

Town of Sahuarita
Community Development Department

375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
Phone: 520-822-8857
www.sahuaritaaz.gov



TENTATIVE PLAT PROCESS AND SUBMITTAL CHECKLIST

PROCESS

1. Staff strongly recommends attending a pre-application Development Review Committee (DRC) meeting to discuss your proposal. More information on scheduling a pre-application DRC meeting can be found online at <https://sahuaritaaz.gov/844/Pre-Application-Meeting>.
2. Submit a complete application package through the e-permitting website. **All Tentative Plat submittals are to be made online through the Town's e-permitting website.** See <https://sahuaritaaz.gov/803/Online-Submittal-and-Access> for additional information. All documents must be uploaded as **unlocked** pdf files.
3. Submit directly to Pima County Addressing and, if within the Pima County wastewater service area, to Pima County Wastewater Reclamation. Contact those agencies for submittal requirements and fees.
4. Staff will conduct a 5-day administrative review to ensure a complete submittal. All items listed as Deliverables in the checklist below are required for a complete submittal
 - a. If your submittal is deemed to be incomplete, staff will contact you with a list of missing items that will be required for the application to move forward.
 - b. If your submittal is deemed to be complete, staff will contact you with the fee amount and payment instructions. Once payment is received, the application will be accepted and will move forward in the review process.
5. Upon acceptance of your submittal, the substantive review will begin.
6. The substantive review is generally completed in approximately one month, although complex cases may take longer. If corrections are necessary, staff will provide you with a comprehensive set of comments and a list of materials required to be submitted for a subsequent review.
7. Provide revised documents as requested by staff.
8. Staff will review revised documents and either approve or deny the application. This review typically takes one month.
9. Tentative Plats are reviewed and approved administratively; Planning and Zoning Commission and Town Council processes are not required.

The Town of Sahuarita will provide you with clarification of its interpretation or application of statutes, ordinances, codes, or authorized substantive policy statements as requested.

If you have any questions or require assistance throughout the application process, you may contact the Planning & Zoning Division at (520) 822-8857 or SahuaritaPlanning@sahuaritaaz.gov.

REVIEW TIMEFRAME

Most Tentative Plats are approved or denied within approximately 3 months of staff review time, assuming a complete submittal and two reviews. This does not take into account the amount of time an applicant may have the submittal for corrections between reviews. The Town of Sahuarita has established a regulatory maximum overall timeframe of 6.5 months for Tentative Plats to account for the more complex and time-consuming applications. This longer regulatory maximum provides additional flexibility for the applicant and staff to continue working cooperatively in more complex cases.

SUBMITTAL CHECKLIST

DELIVERABLES	
<input type="checkbox"/>	Project summary describing the proposed project, its primary features, and how compatibility with the surrounding context has been achieved.
<input type="checkbox"/>	Proof of submittal to Pima County Addressing and (if applicable) Pima County Wastewater Reclamation
<input type="checkbox"/>	Tentative Plat
<input type="checkbox"/>	Landscape Plan (see Landscape Plan checklist)
<input type="checkbox"/>	Recreation Area Plan, if applicable
<input type="checkbox"/>	Letter of authorization from the property owner
<input type="checkbox"/>	Zoning Conditions and minutes of action, if applicable (<i>e.g. rezoning conditions, Conditional Use Permit, etc.</i>)
<input type="checkbox"/>	Title Report, current within 60 days
<input type="checkbox"/>	Covenants, Conditions, and Restrictions (CC&Rs), if applicable
<input type="checkbox"/>	Drainage report
<input type="checkbox"/>	Geotechnical/Soil Report
<input type="checkbox"/>	Traffic Report or Traffic Impact Analysis
<input type="checkbox"/>	Sewer Capacity Request Letter from the Project Engineer

<input type="checkbox"/>	Sewer Design Report (<i>for projects within Sahuarita DMA</i>)
<input type="checkbox"/>	Sewer Master Plan, if applicable

FEES

Fees, to be calculated by staff and paid after administrative review:

