



APPLICATION CHECKLIST	MINOR LAND DIVISION								
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>									
PLAN REQUIREMENTS									
<input type="checkbox"/> Notation of the map as "RECORD OF SURVEY: A MINOR LAND DIVISION MAP FOR (LAND DIVIDER'S NAME)."									
<input type="checkbox"/> Sheet index									
<input type="checkbox"/> Drawing scale of 1" = 40' preferred									
<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 "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. 									
<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 <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">BY _____ P.E.</td> <td style="width: 50%;">_____ DATE</td> </tr> <tr> <td style="padding-left: 20px;">MARANA TOWN ENGINEER/DEVELOPMENT ENGINEER</td> <td></td> </tr> <tr> <td>BY _____</td> <td>_____ DATE</td> </tr> <tr> <td style="padding-left: 20px;">MARANA PLANNING MANAGER</td> <td></td> </tr> </table>		BY _____ P.E.	_____ DATE	MARANA TOWN ENGINEER/DEVELOPMENT ENGINEER		BY _____	_____ DATE	MARANA PLANNING MANAGER	
BY _____ P.E.	_____ DATE								
MARANA TOWN ENGINEER/DEVELOPMENT ENGINEER									
BY _____	_____ DATE								
MARANA PLANNING MANAGER									
<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 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 									
<input type="checkbox"/> Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet									



Development Services / permits@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 7/28/2021