



APPLICATION CHECKLIST

DEVELOPMENT 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](#))
- 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

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
 - 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 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
- North arrow



<input type="checkbox"/> Property boundary lines, bearings and distances tied to a section corner or quarter corner
<input type="checkbox"/> Town boundary
<input type="checkbox"/> Adjacent parcel information - label zoning, land use and subdivision names with recording information or un-subdivided areas with parcel numbers
<input type="checkbox"/> Existing on-site conditions, including houses, barns, fences, walls, wells, tanks, irrigation structures, etc.
<input type="checkbox"/> Existing contours at one-foot intervals with labels, 50 feet beyond the project boundary
<input type="checkbox"/> 100-yr floodplain lines, FEMA flood zone(s) and erosion hazard setbacks for significant drainageways
<input type="checkbox"/> Existing septic systems and wells with Arizona Department of Water Resources (ADWR) registration number
<input type="checkbox"/> 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.
<input type="checkbox"/> Existing and proposed utilities on or near the property
<input type="checkbox"/> Existing and proposed easements on and adjacent to the site (utility, drainageways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
<input type="checkbox"/> Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions
<input type="checkbox"/> Proposed uses
<input type="checkbox"/> Proposed layout – buildings (total area square feet and height of the building identified inside of the footprint), setbacks, bufferyard, etc. with dimensions
<input type="checkbox"/> Proposed new grades, elevation and slopes, indicating proposed drainage patterns by flow arrows
<input type="checkbox"/> Site walls/fencing including type, height and details
<input type="checkbox"/> Sight visibility triangles
<input type="checkbox"/> Parking spaces with dimensions and total number between landscape islands
<input type="checkbox"/> Loading zones with dimensions
<input type="checkbox"/> Curbing - identify type
<input type="checkbox"/> Americans with Disabilities Act (ADA) accessible route from building to public right-of-way
<input type="checkbox"/> Provide details for the following information: <ul style="list-style-type: none"> o Trash enclosure o Standard parking spaces and ADA spaces with dimensions o Elevation of proposed walls with dimensions and type of materials
GENERAL NOTES
The following information must be provided on the cover sheet if applicable
<input type="checkbox"/> Gross area of the project - in acres and square feet
<input type="checkbox"/> Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning



<input type="checkbox"/> Approximate area in drainageways, natural open spaces and for any other proposed uses
<input type="checkbox"/> Building area and percentage of lot coverage
<input type="checkbox"/> Maximum building height - allowed and proposed
<input type="checkbox"/> Building setbacks – required and proposed
<input type="checkbox"/> Parking provision justification and number of spaces provided
<input type="checkbox"/> On-site landscape provision - percentage required and percentage provided
<input type="checkbox"/> Roadway design speed
<input type="checkbox"/> Basis of bearings and distances tied to a section corner or quarter corner
<input type="checkbox"/> Basis of elevation, including elevation datum, identification and elevation of bench mark used
<input type="checkbox"/> Include the following notes: <ul style="list-style-type: none"> o "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS." o "ALL SIGNAGE TO BE APPROVED UNDER A SEPARATE PERMIT." o "DEVELOPER WILL COVENANT TO HOLD TOWN OF MARANA, ITS SUCCESSORS AND ASSIGNS, HARMLESS IN THE EVENT OF FLOODING." o "DRAINAGE WILL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE MARANA TOWN COUNCIL." o "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." o "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. THE LICENSE AGREEMENT SHALL BE EXECUTED AND APPROVED BY THE TOWN OF MARANA PRIOR TO APPROVAL OF THE CLOSEOUT PACKAGE FOR THIS PROJECT." o "THIS DEVELOPMENT COMPLIES WITH MARANA TOWN CODE FOR ACCESSIBLE PARKING SIGNAGE REQUIREMENTS." o "ALL EXTERIOR LIGHTING SHALL BE PER THE CURRENTLY ADOPTED TOWN OF MARANA OUTDOOR LIGHTING CODE." o "THIS DEVELOPMENT IS SUBJECT TO THE CONDITIONS AND AGREEMENTS OF ORDINANCE __ __." o "TRASH ENCLOSURES MUST BE OF MASONRY CONSTRUCTION MATCHING THE BUILDING AND HAVE NON-TRANSPARENT GATES."
<input type="checkbox"/> Include <u>one</u> of the following notes regarding water service: <ul style="list-style-type: none"> o "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." o "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."
<input type="checkbox"/> Include <u>one</u> of the following notes regarding wastewater service: <ul style="list-style-type: none"> o "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE TOWN OF MARANA WATER DEPARTMENT." o "THIS PROJECT LIES WITHIN THE PLANNED WASTEWATER SERVICE AREA OF THE PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT."
<input type="checkbox"/> Include any additional notes required by the various affected agencies/utilities

FOR OFFICIAL USE ONLY

Revision Date 08/08/2022

Project No. _____

Date Received _____