p>The following information must be provided on the cover sheet if applicable</p>
<p>Gross area of the project - in acres and square feet</p>
<p>Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning</p>
<p>Approximate area in drainage ways, natural open spaces and for any other proposed uses</p>
<p>Building area, percentage of lot coverage and building setbacks required</p>
<p>Maximum building height - allowed and proposed</p>
<p>Parking provisions spaces required</p>
<p>On-site landscape provision - percentage required and percentage provided</p>
<p>Roadway design speed</p>
<p>Basis of bearings and distances with at least two ties to section corners or quarter corners</p>
<p>Basis of elevation, including elevation datum, identification and elevation of bench mark used</p>
<p>INCLUDE THE FOLLOWING NOTES:</p> <p>"ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS." "ALL SIGNAGE TO BE APPROVED UNDER A SEPARATE PERMIT." "DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING." "DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL." "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." "THE AREA BETWEEN THE 100-YEAR FLOOD LIMITS REPRESENTS AN AREA THAT MY 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 "OR GENERAL NOTE... "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." "THIS DEVELOPMENT COMPLIES WITH MARANA TOWN CODE FOR ACCESSIBLE PARKING SIGNAGE REQUIREMENTS." "ALL EXTERIOR LIGHTING SHALL BE PER THE CURRENTLY ADOPTED TOWN OF MARANA OUTDOOR LIGHTING CODE."</p>

"THIS DEVELOPMENT IS SUBJECT TO 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

"Contractor shall verify locations and elevations of all existing utilities prior to any construction. Call Arizona811 (1-800-782-5348) two full working days prior to excavation."

"The contractor shall give forty-eight (48) hours' notice when he shall require the services of the engineer or any other person properly authorized for such purpose for laying out any portion of the work, and shall also dig all stake holes necessary to give line and levels and shall provide assistance called for by the engineer or his assistants upon any part of the work whenever so requested.

"The contractor shall preserve all stakes set for the lines, levels or measurements of the work in their proper places until authorized to remove them by the engineers, any expense incurred in replacing any stakes which the contractor or his subordinates may have failed to preserve shall be charged to the contractor.

"The contractor's has the responsibility for furnish, haul and supply all water required for compaction and for the control of dust from construction activity".

"All organic material shall be removed within the clearing limits for necessary grading to a depth of six (6) inches and hauled from the site prior to grading.

"Building sites shall be constructed to within 0.10 feet of finish building pad elevations as stated by the engineer. Streets and parking areas shall be constructed to within 0.10 feet of finish sub-grade as staked by the engineer.

Compaction in all areas shall be to a minimum of 95% of the maximum density as determined to AASHTO Designation T-99, Method A. Those areas to receive fill are to be scarified to a depth of twelve (12) inches, brought to the proper moisture content and compacted to the above density. The area source of fill material shall be approved by the owner prior to commencement of work. Tests of fill material will be done at the owner's expense.

The contractor shall be responsible for the care, maintenance, repair or replacement of existing improvements in the work area which have been removed or damaged during the course of construction. All repair, replacement, or cleanup shall be done to the satisfaction of the owner.

A report of soils investigation including recommendations for grading procedures prepared by engineer. Earthwork shall conform to the recommendations contained in said report.

Paving and grading improvements shall be in accordance with joint Pima Association of Governments Standard Specifications and Details for Public Improvements, latest Edition. All slopes which are steeper than 3:1 will be protected with 6" diameter (minimum) rock rip-rap or concrete bank protection.

A copy of the approved plan and grading permit shall be kept in an easily accessible location on the site at all times during construction.

All revisions to plans must be approved by the Marana Town Engineer prior to construction. Contractor shall refer to Storm Water Pollution Prevention Plans to control sediment pollution during grading operations.

If any human remains or funerary items are discovered during construction, or at any time, all work must stop in the area of the remains and the Repatriation Coordinator of the Arizona State Museum shall be immediately contacted at (520) 621-4795. Pursuant to A.R.S. 41-865

RIGHT-OF-WAY REQUIREMENTS

Adequate access to each lot or parcel must be provided from an acceptable right-of-way or ingress/egress easement of sufficient width to adequately serve all development proposed.

The width of public rights-of-way shall be in conformance to the current Town of Marana Standard details.

All public rights-of-way shall be dedicated prior to or coincidently with the approval of the final plat plan by Town Council. Docket and Page of recordation shall be referenced on the improvement plan.

FOR OFFICIAL USE ONLY

Revision Date 02/05/2018