



APPLICATION CHECKLIST SITE ANALYSIS REZONING/SPECIFIC PLAN

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](#))
- Cultural, Archaeological and Historic Resources – Archaeologic survey must be less than 10 years old and submitted under separate cover
- 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 STANDARDS FOR MAPS, ILLUSTRATIONS AND EXHIBITS

- Must include legends, titles, North arrow, scale, dimensions and contour intervals, where applicable
- Aerial photographs must be less than two years old
- Topographic maps must reflect a 1 or 2 foot contour level
- Maps and exhibits should be located within the sub-section to which they apply
- A Site Resource Inventory (SRI) and accompanying map shall be prepared in accordance with the requirements of [Marana Town Code, Title 17, Chapter 17-11-3](#)

REPORT INTRODUCTION

- Narrative or overview of the project which identifies the primary objectives
 - o Anticipated benefits to the community
 - o Adherence to Town plans including the General Plan and Strategic Plan
 - o Proposed densities and maximum number of units for residential projects
 - o Impacts of commercial and industrial uses to the community, as well as mitigation to adjacent uses
 - o Discuss anticipated employment, hours of operation, etc.

DEVELOPMENT CAPABILITY INVENTORY ANALYSIS – CURRENT SITE CONDITIONS AND EXISTING LAND USES

- Provide a description and map(s) of the site location
- Describe and map existing land uses on-site
- Provide the following information on all property within ¼ mile of the site:
 - o Existing zoning (describe and map)
 - o General Plan land use (describe and map)
 - o Existing land use (describe and map)
 - o Number of stories for existing structures
 - o Pending rezoning cases
 - o Conditional use cases (approved)
 - o Subdivisions/development plans (approved)
 - o Architectural styles used in adjacent projects



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| <p><input type="checkbox"/> Map and describe the location of existing septic systems and wells with Arizona Department of Water Resources (ADWR) registration number</p> |
| <p><input type="checkbox"/> Topography and slope - Describe and map:</p> <ul style="list-style-type: none">o Hillside and conservation areaso Any rock outcropso Slopes of 15% or greatero All other significant topographic featureso Provide a statement of pre-development cross-slope calculations |
| <p><input type="checkbox"/> Hydrology - Describe and map:</p> <ul style="list-style-type: none">o Perimeter of all off-site watersheds affecting or affected by the site, upstream and downstream. Include notation of all balanced and critical basins. Provide the acreage of upstream off-site watershed with 100-year discharges greater than 50 cfso Significant off-site features, natural or man-made, with the watersheds discussed above affecting or affected by the siteo Characteristics of on-site hydrology including:<ul style="list-style-type: none">➤ 100-year floodplains with discharges greater than or equal to 50 cfs➤ Areas of sheet flooding and average depth➤ Federally mapped floodways and floodplains➤ 100-year peak discharges exceeding 50 cfso A qualitative description of existing drainage conditions along the downstream property boundary |
| <p><input type="checkbox"/> Vegetation - Describe and map:</p> <ul style="list-style-type: none">o Vegetative communities and associations on the siteo Significant cacti and groups of trees and federally-listed threatened or endangered specieso Provide the vegetative densities by percentage of plant cover |
| <p><input type="checkbox"/> Wildlife</p> <ul style="list-style-type: none">o Describe and map any wildlife concerns expressed by Arizona Department of Game and Fish.o Provide a letter from an AZ Game & Fish Department habitat specialist pertaining to the following:<ul style="list-style-type: none">➤ Presence of any listed threatened or endangered species or designated habitat➤ High densities of a given species population➤ Aquatic or riparian ecosystems➤ Wildlife corridor |
| <p><input type="checkbox"/> Soils and Geology - Describe and map the general geotechnical conditions on the site</p> |
| <p><input type="checkbox"/> Viewsheds –</p> <ul style="list-style-type: none">o Provide a site photo key map and corresponding photos of viewshedso Describe and map:<ul style="list-style-type: none">➤ Viewsheds onto and across the site from adjacent areas➤ Views which may be blocked by the proposed development➤ Areas of high visibility from adjacent off-site locations |



- Traffic - Describe and map:
 - o All existing off-site streets between the development and the nearest arterial streets
 - o Proposed internal circulation and access to/from arterial street, explaining location and rationale for placement
 - o Any future off-site road improvements required to be built to support the rezoning and the projected time frames for construction of those improvements
 - o Projected Average Daily Trip (ADT) for internal circulation systems at build-out and level of service for all of the adjacent collector and arterial streets. Include a projection of traffic volumes and capacity analyses for adjacent intersections
 - o Description of roadway and traffic control improvements required for those streets and intersections described above
 - o Party/agency responsible for making necessary roadway and traffic control improvements
 - o Description of on-site street rights-of-way widths, including typical roadway sections, and indicate proposed ownership
 - o A description of any proposed bicycle and pedestrian pathways within the development and indicate whether they are connected to external pathways, arterial streets, parks and schools
 - o All arterial streets within one mile of the project site and provide the following information on each:
 - Existing rights-of-way widths
 - Whether or not said widths conform to minimum requirements
 - Ownership
 - Whether or not rights-of-way jog or are continuous
 - Number of travel lanes and theoretical capacity and posted speed for existing roads
 - Current average daily traffic volumes for existing streets
 - A description of the surface conditions of existing roadway providing access to the site
 - A description of any proposed roadway improvements to be provided by the applicant
 - Existing and proposed intersections on arterial within one mile and most likely to be used by traffic from this site.
 - Existing bicycle and pedestrian ways adjacent to the site and their connections with arterial streets, parks and schools

- Recreation and trails - Describe and map all trails, parks, and recreation areas, size and type within one mile of site

- Cultural, Archaeological and Historic Resources – “Submitted under separate cover.”

