



## APPLICATION CHECKLIST

## FINAL PLAT

### SUBMITTAL REQUIREMENTS

- Completed [Project Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- CMID Communications (if applicable)
- Pima County Wastewater Communications (if applicable)
- Current Title Report (within 60 days)
- CCRS and Assurances (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
- Sheet size 24"x36" with ½" standard margins, and 1 ½" left margin
- Provide space in the top and bottom margins (far right side) on each sheet for the recording data, as follows: "SEQUENCE NUMBER \_\_\_\_\_."
- Drawing scale of 1"=40' preferred - approval must be obtained for variations
- North arrow
- 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 include 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
- Name, address and telephone number of the legal vested owner/trustee or beneficiary/trustor shown on the cover sheet



- Survey ties and monumentation shall be represented by a registered land surveyor as follows:
  - o Show distances and bearings between all monuments referenced
  - o All monumentation shown must be fully described, with any markings noted, and labeled as "FOUND" or "SET"
  - o Property boundary lines, bearings and distances tied to a section corner or quarter corner

- Title block shown on each sheet, lower right corner – Include the following
  - o Name of the project "LOTS \_\_\_\_ THROUGH \_\_\_\_ AND COMMON AREAS 'A' THROUGH \_\_\_\_ "
  - 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
  - o Preparation date (revised plans should show date of revision)
  - o Town of Marana project number (provided during first review)
  - o Related project numbers

Approval block

BY \_\_\_\_\_ P.E. \_\_\_\_\_  
 MARANA TOWN ENGINEER/DEVELOPMENT ENGINEER DATE

BY \_\_\_\_\_  
 MARANA PLANNING MANAGER DATE

BY \_\_\_\_\_  
 (APPLICABLE WASTEWATER MANAGEMENT AGENCY) DATE  
 MARANA WATER DIRECTOR OR  
 PIMA COUNTY REGIONAL WASTEWATER RECLAMATION DEPARTMENT

Provide one of the following blocks regarding assurances

- o THIRD PARTY TRUST ASSURANCES  
 ASSURANCES IN THE FORM OF \_\_\_\_\_ FROM \_\_\_\_\_ AS RECORDED IN SEQUENCE NUMBER \_\_\_\_\_ IN THE OFFICE OF THE RECORDER OF [PIMA/PINAL] COUNTY, ARIZONA HAVE BEEN PROVIDED TO GUARANTEE INSTALLATION OF REQUIRED STREET, SEWER, ELECTRIC, GAS AND WATER UTILITIES, DRAINAGE, FLOOD CONTROL AND OTHER SUBDIVISION IMPROVEMENTS MEETING ESTABLISHED MINIMUM STANDARDS OF DESIGN AND CONSTRUCTION.

BY \_\_\_\_\_  
 TOWN OF MARANA DATE

- o CASH OR BOND ASSURANCES  
 ASSURANCES IN THE FORM OF \_\_\_\_\_ FROM \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_ HAVE BEEN PROVIDED TO GUARANTEE INSTALLATION OF REQUIRED STREET, SEWER, ELECTRIC, GAS AND WATER UTILITIES, DRAINAGE, FLOOD CONTROL AND OTHER SUBDIVISION IMPROVEMENTS MEETING ESTABLISHED MINIMUM STANDARDS OF DESIGN AND CONSTRUCTION.

BY \_\_\_\_\_  
 TOWN OF MARANA DATE

- o ASSURANCES ARE NOT REQUIRED  
 THE TOWN OF MARANA DOES NOT REQUIRE THE SUBDIVIDER TO PROVIDE SUBDIVISION ASSURANCES FOR THIS SUBDIVISION. ANY SUBDIVISION IMPROVEMENTS REQUIRED BY ARIZONA REVISED STATUTES SECTION 9-463.01(C)(8) AND MARANA TOWN CODE SECTION 17-5-5 HAVE BEEN PROVIDED.

