



APPLICATION CHECKLIST

MINOR LAND DIVISION

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

- Notation of the map as "RECORD OF SURVEY: A MINOR LAND DIVISION MAP FOR (LAND DIVIDER'S NAME)."
- Sheet index
- Drawing scale of 1"=40' 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

BY _____ P.E.	_____ DATE
MARANA TOWN ENGINEER/DEVELOPMENT ENGINEER	
BY _____	_____ DATE
MARANA PLANNING MANAGER	
- 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



Development Services / MaranaPlanning@maranaAZ.gov

11555 West Civic Center Drive / Marana, AZ 85653

Ph (520) 382-2600 / Fax (520) 382-2641 / maranaAZ.gov

- Name, address, registration number and seal of Registered Surveyor who prepared the plans
- Property boundary lines, showing bearings and distances with at least one tie to a section corner or quarter corner
- Basis of bearings and distances tied to section a corner or quarter corner
- Town boundary
- Adjacent parcel information - label subdivision names with recording information or label un-subdivided areas with parcel numbers
- Existing on-site conditions, including houses, barns, fences, walls, wells, tanks, irrigation structures, etc.
- Existing contours at one-foot intervals with labels, 50 feet beyond the project boundary
- 100-yr floodplain lines, FEMA flood zone(s) and erosion hazard setbacks for significant drainageways (50 cfs or more)
- Existing septic systems and wells with Arizona Department of Water Resources (ADWR) registration number
- Existing and proposed streets on and adjacent to the site - include street names, right-of-way width and recording information
- Existing and proposed utilities on or near the property
- Existing and proposed easements on and adjacent to the site - (utility, drainageways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
- All lots identified by number
- Certification by a Registered Land Surveyor stating, "I hereby certify that this survey was performed under my direct supervision; that this Minor Land Division is a true and correct representation of that survey and that all monuments shown were found or set accurately as indicated hereon."
- Engineering plans may be required from Town of Marana Engineering Department (520) 382-2600 prior to approval of the Minor Land Division

FOR OFFICIAL USE ONLY Project No. _____ Date Received _____

Revision Date 08/08/2022