ELECTRONIC SUBMITTALS

DOCUMENT REQUIREMENTS

1. Convert documents to **pdf format**
2. Ensure all pages are **correctly orientated**
3. Create a **separate pdf file for each document type**, such as Application, Development Plan, Soils report, etc.
4. **Name each document** to represent the submittal number and document type

   Example for 1st Review
   Sub 1 Application
   Sub 1 Drainage Report
   Sub 1 Plan Set
   Sub 1 Title

   Example for 2nd Review
   Sub 2 Drainage Report
   Sub 2 Plan Set

5. Provide an **approval block - minimum 3.25″ wide x 1.25″ high,** in the same location on all pages near the title block for the Town's approval stamp

SUBMITTING YOUR DOCUMENTS

- ✓ Send only **1 application submittal per email**
- ✓ Include **all** required submittal documents
- ✓ Combined file size **MUST not exceed 25 MB**
- ✓ Request a **file share link** if necessary
- ✓ Send documents or request for a link to

  Real Property – realproperty@maranaAZ.gov
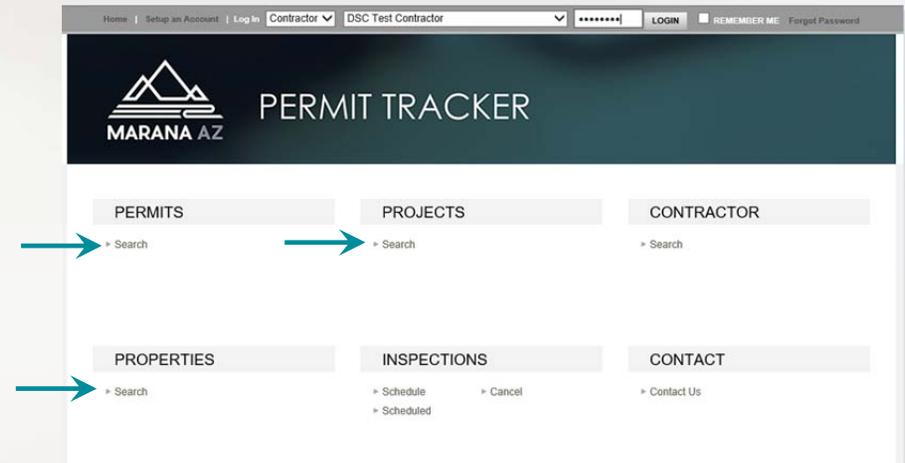 **Planning and Zoning** – maranaplanning@maranaAZ.gov
  Development Engineering – deveng@maranaAZ.gov
  Building – permits@maranaAZ.gov
  Special Events – eventpermits@maranaAZ.gov

FINDING INFORMATION

Go to www.maranaAZ.gov/PermitTracker - Find the **search function** for permits, projects or properties.

The easiest way to find information is by entering your **permit number or project number**. If this is not available, you can also select different search criteria such as an address, subdivision name, etc.

Then click **search**.

NEED ASSISTANCE

Contact us at **(520) 382-2600**