



APPLICATION CHECKLIST

LANDSCAPE PLAN

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

PLAN REQUIREMENTS

The following information must be identified and labeled if applicable

- Sheet index
- Drawing scale of 1"=40' preferred
- Location map shown on the cover sheet, upper right corner – Include the following
 - 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.
- Legend of symbols used
- Key map indicating the sub-area of each sheet if the plan spans multiple sheets
- 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
- Title block shown on each sheet, lower right corner – Include the following
 - 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
- Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet
- Seal and signature of the Registered Landscape Architect who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet
- Town boundary



<input type="checkbox"/> Property boundary lines
<input type="checkbox"/> Adjacent parcel information - label subdivision names with recording information or label un-subdivided areas with parcel numbers
<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
<input type="checkbox"/> Existing and proposed streets on and adjacent to the site - include street names, right-of-way width and recording information
<input type="checkbox"/> Existing and proposed utilities on or near the property
<input type="checkbox"/> Existing and proposed easements on and adjacent to the site - include dimensions, purpose and recording information
<input type="checkbox"/> Existing and proposed pavement, driveways, walkways, sidewalks, etc.
<input type="checkbox"/> Proposed uses
<input type="checkbox"/> Proposed layout – buildings, walkways, parking areas, setbacks, bufferyards, etc.
<input type="checkbox"/> Site walls/fencing including type, height and details
<input type="checkbox"/> Sight visibility triangles
<input type="checkbox"/> Proposed location of all new and salvaged plant material
<input type="checkbox"/> Proposed hardscape and inorganic materials such as crushed rock, decomposed granite, paving materials, boulders, benches, ramadas, water features, play equipment, etc.
<input type="checkbox"/> Proposed trash enclosures
<input type="checkbox"/> Point of connection to existing water system
<input type="checkbox"/> Secured and covered backflow prevention devices and controllers
<input type="checkbox"/> Irrigation plans - show size and location of all equipment needed to irrigate the site
GENERAL NOTES
The following information must be provided on the cover sheet if applicable
<input type="checkbox"/> Gross area of the project - in acres and square feet
<input type="checkbox"/> Existing zoning and applicable Town of Marana ordinance number(s) that established the zoning
<input type="checkbox"/> Approximate area of drainageways, open space and other proposed uses
<input type="checkbox"/> On-site landscape provision - percentage required and percentage provided
<input type="checkbox"/> On-site landscape bufferyard provision – calculation of required and provided
<input type="checkbox"/> Minimum required water pressure to operate the irrigation system
<input type="checkbox"/> Roadway design speed



Basis of elevation, including elevation datum, identification and elevation of bench mark used

Include the following notes:

- o "ALL WALLS SHALL BE CONSTRUCTED OF, OR PAINTED, WITH GRAFFITI-RESISTANT MATERIALS."
- 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 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. THE LICENSE AGREEMENT SHALL BE EXECUTED AND APPROVED BY THE TOWN OF MARANA PRIOR TO APPROVAL OF THE CLOSEOUT PACKAGE FOR THIS PROJECT."
- o "PLANTS SHALL BE PRUNED ON A REGULAR BASIS TO PREVENT OBSTRUCTION OF WALKWAYS, CURB AREAS, DRIVES, AND LINE OF SIGHT VISIBILITY TRIANGLES."
- o "ANY PLANT MATERIAL INCLUDED IN THE APPROVED LANDSCAPE PLAN THAT DOES NOT SURVIVE AFTER INSTALLATION SHALL BE REPLACED WITH PLANT MATERIAL OF THE SAME OR LIKE SPECIES OF EQUAL SIZE WITHIN THIRTY (30) DAYS OF THE PLANT'S DEMISE. FAILURE TO REPLACE DEAD PLANT MATERIAL WITHIN THE SPECIFIED TIME PERIOD SHALL CONSTITUTE A ZONING VIOLATION."
- o "THE IRRIGATION SYSTEM SHALL BE REGULARLY TESTED AND SHALL BE REPAIRED OR REPLACED AS NECESSARY TO PREVENT EXCESS WATER SUPPLY TO PLANTED AREAS, RUNOFF ONTO CURBS AND PAVEMENT, CLOGGED EMITTERS AND FLOODING OF LOW-LYING AREAS."
- o "THE CONTRACTOR SHALL VERIFY THE EXISTING PRESSURE AND NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCY BEFORE CONTINUING THE WORK."

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

ADDITIONAL REQUIREMENT INFORMATION

A License Agreement may be required prior to installation of any items located within Town rights-of-way. Information is available on-line at maranaAZ.gov/real-property or by contacting the Town of Marana Real Property Division at (520) 382-1900 or realproperty@marnaAZ.gov

A Right-of-way permit may be required prior to installation of any items within Town rights-of-way. Information is available on-line at maranaAZ.gov/real-property or by contacting the Town of Marana Right-of-way Division at (520) 382-2600 or ROWpermits@maranaAZ.gov

FOR OFFICIAL USE ONLY

Revision Date 08/14/2023

Project No. _____

Date Received _____