- Existing Infrastructure and Public Facilities
 - o Describe the existing utilities and public services that serve the project area.
 - o Provide a sewer capacity letter from the wastewater provider

- Composite Constraints (McHarg) Map - Must include the following constraints:
 - o Topography
 - o Hydrology
 - o Vegetation
 - o Wildlife
 - o Viewsheds

PROPOSED LAND USE PLAN

- Provide an overview or narrative of the proposed zoning and land use
- Describe the relationship of the proposed project to Town of Marana adopted plans including, but not limited to, the Marana General Plan and the Marana Strategic Plan
- Describe the compatibility and impact of the plan with the adjoining properties



- Provide a conceptual land use plan and discuss how the plan addresses and identifies any constraints. The plan must include the following:
 - o Boundaries and dimensions of the subject property
 - o Name of right-of-way width of all adjacent and internal streets
 - o All existing and proposed land uses. Provide data tables as necessary
 - o Locations and dimensions of all existing and proposed buildings and structures (both on-site and on adjacent properties)
 - o Existing topography
 - o Proposed parking layout to include: number of spaces, vehicular, pedestrian access, service access, driveways, maneuvering areas, loading areas and refuse areas
 - o Proposed screening including landscaping, walls, etc. Include materials, design and height
 - o Current and proposed locations of all utilities to serve the project including easements
 - o Location and dimensions of any proposed signage

- Topography
 - o Describe how the conceptual land use plan responds to the topographic characteristics identified in the Development Capability Inventory Analysis
 - o Map encroachment areas of any buildings, lots, driveways, etc. onto slopes of 15% or greater
 - o Provide new average cross-slope, calculations and values if allowed under [Marana Town Code, Title 17, Chapter 17-14](#)
 - o Map perimeter of area used in new cross slope calculations and label areas to be left natural

- Hydrology
 - o Describe how the conceptual land use plan responds to the hydrologic characteristics identified in the Development Capability Inventory Analysis
 - o Provide information for encroachment/modification of drainage patterns
 - o Map the potential drainage impacts to off-site land uses upstream and downstream
 - o Describe how the conceptual land use plan conforms to standards manuals and design criteria, as applicable

- Vegetation
 - o Discuss how the conceptual land use plan responds to vegetative characteristics identified in the Development Capability Inventory Analysis
 - o Discuss how the conceptual land use plan responds to [Marana Town Code, Title 17, Chapter 17-11](#)
 - o Map the buffer areas, if used, and describe techniques used to mitigate sound, visibility, lighting and traffic
 - o Provide cross-section illustrations showing proposed treatments to be used adjacent to existing developments and/or streets, to include:
 - Buffer width
 - Height of all structural screening devices used
 - Size and types of plantings
 - Earth berms (maximum slope 2:1)
 - Setbacks

- Wildlife - Describe how the conceptual landscape plan mitigates impact to wildlife identified in the Development Capability Inventory Analysis and Site Resource Inventory

- Viewsheds
 - o Describe any mitigation measures taken to minimize impacts to the viewsheds of surrounding properties
 - o Describe any areas of high visibility from surrounding properties



- Traffic – Include a traffic report if required by the Traffic Engineering Division. If a traffic report is not required at this time; then the following information will need to be provided:
 - o Proposed internal circulation and access to/from arterial street, explaining location and rationale for placement
 - o Any future off-site road improvements required to be built to support the rezoning and the projected time frames for construction of those improvements
 - o Projected Average Daily Trip (ADT) for internal circulation systems at build-out and level of service for all of the adjacent collector and arterial streets. Include a projection of traffic volumes and capacity analyses for adjacent intersections
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 - o A description of any proposed bicycle and pedestrian pathways within the development and indicate whether they are connected to external pathways, arterial streets, parks and schools

Public Utilities - Describe how utilities will be provided (sewer, water, gas and electric service) to the project area

Public Service Impacts - Describe impacts to police, fire, refuse services, schools and parks

- Recreation and Trails
- o Describe recreation areas to be provided within the development
 - o Discuss the ownership of natural/modified open space within the development
 - o Discuss how the development will provide access to off-site trails and how access will be maintained

Cultural, Archaeological and Historic Resources – “Submitted under separate cover.”

Development and Design Regulations – Specific Plan only

Implementation and Administration – Specific Plan only