<input type="checkbox"/>	Tentative Plat:	\$3,000 plus \$35/lot for each lot over 10
<input type="checkbox"/>	Landscape Plan:	200 + \$50/sheet (excluding the cover sheet)
<input type="checkbox"/>	Drainage/Hydrology Report:	
	1. Zero to Five acres	\$715.00 plus \$55.00/acre
	2. 5.01 to 10 acres	\$800.00 plus \$40.00/acre
	3. 10.01 to 20 acres	\$850.00 plus \$35.00/acre
	4. 20.01 to 50 acres	\$960.00 plus \$30.00/acre
	5. 50.01 to 100 acres	\$1,465.00 plus \$20.00/acre
	6. Over 100 acres	\$2,465.00 plus \$10.00/acre
	* Applicant shall pay <u>all</u> expenses the Town pays to outside consultants, such as technical reviewers, engineers, and plan review or inspection services	
<input type="checkbox"/>	Drainage Statement:	\$80/hour, 4 hour minimum
<input type="checkbox"/>	Geotechnical/Soils Report:	
	* Applicant shall pay <u>all</u> expenses the Town pays to outside consultants, such as technical reviewers, engineers, and plan review or inspection services	
		\$80/hour, 4 hour minimum

<input type="checkbox"/> Traffic Report: OR <input type="checkbox"/> Traffic Statement: * Applicant shall pay <u>all</u> expenses the Town pays to outside consultants, such as technical reviewers, engineers, and plan review or inspection services	\$80/hour, 4 hour minimum
<input type="checkbox"/> Recreation Area Plan	\$200.00
<input type="checkbox"/> Sewer Design Report: <i>(within the 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"/> Town of Sahuarita Wastewater:	Base fee \$166.00 plus \$50 per sheet, 1 st submittal \$50 per sheet, 2 nd submittal \$39 per sheet, 3 rd submittal and each thereafter (STC 13.10.030)
<input type="checkbox"/> Archive fee:	\$2.50/ plan sheet

TENTATIVE PLAT REQUIREMENTS

A. Cover Sheet

<input type="checkbox"/>	<p>Title Block, located at the lower right corner <u>of each sheet</u> consisting of:</p> <ul style="list-style-type: none"> a. The name of the subdivision b. Lot numbers (i.e., Lot numbers _____ through _____ and Common Areas _____. Include units or blocks if applicable.) c. 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” d. Town of Sahuarita case number (SA12 – __) and any related case numbers for the site such as rezoning, plats, development plans, etc.
<input type="checkbox"/>	Preparation and/or revision dates
<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: CA = Common area, ACE = Access control easement)
<input type="checkbox"/>	Seal and signature of the Registered Engineer and Registered Surveyor who prepared the plans <u>on each sheet</u> , with the firm name, address, and telephone number on the cover sheet.
<input type="checkbox"/>	‘Approvals’ block at the lower right corner with fillable signature boxes for the Town Engineer and Community Development Director.
<input type="checkbox"/>	Key map indicating the sub-area of each sheet if the plan spans multiple sheets
<input type="checkbox"/>	Sheet Index
<input type="checkbox"/>	Standard General and Restrictive Notes (<i>See “Required Notes”</i>)
<input type="checkbox"/>	List separately approximate area in parks, common areas, and other proposed nonresidential or ancillary uses
<input type="checkbox"/>	Parking data – spaces required, spaces provided, any streets with restricted parking

<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"> • North arrow and a scale of 3" = 1 mile. • The section, township and range of the subject plat. • Section corners • The adjacent conditions, subdivisions, unsubdivided land and schools. • The major streets, rivers, reservations, national forest, railroads and school sites. • Jurisdictional limits
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B. Tentative Plat Sheet(s)

<input type="checkbox"/>	Scale: A scale of 1" = 40' is preferred. Approval must be obtained for variation.
<input type="checkbox"/>	Bar scale
<input type="checkbox"/>	North arrow
<input type="checkbox"/>	Sheet numbers at the bottom right corner (i.e., sheet ____ of ____).
<input type="checkbox"/>	Existing and proposed zoning and boundaries thereof. Show and label the existing zoning on and immediately adjacent to the site.
<input type="checkbox"/>	If match lines are used, show a portion of drawing content beyond the sheet match line as lightened or ghosted.

