

Town of Sahuarita
Planning & Building Department
 375 W. Sahuarita Center Way
 Sahuarita, Arizona 85629
 Phone: 520-822-8855 Fax: 520-822-8876
 www.sahuaritaaz.gov



SUBMITTAL CHECKLIST for TENTATIVE PLAT

Case No. _____

I certify that the Tentative Plat packet submitted is complete and accurate, and that all required supporting information as specified in the submittal checklist is provided. Further, I understand that this application is being accepted provisionally and that if the submittal is inaccurate or determined incomplete; the application will be rejected by the Town. Further processing of the packet will not continue until the submittal is determined complete by the Town.

Applicant or Agent Signature

Date

DELIVERABLES			
<input type="checkbox"/>	Completed Development Review application		
<input type="checkbox"/>	Written project summary describing the proposed project, its primary features, and how compatibility with the surrounding context has been achieved.		
<input type="checkbox"/>	Spreadsheet of all fees submitted with the Tentative Plat		
Review Fees:	<input type="checkbox"/> Tentative Plat: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"></td> <td>For each lot from One (1) to 10: \$3000 More than 10: \$3,000.00 + \$35.00/lot Verify Fees with Planning Prior to Submittal</td> </tr> </table>		For each lot from One (1) to 10: \$3000 More than 10: \$3,000.00 + \$35.00/lot Verify Fees with Planning Prior to Submittal
		For each lot from One (1) to 10: \$3000 More than 10: \$3,000.00 + \$35.00/lot Verify Fees with Planning Prior to Submittal	
	<input type="checkbox"/> Landscape Plan: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"></td> <td>See Landscape Plan checklist \$200 + \$50/sheet (excluding the cover sheet)</td> </tr> </table>		See Landscape Plan checklist \$200 + \$50/sheet (excluding the cover sheet)
		See Landscape Plan checklist \$200 + \$50/sheet (excluding the cover sheet)	
	<input type="checkbox"/> Drainage/Hydrology Report: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"></td> <td>Fee to be determined at the time of submittal based upon project scope.</td> </tr> </table>		Fee to be determined at the time of submittal based upon project scope.
	Fee to be determined at the time of submittal based upon project scope.		
<input type="checkbox"/> Drainage Statement: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"></td> <td>Contact Town Public Works Staff at 520-344-7106</td> </tr> </table>		Contact Town Public Works Staff at 520-344-7106	
	Contact Town Public Works Staff at 520-344-7106		
<input type="checkbox"/> Geotechnical/Soils Report: <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 50%;"></td> <td>\$80/hour, 4 hour minimum</td> </tr> </table>		\$80/hour, 4 hour minimum	
	\$80/hour, 4 hour minimum		

<input type="checkbox"/>	Traffic Report:	\$80/hour, 4 hour minimum
<input type="checkbox"/>	Traffic Statement:	Contact Town Public Works Staff at 520-344-7106
<input type="checkbox"/>	Recreation Area Plan	\$200.00
<input type="checkbox"/>	Sewer Design Report: <i>(within Sahuarita DMA)</i>	\$80/hour, 4 hour minimum
<input type="checkbox"/>	Sewer Master Plan: <i>(if applicable)</i>	\$80/hour, 4 hour minimum
<input type="checkbox"/>	Pima County Wastewater: <i>(if applicable)</i>	Contact Pima County Wastewater Reclamation at 520-740-6500.
<input type="checkbox"/>	Town of Sahuarita Wastewater:	Base fee \$166.00 plus \$50 per sheet, 1 st submittal \$50 per sheet, 2 nd submittal \$39 per sheet, 3rd submittal and each thereafter (STC 13.10.030)
<input type="checkbox"/>	Archive scan fee:	\$2.50/ sheet
<input type="checkbox"/>	Letter of authorization from the property owner	
<input type="checkbox"/>	Zoning Conditions and minutes of action (1 copy) <i>(e.g. rezoning conditions, Conditional Use Permit, etc.)</i>	
<input type="checkbox"/>	Tentative Plat 24" x 36" (___ copies, 3 <u>rolled</u> , ___ <u>folded</u>) Quantity determined by Planning Staff	
<input type="checkbox"/>	Landscape Plans 24" x 36" (3 copies, 2 <u>rolled</u> , 1 <u>folded</u>)	
<input type="checkbox"/>	Title Report, current within 60 days (1 copy or pdf)	
<input type="checkbox"/>	Covenants, Conditions, and Restrictions (CC&Rs), if applicable (1 copy or pdf)	
<input type="checkbox"/>	Drainage report (4 copies)	
<input type="checkbox"/>	Geotechnical/Soil Report (4 copies)	
<input type="checkbox"/>	Traffic Report or Traffic Impact Analysis (4 copies)	
<input type="checkbox"/>	Sewer Design Report, <i>within Sahuarita DMA</i> (2 copies)	

