

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



## SUBMITTAL CHECKLIST for LANDSCAPE PLANS

Case No. \_\_\_\_\_

I certify that the Landscape Plan 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"/>	Completed checklist form				
Review Fees: <input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Landscape Plan:</td> <td>\$200.00 Base fee Additional \$50.00 fee per sheet (excluding cover sheet)</td> </tr> <tr> <td>Archive scan fee:</td> <td>\$2.50 / sheet</td> </tr> </table>	Landscape Plan:	\$200.00 Base fee Additional \$50.00 fee per sheet (excluding cover sheet)	Archive scan fee:	\$2.50 / sheet
Landscape Plan:	\$200.00 Base fee Additional \$50.00 fee per sheet (excluding cover sheet)				
Archive scan fee:	\$2.50 / sheet				
<input type="checkbox"/>	Letter of Authorization from the property owner				
<input type="checkbox"/>	Landscape Plans (3 copies – 2 rolled, 1 folded) 24" x 36"				
<input type="checkbox"/>	All plans on CD in pdf, jpeg, or tiff format, labeled and dated				
<input type="checkbox"/>	Reductions of all sheets (2 copies) 11" x 17"				

## LANDSCAPE PLAN

The Landscape Plan is a separate package and is submitted with the 1<sup>st</sup> submittal of the corresponding Development Plan or Tentative Plat.

The following information must be identified and labeled if applicable:

### Include on All Sheets

<input type="checkbox"/>	<p>Title block at bottom right corner, including:</p> <ul style="list-style-type: none"> <li>• Label the plan as “Landscape Plan”</li> <li>• Name and address of development</li> <li>• A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference (G&amp;SRM, Pima County, Arizona)</li> <li>• Preparation and/or revision date</li> <li>• Town of Sahuarita case number (will be provided during first review)</li> <li>• Related case numbers, in smaller print than the current case number</li> </ul>
<input type="checkbox"/>	Sheet numbers in bottom right corner ( <i>example: “Sheet L1 of 4”</i> )
<input type="checkbox"/>	Seal and signature of the registered professional who prepared the plan (all sheets) with the firm name, address, and telephone number on the cover sheet
<b>Sheet L1: Cover Sheet</b>	
<input type="checkbox"/>	Sheet index
<input type="checkbox"/>	Key map indicating the sub-area of each sheet if the plan spans multiple sheets
<input type="checkbox"/>	<p>Scaled (3” = 1 mile) location map showing:</p> <ul style="list-style-type: none"> <li>• The subject property identified and centered within a one square mile area</li> <li>• Section corners labeled within the map</li> </ul> <p>Identify conditions within the square mile area, such as major streets (including subject property access), rivers, railroads, subdivisions, reservations, national forests and city, town or other jurisdictional limits. Reference recorded subdivision plats by book and page (sequence numbers for newer plats).</p>
<input type="checkbox"/>	Approval block with a line for the Planning Director. Include a signature line for the Town Engineer if landscaping is proposed in the public right-of-way.
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Statement of responsibility for maintenance
<input type="checkbox"/>	Statement describing existing vegetation and what will happen to it
<input type="checkbox"/>	Description of existing and proposed irrigation system

<input type="checkbox"/>	Bufferyard tabulations, including type, width, and required and proposed numbers of plantings
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	Identify type and size of plantings and trees (common and botanical names): <ul style="list-style-type: none"> <li>• Existing, indicating whether it is to be preserved in place, relocated on site, or removed</li> <li>• Proposed plantings</li> <li>• Include mature size of proposed trees</li> <li>• Group all trees, shrubs, and ground covers into separate categories.</li> </ul>
<input type="checkbox"/>	Identify proposed groundcover materials to be used
<input type="checkbox"/>	Landscaped area requirement; square footage and percent
<input type="checkbox"/>	Landscaped area provided; square footage and percent
<input type="checkbox"/>	Turf area square footage
<input type="checkbox"/>	Required notes
<b>Information to be included on Plan Sheets</b>	
<input type="checkbox"/>	Scale – must be the same as scale on Site Plan/Development Plan/Plat
<input type="checkbox"/>	Bar or Graphic scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Property boundary with dimensions, bearings, and distance
<input type="checkbox"/>	Existing on-site conditions, including structures, fences, walls, wells, tanks, irrigation structures etc.
<input type="checkbox"/>	Proposed site layout – buildings, walkways, parking areas, setbacks, fences, walls, pavement, trash enclosures, lighting, hardscape, etc.
<input type="checkbox"/>	Existing and proposed easements (utility, roadway, etc.). Include recording information
<input type="checkbox"/>	Label contour lines at 2-foot intervals
<input type="checkbox"/>	Locations of slopes exceeding 3:1
<input type="checkbox"/>	Location of retention or detention basins and passive water harvesting elements (swales, tree wells, etc.) with direction of flows
<input type="checkbox"/>	Location of riparian habitat limits, if applicable
<input type="checkbox"/>	Bufferyard type, width, and location
<input type="checkbox"/>	Identify location and nature of groundcover materials: <ul style="list-style-type: none"> <li>• Impervious areas (pavement, sidewalks, slope paving, curb and gutter, etc.)</li> <li>• Pervious areas (planting beds, grass, groundcover vegetation, etc.)</li> <li>• Ponding areas either for drainage or for landscaping/recreational use</li> </ul>
<input type="checkbox"/>	Identify location of plantings and trees
<input type="checkbox"/>	Location, height, length, colors, and materials of proposed screen walls

<input type="checkbox"/>	Sight visibility triangles on each side of a driveway or intersection
<i>Provide the following irrigation information:</i>	
<input type="checkbox"/>	Backflow preventer location
<input type="checkbox"/>	Indicate size and location of all equipment needed to irrigate the site to industry standards.
<input type="checkbox"/>	Indicate how each introduced planting is served by a water-conserving, underground irrigation system. Storm water harvesting and drip irrigation are recommended methods.
<input type="checkbox"/>	Include the following: a. Irrigation valve, pipe and emitter schedule b. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC) c. Inspection schedule for irrigation system d. Irrigation control schedule on plan in table format
<input type="checkbox"/>	Graphically depict details and location of system for underground, automatic irrigation to all landscaped areas in plan with legend, including: a. Drip irrigation, low flow bubblers, or similar components b. Self timing devices c. Meter locations
<b>Required Detail Drawings</b>	
<input type="checkbox"/>	Planting or tree well details
<input type="checkbox"/>	Detail drawing of proposed screen walls showing minimum and maximum height
<input type="checkbox"/>	Backflow preventer detail