Provide the location, identification, and dimension of the following existing and proposed subdivision elements:

<input type="checkbox"/>	Subdivision boundary with dimensions, bearings, and distance
<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, existing lot lines (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"/>	Proposed lot layout with dimensions, bearings, square footage, and lot numbers (or Common Area letters)
<input type="checkbox"/>	Frequently labeled contour lines at two (2) foot intervals
<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.
<input type="checkbox"/>	Sight visibility triangles with appropriate dimensions
<input type="checkbox"/>	Centerline curve radii, roadway dimensions and property line curve return radii
<input type="checkbox"/>	Traffic signs, signals, and striping related to the functioning of the proposal
<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"/>	Existing and proposed utilities on or near the property. Label size and material of piping and the proposed connection points.
<input type="checkbox"/>	Existing and proposed easements with their dimensions, purposes, whether they are private, public or specific and recording information for existing easements. Undefined blanket easements shall be referred to in the general notes.
<input type="checkbox"/>	Note any proposed abandonments of public rights-of-way or easements. Easements that are no longer used and obsolete should be cleared from the title prior to final plat recordation.
<input type="checkbox"/>	Existing and proposed pavement, driveways, walkways, sidewalks, etc. with dimensions
<input type="checkbox"/>	Landscape bufferyards with letter designation. Planting within public sewer easements shall not be allowed.
<input type="checkbox"/>	Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses;
<input type="checkbox"/>	All structures and conditions, including topography, water bodies and features, riparian habitat limits, significant rock outcroppings, and other natural features within 100 feet of project
<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 signage
<input type="checkbox"/>	Existing and proposed fire hydrants, backflow prevention equipment, and Fire Department Connections (FDCs)
<input type="checkbox"/>	Location(s) of cluster mailbox unit(s)
<i>If the subdivision will be on septic systems:</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"/>	Cross-sections of proposed roadways, sidewalks, or walking paths/ trails
<input type="checkbox"/>	Cross-sections of slopes exceeding 4:1
<input type="checkbox"/>	Typical sight distance triangles
<input type="checkbox"/>	Proposed wall cross-sections
<input type="checkbox"/>	Typical parking space dimensions, if off-street guest parking is provided

REQUIRED NOTES

The following General Notes and Restrictive notes are required. Staff appreciates the notes being provided in the order as shown below and without any unauthorized verbiage changes. Out-of-order or changed notes may slow the review of your Tentative Plat.

Words shown in parentheses and italics are prompts and are not meant to be replicated on the plat.

GENERAL NOTES

1. Assessor's tax parcel number for the site is XXX-XX-XXXX.
2. Existing zoning is _____ per Ordinance _____ and will remain. Conditionally approved zoning is _____. *(For Specific Plan areas add, "The Specific Plan land use designation is _____. Equivalent zone is _____.")*
3. The use of the project is _____ and is permitted in accordance with Section 18. _____ of the Town of Sahuarita Zoning Code.

*** (If project is located in a Specific Plan area, reference the section of the applicable Specific Plan).*

4. Density Data:
 - a. Gross area of this subdivision is _____ acres. The total number of lots is _____. Gross density is _____ dwelling units per acre.
 - b. Minimum lot size for the zone is _____ square feet. The smallest lot provided is _____ square feet. The largest lot provided is _____ square feet. The average lot size is _____ square feet.