BY \_\_\_\_\_  
 TOWN OF MARANA DATE

Certification block

I, \_\_\_\_\_, CLERK OF THE TOWN OF MARANA HEREBY CERTIFY THAT THIS PLAT WAS APPROVED BY THE TOWN MARANA ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

BY \_\_\_\_\_  
 CLERK OF THE TOWN OF MARANA DATE



Include the following Certifications:

- o Certification of survey, with seal, signature, printed name and registration number of registered land surveyor stating, "I hereby certify that the boundary survey as shown on this plat was performed under my direction and that all existing and proposed survey monuments and markers shown are correctly described. I further certify that this plat was prepared under my direction."
- o Certification of a registered professional engineer shall, by seal, signature, printed name and registration number stating, "I hereby certify that the floodplain limits and erosion hazard setbacks as shown on this plat were prepared under my direction."

Provide one of the following blocks regarding assured water supply in accordance with ARS § 45-576

- o Projects serviced by Town of Marana Water

ASSURED WATER SUPPLY

A CERTIFICATE OF ASSURED WATER SUPPLY HAS BEEN RECEIVED FROM THE DIRECTOR OF WATER RESOURCES.

BY \_\_\_\_\_

MARANA WATER DIRECTOR

DATE \_\_\_\_\_

- o Projects serviced by City of Tucson Water

ASSURED WATER SUPPLY

THE UNDERSIGNED CERTIFIES THAT IT IS DESIGNATED AS HAVING AN ASSURED WATER SUPPLY AND WILL PROVIDE WATER SERVICE TO THIS SUBDIVISION.

BY \_\_\_\_\_

ITS \_\_\_\_\_

CITY OF TUCSON WATER DEPARTMENT

DATE \_\_\_\_\_

Provide the following regarding dedication block

- o Dedication statement: "WE, THE UNDERSIGNED, HEREBY WARRANT THAT WE ARE ALL AND THE ONLY PARTIES HAVING ANY FEE TITLE INTEREST IN THE LAND SHOWN ON THIS PLAT, AND WE CONSENT TO THE SUBDIVISION OF THIS LAND IN THE MANNER SHOWN ON THIS PLAT. WE HEREBY DEDICATE TO THE TOWN OF MARANA ALL RIGHTS-OF-WAY SHOWN ON THIS PLAT, INCLUDING ALL STREETS, ALLEYS, AND DRAINAGEWAYS, AND EASEMENTS, INCLUDING NO ACCESS EASEMENTS. UTILITY EASEMENTS AS SHOWN ON THIS PLAT ARE DEDICATED TO THE TOWN OF MARANA, PIMA COUNTY, AND ALL PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF, AND ACCESS TO, PUBLIC AND PRIVATE UTILITIES AND PUBLIC SEWERS. NO ACCESS EASEMENTS SHOWN ON THIS PLAT ARE DEDICATED TO THE TOWN OF MARANA FOR THE PURPOSE OF ACCESS CONTROL TO ADJACENT RIGHTS-OF-WAY. OTHER EASEMENTS SHOWN ON THIS PLAT ARE DEDICATED TO THE TOWN OF MARANA FOR THE PURPOSE OR PURPOSES NOTED ON THIS PLAT.

"WE, THE UNDERSIGNED, OUR SUCCESSORS AND ASSIGNS, DO HEREBY HOLD THE TOWN OF MARANA, ITS EMPLOYEES, OFFICERS, AND AGENTS HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS FOR DAMAGES RELATED TO THE USE OF THESE LANDS NOW AND IN THE FUTURE BY REASON OF FLOODING, FLOWAGE, EROSION, OR DAMAGE CAUSED BY WATER, WHETHER SURFACE, FLOOD, OR RAINFALL. NATURAL DRAINAGE SHALL NOT BE ALTERED, DISTURBED, OR OBSTRUCTED WITHOUT THE APPROVAL OF THE TOWN OF MARANA."

