

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



SUBMITTAL CHECKLIST for DEVELOPMENT PLANS

Case No. _____

I certify that the Development 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
<input type="checkbox"/>	Project summary: Describe the proposed project, its primary features, and how compatibility with the surrounding context has been achieved.
<input type="checkbox"/>	Spreadsheet summary of fees submitted and how they were calculated. (Include check numbers.)
Review Fees:	<input type="checkbox"/> Development Plan: \$2750 + \$40/acre for each acre over 2 <i>VERIFY FEES WITH PLANNING PRIOR TO SUBMITTAL</i>
	<input type="checkbox"/> Landscape Plan: See Landscape Plan checklist \$200 + \$50/sheet (excluding cover sheet)
	<input type="checkbox"/> Drainage/ Hydrology Report: OR <input type="checkbox"/> Drainage Statement: Fee to be determined at the time of submittal based upon project scope. Contact Public Works Staff at 520-344-7106

Review Fees:	<input type="checkbox"/> Traffic Report: \$80/hour, 4 hour minimum OR <input type="checkbox"/> Traffic Statement: Contact Public Works Staff at 520-344-7106
	<input type="checkbox"/> Recreation Area Plan (for residential uses) \$200.00
	<input type="checkbox"/> Sewer Design Report: (within the Sahuarita DMA) \$80/hour, 4 hour minimum
	<input type="checkbox"/> Sewer Master Plan: (if applicable) \$80/hour, 4 hour minimum
	<input type="checkbox"/> Pima County Wastewater (if applicable): Contact Pima County Wastewater Reclamation at 520-740-6500.
	<input type="checkbox"/> Pima County Addressing: Contact Pima County Addressing at 520-740-6490.
	<input type="checkbox"/> Archive scan fee: \$2.50/ sheet (full-size plan sets only)
	<input type="checkbox"/> Letter of Authorization for agent from the property owner
<input type="checkbox"/> Development Plan 24" x 36" (Quantity determined by Planning Staff – please inquire prior to submittal)	
<input type="checkbox"/> Drainage Report or Drainage Statement (2 copies)	
<input type="checkbox"/> Traffic Report, Traffic Statement or Traffic Impact Analysis (2 copies)	
<input type="checkbox"/> Truck movement analysis for solid waste service and delivery trucks (2 copies, 11"x17" minimum, or may be included on a Development Plan sheet)	
<input type="checkbox"/> Covenants, Conditions, and Restrictions (CC&Rs), if any (1 copy – paper or pdf)	
<input type="checkbox"/> Title Report, current within 60 days (1 copy – paper or pdf)	

<input type="checkbox"/>	Sewer Capacity Request Letter from the Project Engineer
<input type="checkbox"/>	Sewer Design Report <i>(For projects within Sahuarita DMA - 2 copies)</i>
<input type="checkbox"/>	Sewer Master Plan, if applicable (2 copies)
<input type="checkbox"/>	Building elevations 24" x 36" (2 copies – 1 rolled, 1 folded)
<input type="checkbox"/>	PDEQ Applicability Review for Private Sewer <i>May be submitted with 1st or 2nd submittal.</i>
<input type="checkbox"/>	Sewer Capacity Request Letter <i>(For projects served by Town of Sahuarita Wastewater Utility Contact Heidi Lasham, Public Works, at 520-344-7100)</i>
<input type="checkbox"/>	Any previous zoning conditions and minutes of action (1 copy) <i>(e.g. rezoning conditions, Conditional Use Permit, etc.)</i>
<input type="checkbox"/>	All documents, including plans, elevations and reports/studies/analyses, on CD or USB drive in pdf, jpeg, or tiff format, labeled and dated
<input type="checkbox"/>	Reductions of all plans, including color elevations or renderings (2 copies) 11" x 17"

DEVELOPMENT PLAN

The Development Plan should generally consist of 5 sheets: Sheet 1) Cover Sheet; Sheet 2) Site Plan; Sheet 3) Details; Sheet 4) Drainage Plan; and 5) Utility Plan.

Include on All Sheets

<input type="checkbox"/>	Title block at bottom right corner, including: <ul style="list-style-type: none"> • Label the plan as "Development Plan" or "Amended Development Plan" • Name and address of development • A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference (G&SRM, Pima County, Arizona) • The new project number, in bold print larger than the cross-reference numbers
<input type="checkbox"/>	Sheet numbers in bottom right corner <i>(example: "Sheet 1 of 5")</i>

Sheet 1: Cover Sheet	
<input type="checkbox"/>	Name, address, and phone number of developer and owner
<input type="checkbox"/>	Name, address, phone number, and professional seal of architect/engineer or firm preparing the plans.
<input type="checkbox"/>	Sheet index
<input type="checkbox"/>	Related case numbers for the site such as rezoning, plats, development plans, etc.
<input type="checkbox"/>	Signature block at the lower right corner with signature lines for the Town Engineer and Planning & Building Director. Label this area "Approvals." Include a signature line for Pima County Wastewater Management & Environmental Quality if applicable.
<input type="checkbox"/>	Address block next to the title block. Minimum size 3" x 5".
<input type="checkbox"/>	Date of drawing and/or last revision
<input type="checkbox"/>	Scaled (3" = 1 mile) location map showing: <ul style="list-style-type: none"> • The subject property identified and centered within a one square mile area • Section corners labeled within the map • 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).
<input type="checkbox"/>	Legal description and lot numbers
<input type="checkbox"/>	Building area square footage and percent of site coverage
<input type="checkbox"/>	Gross and net area of the site
<input type="checkbox"/>	Parking calculations for regular, handicap, and bicycle parking, showing minimum and maximum number required and number provided
<input type="checkbox"/>	Standard General and Restrictive Notes (<i>See "Required Notes"</i>)