Revised 3/2018

<input type="checkbox"/>	Sewer Master Plan, if applicable (2 copies)
<input type="checkbox"/>	All documents on CD in pdf format, labeled and dated
<input type="checkbox"/>	Reductions of all plans (4 copies) 11" x 17"

TENTATIVE PLAT

A. Cover Sheet	
<input type="checkbox"/>	Title Block, located at the lower right corner of each sheet consisting of: <ul style="list-style-type: none"> a. The name of the subdivision. b. The Town Case number (SA12 – __) and any related case numbers for the site such as rezoning, plats, development plans, etc. c. Lot number (i.e., Lot numbers _____ through _____ and Common Areas _____. Include units or blocks if applicable.) d. A brief legal description, including the Section Township and range reference (G and S R B & M, Pima County, Arizona). If the proposed subdivision is a resubdivision of an existing plat, full information on the original plat should be included, including which lots are being resubdivided. Whenever possible, avoid using “a portion of”
<input type="checkbox"/>	Legend with all symbols and line work used on the plat
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Abbreviation list (Example: C.A. = Common area, ACE = Access control easement)
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans.
<input type="checkbox"/>	Signature block at the lower right corner with lines for the Town Engineer and Planning & Building Director. Label as “Approvals.” Include Pima County Wastewater Management & Environmental Quality if applicable.
<input type="checkbox"/>	Show the preparation date and the date of each revision for all portions of the tentative plat.
<input type="checkbox"/>	Sheet Index

<input type="checkbox"/>	Standard General and Restrictive Notes (See "Required Notes")
<input type="checkbox"/>	Site data, including gross area of the subdivision, number of residential lots, approximate area in parks and other proposed nonresidential uses;
<input type="checkbox"/>	<p>Scaled vicinity map showing a 1 square mile area, with the subject property centered and identified within a one square mile area.</p> <ul style="list-style-type: none"> • The adjacent conditions, subdivisions, unsubdivided land and schools. • The major streets, rivers, reservations, national forest, railroads and school sites. • The section, township and range of the subject plat. • A north arrow, oriented with the north toward the top of the sheet, and a scale of 3" = 1 mile. • The city, town, or other jurisdictional limits, where applicable. • Show the access to the subject property.
<input type="checkbox"/>	<p>Label common areas separately and in alphabetical order:</p> <p>Common Area A _____ Square Feet.</p> <p>Common Area B _____ Square Feet.</p> <p>Common Area C _____ Square Feet.</p> <p>Common Area D _____ Square Feet.</p>
B. Tentative Plat Sheet(s)	
<input type="checkbox"/>	Scale: The plat must be drawn to a scale that will show all required details. A scale of 1" = 40' is recommended in most cases. The scale should not be smaller than 1" = 100'.
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols used
<input type="checkbox"/>	Legal description and lot numbers
<input type="checkbox"/>	The number of sheets must be noted on the bottom right corner (i.e., sheet _____ of _____ sheets).
<input type="checkbox"/>	Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;
<input type="checkbox"/>	Show and label the required landscape bufferyards by letter designation in accordance with Chapter 18.73. Prior to the approval of the FINAL plat, an approved landscape plan may be required. Planting within public sewer easements shall not be allowed.
<input type="checkbox"/>	Existing and proposed zoning and boundaries thereof. Show and label the existing zoning and uses on and immediately adjacent to the site.