"PRIVATE DRAINAGEWAYS AND COMMON AREA AS SHOWN ON THIS PLAT ARE RESERVED FOR THE PRIVATE USE AND CONVENIENCE OF ALL OWNERS OF PROPERTY WITHIN THIS SUBDIVISION AND THEIR GUESTS AND INVITEES. COMMON AREA, BUT NOT PRIVATE DRAINAGEWAYS, ARE GRANTED AS EASEMENTS TO THE TOWN OF MARANA, PIMA COUNTY, AND ALL PUBLIC AND PRIVATE UTILITY COMPANIES FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF, AND ACCESS TO, UNDERGROUND PUBLIC AND PRIVATE UTILITIES AND SEWERS. PRIVATE DRAINAGEWAYS ARE ALSO RESERVED FOR THE FLOW OF WATER, WHETHER SURFACE, FLOOD, OR RAINFALL, FROM THIS SUBDIVISION AND OTHER LANDS AS APPROVED BY THE TOWN ENGINEER. TITLE TO ALL PRIVATE DRAINAGEWAYS AND COMMON AREA SHALL BE VESTED IN AN ASSOCIATION OF INDIVIDUAL LOT OWNERS AS ESTABLISHED BY COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED IN SEQUENCE NUMBER \_\_\_\_\_ IN THE OFFICE OF THE RECORDER OF THE RECORDER OF [PIMA/PINAL] COUNTY, ARIZONA. EACH AND EVERY LOT OWNER WITHIN THE SUBDIVISION SHALL BE A MEMBER OF THE ASSOCIATION, WHICH IS RESPONSIBLE FOR THE CONTROL, MAINTENANCE, SAFETY, AND LIABILITY OF THE PRIVATE DRAINAGEWAYS AND COMMON AREA WITHIN THIS SUBDIVISION."

- o The highlighted language above may be deleted for projects located within the Town of Marana Sewer service area.
- o Provide a Beneficiary of Trust block beneath the dedication statement and identify all beneficiaries
- o Provide an acknowledgement block that conforms to A.R.S. 33-506, is signed by the owner or authorized agent beneath the dedication block
- o All signatures must be original and in black permanent ink



<input type="checkbox"/> Seal and signature of the Registered Engineer and Registered Surveyor who prepared the plans on each sheet with the firm name, address and telephone number on the cover sheet. Submittal must have stamps and signatures.
<input type="checkbox"/> Town boundary limits
<input type="checkbox"/> Section lines shall be continued through the plat as a dashed line where the property boundary crosses a section (or quarter-section) line.
<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 the drawing content beyond the sheet match line, the sheet match line shall be shown as a bold line with a minimum width of 1/8 inch in width.
<input type="checkbox"/> Show all curved data: radius, length of arc, tangent and central angle. Curve data tables are acceptable. Curves to be numbered consecutively throughout the plat. Do not repeat curve numbers.
<input type="checkbox"/> Delineate the limits of all 100-year flood-prone areas in a surveyable manner. Label and tie to known points.
<input type="checkbox"/> Provide references to recorded instruments and cite the book type (i.e. "ROAD MAPS", "MAPS AND PLATS", "DOCKET", etc.), as well as the appropriate book and page or sequence number(s).
<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. Public streets should be noted as "dedicated per this plat."
<input type="checkbox"/> Existing and proposed easements on and abutting the site (utility, drainageways, exclusive to the Town, etc.) - include dimensions, purpose and recording information
<input type="checkbox"/> Show and label all one-foot no-access easements
<input type="checkbox"/> Labeled all "Excluded" areas
<input type="checkbox"/> Identify lots by number and common areas by letter
<input type="checkbox"/> A "star" symbol to indicate the general access location for corner lots, large frontage lots and lots with multiple street frontages.
<input type="checkbox"/> Provide dimensions, bearings, and area for all lots, parcels, common areas, etc.
<input type="checkbox"/> Each lot and block shall be depicted on a single sheet
<input type="checkbox"/> Sight visibility triangles (SVT)

**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

Maximum building height allowed

Building setbacks required

List all land uses with area calculations in acreage and square feet

Basis of bearings and distances tied to section one corner or quarter corner

Include the following notes:

- o IF DEVELOPMENT IS SUBJECT TO A SPECIAL FLOOD ZONE HAZARD AREA, THE FOLLOWING NOTE SHALL BE PROVIDED PER MTC 17-15-10 E 12. THE PROPERTY SUBJECT TO THIS FINAL PLAT INCLUDES A SPECIAL FLOOD HAZARD AREA (SFHA) ASSOCIATED WITH THE PLATTED BOUNDARY, A CLOMR, CASE NUMBER HAS BEEN ACCEPTED BY FEMA AND A LOMR HAS BEEN SUBMITTED TO FEMA. IF THE SUBMITTED LOMR IS NOT ACCEPTED BY FEMA AND DOES NOT BECOME EFFECTIVE, THEN THE PROPERTY OWNER SHALL SUBMIT AN AMENDED FINAL PLAT THAT INCLUDES THE INFORMATION REQUIRED IN MARANA TOWN CODE SECTION 17-15-10, PARAGRAPH (E), SUBPARAGRAPHS (2), (3), (4), AND (8) PRIOR TO ANY DEVELOPMENT WITHIN THE PLATTED BOUNDARY.
- o "NO FURTHER LOT SPLITTING SHALL BE DONE WITHOUT THE WRITTEN APPROVAL OF THE TOWN OF MARANA."
- o "APPROVAL OF THIS PLAT DOES NOT AFFIRM, CERTIFY, OR APPROVE ANY LAND DIVISION THAT MAY BE CONTRARY TO STATE LAW, NOR DOES IT CERTIFY THE EXISTENCE OF, OR COMPLIANCE WITH, ANY DEED RESTRICTIONS OR EASEMENTS."
- 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 "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 "THE AREA BETWEEN 100-YEAR FLOOD LIMITS REPRESENTS AN AREA THAT MAY BE SUBJECT TO FLOODING FROM A 100-YEAR FREQUENCY FLOOD AND ALL LAND IN THIS AREA WILL BE RESTRICTED TO USES THAT ARE COMPATIBLE WITH FLOODPLAIN MANAGEMENT AS APPROVED BY THE FLOODPLAIN ADMINISTRATOR."
- o THE PROFESSIONAL ENGINEER OF RECORD SHALL CERTIFY AS TO THE FORM, LINE, AND FUNCTION OF ALL PUBLIC AND PRIVATE ROADWAYS AND DRAINAGE STRUCTURES BEFORE THE RELEASE OF ASSURANCES."
- o "TOTAL MILES OF NEW PUBLIC OR PRIVATE STREETS IS \_\_\_\_\_." (ROUNDED TO THE NEAREST TENTH)
- 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."

Include one of the following notes regarding water service:

- o "THIS SUBDIVISION IS LOCATED WITHIN THE TOWN OF MARANA WATER SERVICE AREA, WHICH HAS BEEN DESIGNATED AS HAVING AN ASSURED WATER SUPPLY UNDER A.R.S. §45-576."
- o "THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF TUCSON SERVICE AREA, WHICH HAS BEEN DESIGNATED AS HAVING AN ASSURED WATER SUPPLY UNDER A.R.S. §45-576."

Upon plan approval provide a CAD/DWG file for Addressing on Thumb Drive or by requesting an upload link.

Coordinate System Parameters - Horizontal Datum NAD83 HPGN or HARN, State Plane (SPCS), Arizona Central Zone (FIPS Zone 0202), Units in International Feet

Include only the following features with a separate layer for each:

- o Subdivision Project Boundaries
- o Parcel/Lot Boundaries – closed polylines and/or polygons with lot numbers
- o Common Areas
- o Open Spaces
- o Parks
- o Road Right-of ways
- o Street Centerlines with Street Names

**FOR OFFICIAL USE ONLY**

Revision Date 06/08/2026

**Project No.** \_\_\_\_\_ **Date Received** \_\_\_\_\_