*** (If using a transfer of density, cluster development option or other flexibility option, provide details here, including the code section that allows for the flexibility, any special requirements such as cluster open space, and any other pertinent details.)*

5. An assured water supply is required for this subdivision.
6. The water company that will service this development/subdivision is _____.
7. The wastewater provider that will service this development/subdivision is _____.
8. New public streets total _____ miles. New private streets total _____ miles.
9. Parks, recreational area, and/or open space are required per _____ (list the source of the park requirement, such as Town spark standards or a Specific Plan requirement). Required park and open space for this subdivision is _____ square feet. Provided area is _____ square feet. (List parks and open space separately if there are separate requirements).

10. The basis of bearing is _____. The basis of elevation is _____. This project site benchmark is tied to the (USC&GS/Pima County Supplemental/FEMA) benchmarks No. _____ published benchmarks and its elevation is _____.

** (Any exception to this requirement shall be approved by the Town Engineer.)

11. Town Engineer approval of a Tentative Plat is conditional only. The conditional approval is issued with all applicable parties understanding that any and all infrastructure elements including, but not limited to, transportation, drainage, and utility infrastructure will require additional review and approval as part of the Improvement Plan submittal. The Improvement Plan must be consistent with the Tentative Plat; any changes made with the Improvement Plans may require revision of the Tentative Plat.

RESTRICTIVE NOTES

1. Prior to the issuance of any building permit, an approved Final Plat shall be recorded.
2. Approval of this plan/plat does not affirm, certify or approve any land division that may be contrary to state law, nor does it certify the existence or compliance with any deed restrictions or easements.
3. It shall be the sole responsibility of the owner(s), their successors or assigns, (and/or their contractor, their successors or assigns, as applicable) to pursue any negotiations, obtain any agreements and/or permits, etc., from all necessary owners, private and/or governmental agencies in charge of properties and/or rights-of-way adjacent to this project, that may be required to do any work (construction, access, modifications, grading, drainage, structures, roads, etc.) directly encroaching on these adjacent properties and rights-of-way, regardless of whether or not this work is shown or described on these plans (or) on this plat.
4. The developer, any successors and assigns, shall hold the Town of Sahuarita and Pima County, its officers, employees, and agents harmless from any and all claims for damages related to the use of this development as shown hereon, now and in the future, by reason of flooding, flowage, erosion or damage caused by water, whether surface flood or rainfall.
5. Approval of the Tentative Plat shall be valid for a period of two years in accordance with STC 18.69.060.D.

** (If project is located in a Specific Plan area, reference the section of the applicable Specific Plan or applicable zoning code).

6. Improvements between 30 and 72 inches in height relative to the adjacent roadways that might interfere with sight visibility shall be placed and/or maintained within the sight visibility triangle only in accordance with town of Sahuarita technical standards found in 18.73.030.

7. An all-weather access capable of supporting the imposed load of at least 75,000 pounds will be provided to all construction or demolition sites within this development prior to the issuance of building permits. All-weather access may be provided by either temporary or permanent roads approved by the Town of Sahuarita Fire Marshal. Any approved temporary access shall be maintained until permanent fire apparatus access roads are available.
8. Fire flow requirements must be met and approved by the Town of Sahuarita Fire Marshal prior to combustibles entering site.
9. Fire lanes shall be identified and marked with signs approved by the Town of Sahuarita Fire Marshal, shall be installed at time of pavement, and locations shall be shown on the Improvement Plans.
10. It will be the responsibility of the owner/developer to install one blue reflective tile marker in the center of the street at all fire hydrant locations.
11. All weather access will be provided to all lots within this subdivision/development.
12. Walls greater than 6 feet in height, and floodwalls or retaining walls of any height, will be subject to permitting by Public Works (for walls in the public right-of-way) and by Building Safety (for walls on private property). Both Public Works and Building Safety permitting requirements will apply to floodwalls whether in public right-of-way or on private property. Zoning clearances will also be required.
13. The professional engineer of record shall certify in writing that all improvements, whether public or private, have been constructed, placed, installed, etc., in accordance with the accepted plans for this development. Certifications must be submitted to the Town of Sahuarita prior to the request for final inspection and release of assurances.
14. As part of a partial and final release of assurances, the engineer of record must certify as to the completion, form, line, and substantial conformance to approved plans of all public and private roadways, drainage structures and appurtenances as shown on the Tentative Plat. Said certification shall include any off-site improvements required by the development.
15. Any relocation or modification of existing utilities and/or public improvements required by this development will be at no expense to the public.
16. All public and private roads and drainage improvements on or required as offsite improvements to this development shall be constructed to Town of Sahuarita standards and specifications, in accordance with plans accepted by Town Engineer.
17. Permits must be secured from the Town of Sahuarita and any other agencies (as applicable) before beginning any work on this project.
18. All public and private sewer collection systems meeting the review criteria of Arizona Administrative Code, Title 18, Chapter 9, Section E301(A) are required to obtain a

