



## FACTORY ASSEMBLED STRUCTURE PROCEDURE GUIDE

### General Information

Factory Assembled structures are permitted and inspected through the [Arizona Department of Housing, Manufactured Housing Division](#). The State requires Planning and Zoning approval and Floodplain approval from the local jurisdiction. For more information about permitting requirements, contact the Arizona Department of Housing, Manufactured Housing Division at  
Address: 1110 W Washington, Suite 280, Phoenix, AZ 85007  
Phone: (602) 771-1000

### Town Submittal Requirements

Prior to making your application to the State, submit the following for Town of Marana approval. You will receive 2 approvals, 1 for planning and zoning, and 1 for floodplain. This is required by Arizona Department of Housing to obtain a permit.

- Site Plan ([see example](#))
  - o Property Address and parcel number
  - o Lot lines
  - o Existing structures
  - o Size and location of proposed manufactured home dimensioned from lot lines and between structures
  - o Proposed utility location
- Impact fees for a new installation, due at time of application if applicable
- Floodplain use permit application and fees, required for homes located in the floodplain

### Town Review and Approval

#### Planning and Zoning Approval from Development Services

A brief review of the proposed site plan will verify zoning, setbacks and separation. The review is completed over the counter while you wait at no cost. If all requirements are met, the site plan will receive an approval for planning and zoning.

Please note a conditional use permit may be required for homes located in zone A, B or C per the Land Development Code Title 5, section 05.05.08. Contact the Town of Marana Development Services, Planning Division for additional information at (520) 382-2600 or [maranaplanning@maranaaz.gov](mailto:maranaplanning@maranaaz.gov).

#### Floodplain Approval from Engineering

Manufactured homes located within the floodplain require a floodplain use permit from the Town of Marana. A brief review of the proposed site plan will verify if the manufactured home is located within the floodplain. This initial review is completed over the counter while you wait.

If it is determined that the manufactured home **is not located** within a floodplain, the site plan will receive an approval for floodplain. If the manufactured home **is located** within a floodplain, a floodplain use permit is required prior to approval of the site plan and submittal to the state.

Information about floodplain mapping or floodplain use permit requirements can be found on-line at [maranaAZ.gov/floodplain-management](http://maranaAZ.gov/floodplain-management) or by contacting the Town of Marana Engineering Department at (520) 382-2600.



Development Services / [permits@maranaaz.gov](mailto:permits@maranaaz.gov)

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / [maranaaz.gov](http://maranaaz.gov)

#### New Installations

For a new installation, **impact fees are due** at time of submittal. Please contact us for additional information at (520) 382-2600.

#### Accessory Items

A building permit may be required for accessory items such as attached electrical and mechanical systems, decks, patio covers, etc. Please contact the Town of Marana Development Services, Building Division for additional information on requirements for your accessory item(s) at (520) 382-2600 or [permits@maranaAZ.gov](mailto:permits@maranaAZ.gov).

### **Additional Information and Resources**

#### Sewer Service Contacts

New sewer service

- o Pima County RWRD – (520) 724-6503
- o Marana Water – (520) 382-2570

New septic systems

- o Pima County Building and Site Development – (520) 724-9900

Existing septic systems

- o Pima County Building and Site Development – (520) 724-9900 or [buildingsafetyadmin@pima.gov](mailto:buildingsafetyadmin@pima.gov)

Search: <http://onbase.pima.gov/publicaccess/DS/datasourcetemplate.aspx?MyQueryID=239>

#### Water Service Information & Contacts

New water service

- o Marana Water (520) 382-2570
- o Tucson Water (520) 791-3242
- o Metro Water (520) 575-8100