<input type="checkbox"/>	All existing and proposed easements (with their dimensions, purposes, whether they are private, public or specific and recording information for existing easements) will be shown on the plat. Easements that are no longer used and obsolete should be cleared from the title prior to final plat recordation. Undefined blanket easements shall be referred to in the general notes.
<input type="checkbox"/>	Note any proposed abandonment of public rights-of-way.
<input type="checkbox"/>	Show and label all other conditions of the project (watercourses, structures, fences, walls, tanks and other significant features).
<input type="checkbox"/>	Show all conditions, including topography, within 100' of the site.
<input type="checkbox"/>	At intersections show cross corner sight visibility triangles with appropriate dimensions.
<input type="checkbox"/>	Show centerline curve radii, roadway dimensions and property line curve return radii.
<input type="checkbox"/>	Show approximate dimensions of all lot lines.
<input type="checkbox"/>	All streets, intersections, driveways, utilities and sewers on and adjacent to the project must be shown, dimensionally located, and labeled as public, private or specific.
<input type="checkbox"/>	The subdivision boundary line, lot lines, common areas, and rights of way will be drawn with a solid line. All easement lines of any sort, existing lot line (if a resubdivision) 100-year flood lines, and erosion hazard setback lines shall be shown with a dashed line. The subdivision boundary line should be bolder (wider) than any other line on the plat.
<input type="checkbox"/>	Show and label all proposed sign locations
Provide the location, identification, and dimension of the following existing and proposed subdivision elements:	
<input type="checkbox"/>	Property boundary with dimensions, bearings, and distance
<input type="checkbox"/>	Right-of-way dedications and improvements, including any pertinent recording information
<input type="checkbox"/>	All existing and proposed easements. Label as public, private, or specific and include any pertinent recording information.
<input type="checkbox"/>	Utilities on-site and within adjacent rights-of-way or easements. Label as public, private, or specific and include any pertinent recording information.
<input type="checkbox"/>	Proposed streets, alleys and other rights-of-way
<input type="checkbox"/>	Proposed street names
<input type="checkbox"/>	Frequently labeled contour lines at two (2) foot intervals
<input type="checkbox"/>	100-year floodplain and erosion hazard limits
<input type="checkbox"/>	All structures and conditions, including topography, within 100 feet of project

Revised 3/2018

<input type="checkbox"/>	Water bodies and features, including riparian habitat limits
<input type="checkbox"/>	Significant rock outcroppings or other natural features
<input type="checkbox"/>	Surface water holding facilities including detention/retention areas, drainage ways, drainage easements, ditches, and swales. Label as Public or Private.
<input type="checkbox"/>	Existing and proposed fire hydrants, backflow prevention equipment, and Fire Department Connections (FDCs)
<input type="checkbox"/>	Location and dimensions of all sidewalks and pedestrian paths
<input type="checkbox"/>	Existing and proposed street widths and right-of-way widths. Include any pertinent recording information.
<input type="checkbox"/>	Existing and proposed turn lanes, deceleration lanes, and similar features related to the functioning of the proposal, with dimensions
<input type="checkbox"/>	Location of traffic signs, signals, and striping related to the functioning of the proposal
<input type="checkbox"/>	Location(s) of cluster mailbox unit(s)
<i>If the subdivision is served by Pima County Septic</i>	
<input type="checkbox"/>	Show the location of existing and proposed sewage disposal systems on the lot.
<input type="checkbox"/>	Show the location of detention/retention basins, dry wells and injection wells.
<input type="checkbox"/>	Show and label any well sites on or within 100 feet of this site. Indicate the depth to high seasonal groundwater level.
C. Detail Drawings Sheet	
<input type="checkbox"/>	Proposed roadway cross-sections
<input type="checkbox"/>	Cross-sections of slopes exceeding 4:1
<input type="checkbox"/>	Proposed sidewalk or walking path cross-section
<input type="checkbox"/>	Typical sight distance triangles
<input type="checkbox"/>	Bicycle parking structures
<input type="checkbox"/>	Proposed wall cross-sections
<input type="checkbox"/>	Typical parking space dimensions, if off-street guest parking is provided