

Town of Sahuarita
Planning & Building Department
375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
Phone: 520-822-8857
www.sahuaritaaz.gov



LANDSCAPE PLAN 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 Landscape Plan submittals are to be made online through the Town's e-permitting website. Most will be submitted as a document attached to a Development Plan or Plat application.** See <https://sahuaritaaz.gov/803/Online-Submittal-and-Access> for additional information. All documents must be uploaded as **unlocked** pdf files.
3. 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 complete, staff will contact you with the fee amount and payment information. Once payment is received, the application will be accepted and move forward in the review process.
 - b. 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
4. Upon acceptance of your submittal, the substantive review will begin.
5. The 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.
6. Provide revised documents as requested by staff.
7. Staff will review revised documents and either approve or deny the application. This review typically takes one month.
8. Landscape Plans 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 by email at sahuaritaplanning@sahuaritaaz.gov

REVIEW TIMEFRAME

Most Landscape Plans 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 4.25 months for Landscape Plans 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					
Review Fees: <input type="checkbox"/>	Fees, to be calculated by staff and paid after administrative review: <table border="1" style="margin-left: 20px;"> <tr> <td style="padding: 5px;">Landscape Plan:</td> <td style="padding: 5px;">\$200.00 Base fee, plus additional \$50.00 fee per sheet (excluding cover sheet)</td> </tr> <tr> <td style="padding: 5px;">Archive fee:</td> <td style="padding: 5px;">\$2.50 / sheet</td> </tr> </table>	Landscape Plan:	\$200.00 Base fee, plus additional \$50.00 fee per sheet (excluding cover sheet)	Archive fee:	\$2.50 / sheet
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Archive fee:	\$2.50 / sheet				
<input type="checkbox"/>	Letter of Authorization for agent from the property owner				
<input type="checkbox"/>	Landscape Plans				

LANDSCAPE PLAN REQUIREMENTS	
Include on All Sheets	
<input type="checkbox"/>	Title block at bottom right corner, including: <ul style="list-style-type: none"> Label the plan as “Landscape 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) Preparation and/or revision date Town of Sahuarita case number (will be provided during first review) Related case numbers, in smaller print than the current case number

<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
Sheet L1: Cover Sheet	
<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"/>	Location map in the upper right corner showing: <ul style="list-style-type: none"> • North arrow and scale 3" = 1 mile • The subject property identified and centered within a one square mile area • Section corners labeled within the map • Major streets, rivers, railroads • All jurisdictional limits • Adjacent conditions including subdivisions with recording information, unsubdivided land, schools, reservations, etc.
<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"/>	Plant legend. Group trees, shrubs, and groundcovers separately. Identify type and size of plantings and trees (common and botanical names): <ul style="list-style-type: none"> • Existing vegetation, indicating whether it is to be preserved in place, relocated on site, or removed • Proposed plantings • Include mature size of proposed trees
<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
Information to be included on plan sheets:	
<input type="checkbox"/>	Scale – must be the same as scale on Site Plan/Development Plan/Plat. Any variation must be pre-approved by staff, or the Landscape Plan will not be accepted for review.
<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 utilities on or near the property.
<input type="checkbox"/>	Existing and proposed easements on and adjacent to the site. Include dimensions, purpose, and recording information
<input type="checkbox"/>	Frequently labeled contour lines at two (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"> • Impervious areas (pavement, sidewalks, slope paving, curb, and gutter, etc.) • Pervious areas (planting beds, grass, groundcover vegetation, etc.) • Ponding areas either for drainage or for landscaping/recreational use
<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
<input type="checkbox"/>	Backflow preventer location

<input type="checkbox"/>	Indicate size and location of all equipment needed to irrigate the site to industry standards.
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Required Detail Drawings	
<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

REQUIRED NOTES

The following 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 Landscape Plan.

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

1. This plan is in conformance with Arizona Revised Statutes section 3-903 and 3-904.
2. No improvements between 30 and 72 inches in height relative to the adjacent roadway that might interfere with sight visibility shall be placed and/or maintained within the sight visibility triangle in accordance with the Town of Sahuarita technical standards.
3. Site visibility triangles, as shown on the plans, shall be considered when installing all site improvements, including plants, trees, and other amenities. Clear lines of sight shall be maintained along streets and driveways to provide for the safety of motorists, pedestrians, and bicyclists.
4. Any tree placed in a sight visibility triangle must be of a box size large enough to be pruned up to a 72-inch height immediately for clear sight visibility. All other trees shall be placed so that severe pruning is not required to keep sight visibility triangles clear. Trees located within sight visibility triangles shall not exceed one foot in its greatest cross-sectional dimension at maturity and shall not be planted in a line that could result in a solid wall effect when viewed at an angle.
5. Trees planted within 10 feet of public sidewalks or curbs shall be provided with suitable root diverters to minimize heaving of those improvements.
6. All landscaped areas that have plant material shall be irrigated by a fully automatic underground irrigation system, complete with backflow preventer that meets all local codes. The system shall also be designed to accept treated effluent, once it becomes available.

7. All plants used for landscaping are required to be from the Town of Sahuarita Approved Plant List.
8. Any plant material included in the approved Landscape Plan that does not survive after installation shall be replaced with plant material of the same or like species of equal size within thirty (30) days of the plant's demise. Exceptions may be made to allow for seasonally appropriate planting. Failure to replace the dead plant material within the specified time period shall constitute a zoning violation.
9. Professional standards and professional practices for the salvaging and transplanting of protected native plants shall be followed.
10. All plant salvage operations shall be performed by a contractor licensed in the state of Arizona.
11. The north side of all Saguaros and Barrel cactus designated for transplanting shall be marked with a knot in a ribbon (or other non-invasive means) prior to removal from their native habitat to ensure proper orientation in their new location. No marks shall be made directly on the cactus itself.
12. Planting within public sewer easements shall not be allowed. Landscaping in common areas where public sewers are located shall be in accordance with the landscaping and planting guidelines of the Pima County Regional Wastewater Reclamation Department Engineering Design Standards (2012 edition, as amended).
13. All water used for landscaping irrigation and enhancement shall conform to the Arizona groundwater code (Title 45, Chapter 2) and adopted groundwater management plan for the Tucson Active Management Area.
14. No permanent structures (i.e., masonry walls, fences, etc.) may be constructed within or through the public sewer easement shown herein without separate written consent of the Town of Sahuarita Public Works Department, if applicable or Pima County Wastewater Management Department.
15. Civil engineering plans may contain revisions not reflected on the landscape and irrigation plans. It is the landscape contractor's responsibility to review the civil engineering plans prior to construction and bring to the Town and Owner's attention all revisions and discrepancies found affecting landscaping requirements.
16. The general contractor and/or landscape contractor shall coordinate all fine grading with the Engineer of Record to ensure proper drainage is maintained.
17. All signage walls and entry features will be subject to a separate review and permitting process through the Town of Sahuarita and will be in conformance with the Town of Sahuarita Zoning Code (*or the applicable Specific Plan*).
18. A maintenance agreement may be required for landscape improvements in the public right-of-way.