



APPLICATION CHECKLIST

TRANSLATIONAL/NON-SITE ANALYSIS REZONE

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
- Project narrative – Include the following information:
 - o Existing zoning and proposed zoning and why the rezoning is needed
 - o Existing and proposed use of the property and whether or not the existing use(s) will be removed, altered or remain
 - o Total number and size of residential lots proposed. (if applicable)
 - o How the proposed rezoning and land use is permissible by the Marana General Plan Future Land Use designation
 - o Public service and utility information, including how the property will be served by water, sewer, gas, electricity, telephone, fire district and other utilities
 - o Proposed site disturbance and preliminary grading
 - o Existing and proposed site topography and preliminary site hydrology or drainage
 - o Planned or existing access to the public street network
- For non-residential rezoning:**
 - o The proposed business operation, number of employees, number of parking spaces and expected hours of operation
 - o Planned height and square footage of any proposed buildings
- Project site plan - A birds eye view of a property which contains sufficient information to understand the scope, impact and development proposal of a property and shall include the following applicable items:
 - o Property dimensions on all sides of proposed or existing lots
 - o North arrow and scale
 - o Existing/proposed driveways or right-of-way access
 - o Existing/proposed easements
 - o Adjacent street names
 - o Proposed grading limits
 - o Location of all existing/proposed structures
 - o Existing/proposed structure setbacks
 - o Square footage of existing/proposed structures
 - o Building height of existing/proposed structures
 - o Location of existing/proposed septic
 - o Required bufferyards labeled with width and type
 - o Extent of paving
 - o Adjacent properties zoning/use
 - o Topography with existing contours labeled

FOR OFFICIAL USE ONLY

Project No. _____

Date Received _____