Construction Authorization from the Department of Environmental Quality prior to beginning construction.

19. Prior to issuance of building permits, all public sanitary sewer facilities will be constructed in accordance with plans approved by the Town of Sahuarita or the Pima County Regional Wastewater Reclamation Department (as applicable) as evidence by a Discharge Authorization issued by the Department of Environmental Quality.
20. Reference the Geotechnical Evaluation. State [name of the geotechnical consultant], [report number], and [date of the report].
21. Reference the Traffic Report/ Traffic Impact Analysis or Traffic Statement. State [name of the traffic consultant], [project scope], and [date of the document].
22. Reference the Drainage Report or Drainage Statement. State [name of the drainage consultant], [project scope], and [date of the document].

For projects receiving sewer service by the Town of Sahuarita, include the following note:

23. Public sanitary sewers will be designed and constructed to Pima County Regional Wastewater Reclamation Department Standards (2012 edition, as amended), except as modified by the Town Engineer.

If the project includes commercial and/or industrial uses, include the following note:

24. Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of the industrial waste code (STC 13.20, as amended).
25. *For sewer service not served by the Town of Sahuarita, please refer to Pima County Regional Wastewater Reclamation Department and include required notes/optional notes and standard details.*
26. Private sewers will be constructed, operated and maintained on a private basis. The location and method of connection to the public sanitary sewer is subject to review and approval by the Town Engineer.
27. Prior to issuance of building permits, all private sewer collection systems meeting the review criteria of Arizona Administrative Code, Title 18, Chapter 9, Section E301(A) are required to obtain a Discharge Authorization issued by the Department of Environmental Quality.
28. Sewage disposal for lots _____ through _____ will be by private individual disposal systems. Conceptual approval by the Pima County Department of Environmental Quality for private individual disposal systems will be obtained prior to approval of the Tentative Plat.
29. Drainage will remain in its natural state and will not be altered, disturbed or obstructed, other than as shown on this Tentative Plat/ Development Plan.

30. All drainage ways, drainage easements, and drainage structures shown and labeled as such upon this plan, which are to be constructed in conjunction with the development of this project, shall entirely contain their restrictive 100-year flood limits upon completion of construction unless clearly labeled otherwise.

For properties located within the 100-year floodplain area after development, add the following notes:

31. A Floodplain Use Permit will be required for Pad/Lot(s) ___ prior to the issuance of any building permits.
32. The area within the 100-year floodplain limits represents an area that is subject to flooding from the regulatory flood event. All land within this delineated floodplain shall be restricted to uses that are compatible with Sahuarita Town Code, Chapter 14 Floodplain and Erosion Hazard Management.
33. The area within the erosion hazard setback limits represents an area which may be subject to erosion by the regulatory flood event. Land within this area shall not be utilized for the placement of structures or other uses prohibited by Sahuarita Town Code, Chapter 14 Floodplain and Erosion Hazard Management.
34. A Floodplain use permit is required if building a habitable structure or any other conditions of the Sahuarita Town Code title 14 Flood Plain and Erosion Hazard Management in the flood limits/ erosion hazard setback limits. All lots shown on the plat where the flood limits and/ or the erosion hazard setback limits crosses into the property line will be required to obtain a floodplain use permit from the Town of Sahuarita Department of Public Works.