



PRELIMINARY PLAT PROCEDURAL GUIDE

General Information

The purpose of this procedural guide is to describe the preliminary plat review process, including submittal requirements and procedures required to obtain approval. If the project consists of 10 lots or less, it will be exempt from this process. The applicant must comply with the requirements set forth in Chapter 17-5 of the Marana Town Code.

Pre-application Meeting

The preliminary 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.

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.

Once the proposed preliminary plat is in compliance with all Town requirements, the plat will be placed on the agenda for the next scheduled Planning Commission meeting.

Upon recommendation by the Planning Commission, the proposed preliminary plat will be placed on the agenda for the next regularly scheduled Town Council meeting. Although a preliminary plat is typically placed on a consent agenda, it is recommended that the applicant or project representative be present at the meeting.