



APPLICATION CHECKLIST

NATIVE PLANT PERMIT

SUBMITTAL REQUIREMENTS

- Completed [Project Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Review fees, due at time of submittal ([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

- Sheet index
- Drawing scale of 1"=100' preferred
- 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 – Provide a clear area of 3.25" wide by 1.25" high in the same location on all pages for the Town's approval stamp
- 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
- Designated monitor's name, address and phone number on the cover sheet
- Gross area of the project - in acres and square feet



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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 Marana Town Code Title 17, Chapter 11

Identify native plant methodology: plant appraisal methodology, set aside methodology or plant inventory methodology

Native plant holding nursery site location

Notice of Intent to Clear Land from the Arizona Department of Agriculture

FOR OFFICIAL USE ONLY

Revision Date 08/08/2022

Project No. _____

Date Received _____