



APPLICATION CHECKLIST	PRELIMINARY PLAT
SUBMITTAL REQUIREMENTS	
<input type="checkbox"/> Completed Project Application	
<input type="checkbox"/> Owner authorization letter or Owner/Applicant Authorization Form if applicable	
<input type="checkbox"/> Review fees, due at time of submittal (see comprehensive fee schedule)	
<input type="checkbox"/> All submittal requirements requested at the pre-application meeting <i>Note: Additional information may be requested based on the complexity and impact of the proposed project</i>	
<input type="checkbox"/> Compliance with the following, latest edition, standards or manuals to review design details for streets, stormwater and utilities: <ul style="list-style-type: none"> o Marana Town Code, Title 17 Land Development Code o Town of Marana Standard Details o Town of Marana Subdivision Street Standards o Pima County Roadway Design Manual (collectors and arterials only) o Pima County Department of Transportation and Flood Control District Stormwater Detention Retention Manual o Standards manual for Drainage Design and Floodplain Management, Tucson, Arizona o PAG Construction Standards and Construction Details 	
<input type="checkbox"/> Neighborhood Design Plan per Marana Town Code, Title 17, Chapter 17-7	
PLAN REQUIREMENTS	
The following information must be identified and labeled if applicable	
<input type="checkbox"/> Sheet index	
<input type="checkbox"/> Location map shown on the cover sheet, upper right corner – Include the following <ul style="list-style-type: none"> o North arrow and scale 3" = 1 mile o Brief legal description stated as " <i>Portion of Section ____, T__S, R__E, G&SRB&M, Town of Marana, Pima County, Arizona</i>" 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. 	
<input type="checkbox"/> Legend of symbols used	
<input type="checkbox"/> Key map indicating the sub-area of each sheet if the plan spans multiple sheets	
<input type="checkbox"/> 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	
<input type="checkbox"/> Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet	



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| <input type="checkbox"/> Title block shown on each sheet, lower right corner – Include the following <ul style="list-style-type: none">o Name of the project "LOTS ____ THROUGH ____ AND COMMON AREAS 'A' THROUGH ____ "o Brief legal description stated as " <i>Portion of Section ____, T__S, R__E, G&SRB&M, Town of Marana, Pima County, Arizona</i> "o Drawing scale and contour intervalo Preparation date (revised plans should show date of revision)o Town of Marana project number (provided during first review)o Related project numbers |
| <input type="checkbox"/> Seal and signature of the Registered Engineer and/or Registered Surveyor who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet |
| <input type="checkbox"/> Drawing scale of 1"=40' preferred |
| <input type="checkbox"/> North arrow |
| <input type="checkbox"/> Property boundary lines, with bearings and distances tied to a section corner or quarter corner |
| <input type="checkbox"/> Where the property boundary crosses a section (or quarter-section) line, the section line shall be continued through the plat as a dashed line |
| <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"/> Show a portion of drawing content beyond the sheet match line as lightened or ghosted, if applicable |
| <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, if applicable |
| <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, recording information and label as Public or Private |
| <input type="checkbox"/> Existing & proposed easements on & adjacent to the site-include dimensions, purpose & recording information |
| <input type="checkbox"/> Existing and proposed utilities on or near the property – label size and material of piping and the proposed connection points |
| <input type="checkbox"/> Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions |
| <input type="checkbox"/> Proposed uses |
| <input type="checkbox"/> Proposed lot layout with approximate dimensions |
| <input type="checkbox"/> Proposed new grades, elevation and slopes, indicating proposed drainage patterns by flow arrows |
| <input type="checkbox"/> Sight visibility triangles |



GENERAL NOTES

The following information must be provided on the cover sheet if applicable

- Gross area of the project - in acres and square feet
- Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning
- Number of residential lots and density (residence per acre)
- Minimum allowable lot size in square feet, per the zoning designation
- Minimum, average and maximum lot size provided
- Percentage of lot coverage allowed
- Maximum building height allowed
- Building setbacks required
- Parking provision justification and number of spaces provided, and streets with restricted parking
- On-site landscape provision - percentage required and percentage provided
- Approximate area in common areas - parks, drainageways, natural open spaces and for any other proposed non-residential uses
- Basis of bearings and distances with at least two ties to section corners or quarter corners
- Basis of elevation, including elevation datum, identification and elevation of bench mark used
- Design speed and design vehicle to be used in street design/calculation
- Include the following notes as applicable:
 - o "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS."
 - 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 "DRAINAGeways WILL BE CONSTRUCTED, ACCORDING TO APPROVED PLANS PRIOR TO THE ISSUANCE OF ANY PERMITS FOR THE AFFECTED LOTS ____ THROUGH ____."
 - o "HOMEOWNER'S ASSOCIATION WILL BE FORMED TO ACCEPT RESPONSIBILITY FOR MAINTENANCE, CONTROL, SAFETY AND LIABILITY OF PRIVATE DRAINAGeways, DRAINAGE EASEMENTS AND COMMON AREAS."
 - o "ACCESS ACROSS FLOOD PRONE AREAS TO BUILDING SITES ON LOTS ____ THROUGH ____ WILL BE THE RESPONSIBILITY OF THE BUYERS."
 - o "TOTAL MILES OF NEW PUBLIC OR PRIVATE STREETS IS ____." (ROUNDED TO THE NEAREST TENTH)
 - 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."
 - o "ALL NEW AND EXISTING UTILITIES WITHIN OR CONTIGUOUS TO THE SITE SHALL BE PLACED UNDERGROUND EXCEPT ELECTRICAL TRANSMISSION LINES CARRYING 48KV OR GREATER, AND THOSE LINES WHICH CAN BE SHOWN TO EXIST IN CURRENT OR FUTURE ELECTRICAL TRANSMISSION CORRIDORS."
 - o "THIS DEVELOPMENT IS SUBJECT TO THE CONDITIONS AND AGREEMENTS OF ORDINANCE ____."



Development Services / permits@maranaAZ.gov

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Include one of the following notes regarding water service:

- 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."

Include one of the following notes regarding wastewater service:

- 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."

Include any additional notes required by the various affected agencies/utilities

FOR OFFICIAL USE ONLY

Revision Date 7/28/2021

Project No. _____

Date Received _____