<input type="checkbox"/>	<p>Label common areas separately and alphabetically within the notes – use this example:</p> <table border="1" style="width: 100%;"> <tr> <td>a) Private/Public roads – Common Area A _____ Square Feet.</td> </tr> <tr> <td>b) Recreational facilities area – Common Area B _____ Square Feet.</td> </tr> <tr> <td>c) Drainage facilities – Common Area C _____ Square Feet.</td> </tr> <tr> <td>d) Open Space – Common Area D _____ Square Feet.</td> </tr> </table>	a) Private/Public roads – Common Area A _____ Square Feet.	b) Recreational facilities area – Common Area B _____ Square Feet.	c) Drainage facilities – Common Area C _____ Square Feet.	d) Open Space – Common Area D _____ Square Feet.
a) Private/Public roads – Common Area A _____ Square Feet.					
b) Recreational facilities area – Common Area B _____ Square Feet.					
c) Drainage facilities – Common Area C _____ Square Feet.					
d) Open Space – Common Area D _____ Square Feet.					

Sheet 2: Site Plan	
<input type="checkbox"/>	<p>Scale: 1.0 acre or less 1" = 10' 1.0 - 5.0 acres 1" = 20' 5.1 - 20 acres 1" = 40' 20 acres or more 1" = 100' <i>(Other scales as approved by staff)</i></p>
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Legend, describing all symbols and line work used
<input type="checkbox"/>	Zoning district(s) for project area and adjacent parcels
<input type="checkbox"/>	All ground planes labeled, i.e. asphalt, concrete, decomposed granite, etc.
<i>Provide the location, identification, and dimensions of the following existing and proposed site elements:</i>	
<input type="checkbox"/>	Existing and proposed structures including uses, square footage, heights, dimensions, finished floor elevations, setbacks to property lines, type of construction, and occupancy type
<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"/>	100-year floodplain and erosion hazard limits
<input type="checkbox"/>	All structures and conditions, including topography, within 100 feet of project
<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, dry wells, injection wells, and swales. Label as Public or Private.
<input type="checkbox"/>	Well sites on or within 100 feet of the site. Indicate the depth to high seasonal ground water.
<input type="checkbox"/>	Phases of development including location and square footages of structures, circulation, parking, and landscaping.
<input type="checkbox"/>	Landscaped areas
<input type="checkbox"/>	Fences, walls, and screening, indicating height, length, color, and materials
<input type="checkbox"/>	Proposed locations for freestanding signage. <i>[Sign permits must be applied for and are issued separately.]</i>
<input type="checkbox"/>	Existing and proposed fire hydrants, backflow prevention equipment, and Fire Department Connections (FDCs)
<input type="checkbox"/>	Site amenities, including patios, benches, tables, and ramada/ shade structures
<input type="checkbox"/>	Bufferyard location, width, and type
<input type="checkbox"/>	If applicable, existing and proposed sewage disposal systems on the lot
<i>Indicate the following Parking and Circulation items:</i>	
<input type="checkbox"/>	Parking layout with spaces numbered per aisle and totaled
<input type="checkbox"/>	Typical dimensions of parking spaces – regular and handicap
<input type="checkbox"/>	Loading areas and docks
<input type="checkbox"/>	Exterior refuse collection areas

<input type="checkbox"/>	Bus facilities
<input type="checkbox"/>	Bicycle parking and facilities
<input type="checkbox"/>	Location and dimensions of all sidewalks and pedestrian paths
<input type="checkbox"/>	Location and dimensions of all pedestrian drive aisle crossings, including paving treatment
<input type="checkbox"/>	Provisions for handicapped accessibility including but not limited to wheelchair ramps, parking spaces, handrails, curb openings
<input type="checkbox"/>	Existing and proposed ingress/egress points and intersections, including width
<input type="checkbox"/>	Drive aisle locations, include width
<input type="checkbox"/>	End aisle locations, include width
<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"/>	Existing and proposed medians and median cuts
<input type="checkbox"/>	Fire access lanes and turnarounds, if applicable
<input type="checkbox"/>	Sight visibility triangles (SVTs) and calculations demonstrating correct placement and dimensions
Sheet 3: Detail Drawings	
<input type="checkbox"/>	Exterior refuse collection areas (elevations and plan view), including height, materials and colors
<input type="checkbox"/>	Typical parking spaces, including regular, bicycle, and handicapped spaces
<input type="checkbox"/>	Proposed street cross-sections, if applicable
<input type="checkbox"/>	Cross-sections of slopes exceeding 3:1

Sheet 4: Drainage Plan	
<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"/>	Show flow arrows with percent
<input type="checkbox"/>	Drainage pattern must match drainage report
<input type="checkbox"/>	Show existing contours
<input type="checkbox"/>	Show facilities drainage
Sheet 5: Utility Plan	
<input type="checkbox"/>	Public and/or private sewer easements and lines
<input type="checkbox"/>	Water easements and lines
<input type="checkbox"/>	Electrical easements and lines
<input type="checkbox"/>	Telecommunications (telephone, cable, etc.) easements and lines
<input type="checkbox"/>	Gas easements and lines

BUILDING ELEVATIONS	
<input type="checkbox"/>	Scale – minimum of 1/8” or as approved by staff
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	Detailed building elevations for each façade, with cardinal orientation labeled
<input type="checkbox"/>	Façade dimensions, including overall height and width
<input type="checkbox"/>	Location, dimensions, materials, and colors (including reflectivity) of principal façade elements – walls, windows, doors, etc.
<input type="checkbox"/>	Color renderings or similar illustrations, providing cardinal orientation and light reflectivity value for each color