



FINAL PLAT PROCEDURAL GUIDE

General Information

The purpose of this procedural guide is to assist through the final plat review process, including submittal requirements and procedures required to obtain approval of the project. Specific submittal requirements, particularly supporting documents, are based upon the complexity and impact of the proposed project.

Pre-application Meeting

The final plat submittal will be discussed at a pre-application meeting which is required for any development submittal in order to assist the owner or applicant with the project and review procedures. Submittal fees will be in accordance with the applicable fee schedule. Please call (520) 382-2600 to schedule the pre-application meeting.

If the final plat is submitted to the Town within 120 days of Town Council approval of the preliminary plat, a pre-application meeting is not required, but may be scheduled at the request of the property owner or applicant.

The following information must be provided prior to the pre-application meeting:

- Submittal fee
- Site Plan – Include the following
 - o Proposed lot layout
 - o Existing and proposed streets
 - o Dedication of right-of-way (if applicable)
 - o Common area(s) location
- Site Resource Inventory (if applicable)
- Location Map
- Project Narrative
 - o Project name
 - o Location of the property
 - o Gross site acreage
 - o General discussion/background of the project
 - o Existing zoning
 - o Density and number of lots with lot size (minimum, average and largest)

Approval Process

Upon receipt of a complete application, staff will distribute the submittal to required departments and agencies for review. The typical review period for the first submittal is 28 days from the date of submission. The review of subsequent submittals is typically completed within 21 days.

Review comments are made available on-line as they are completed. The applicant is responsible for submitting a revised plan that addresses all review comments.



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Once the proposed final plat is in compliance with all Town requirements, and all improvement plans have been approved, the project planner will prepare a staff report describing and evaluating the proposed final plat and place it on the agenda of the next regularly scheduled Town Council meeting. Although a final plat is typically placed on a consent agenda, it is recommended that the applicant or project representative be present at the meeting.

Upon approval of the final plat by the Town Council, the Town Clerk and Mayor shall certify the action. All required signatures shall be obtained on the original Mylar coversheet. The final plat will be recorded in the Office of the Pima County Recorder and the applicant/owner will be responsible for the payment of all recording fees.