



Oro Valley  
**COMMERICAL DESIGN  
REVIEW GUIDE**





# ORO VALLEY COMMERCIAL DESIGN REVIEW PROCESS GUIDE

This process guide contains the process narrative, submittal checklist, and plan content for Commercial Design Review. Each of these items will be reviewed by the Planning and Zoning Commission (PZC) who then make a recommendation to the Town Council.

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# 1.0 COMMERCIAL DESIGN REVIEW PACKAGE

## 1.1 Process Narrative

### Introduction:

Design review is a two-part process required for all new commercial projects. The process is comprised of:

1. Conceptual Design Review- The intent of conceptual design is to ensure that a project's overall site layout is functional within its boundaries and is compatible with the surrounding area. Conceptual design requires review by the Planning and Zoning Commission and approval by Town Council. However, if the site plan substantially conforms an approved Tentative Development Plan (within the past 5 years), the applicant may proceed to final design review.
2. Final Design Review-The intent of final design review is to ensure that a project's final plans are consistent with the conceptual plans approved by Town Council and are consistent with all applicable Zoning Code requirements. Final designs are administratively approved.

The Community and Economic Development Department is here to assist you with your Design Review applications. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your application for development.

### Process Overview:

To better understand the approval process for the Town's Commercial Design applications, please refer to the table below.

**Table of Authority**

Submittal Type	Staff Authority	Planning and Zoning Commission	Town Council Authority
Conceptual Site Plan	Review	Recommendation	Final Decision
Conceptual Landscape Plan	Review	Recommendation	Final Decision
Final Site Plan	Approve	No Action	Appeal
Final Landscape and Irrigation Plan	Approve	No Action	Appeal
Final Rainwater Harvesting Plan	Approve	No Action	Appeal
Native Plant Preservation Plan and Site Resource Inventory*	Approve	No Action	Appeal

\*May be approved during the conceptual design phase.

## **Commercial Design Review – Process Description**

### **Step 1 – Pre-application Meeting**

Applicants must attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their proposed development to discuss the required process and broad issues related to the proposal. Development Review Committee meetings provide applicants with preliminary feedback from Town Staff and outside reviewers. The typical issues discussed at a DRC meeting include the development process, consistency with adopted plans, zoning provisions (i.e. permitted uses, building setbacks, parking requirements, etc.), engineering, fire and building code requirements.

To initiate a pre-application meeting, applicants must submit a written request and preliminary drawings 10 working days prior to the expected meeting date. (Applicants should refer to the Pre-application Conference Process Guide for additional details). The Development Review Committee will send a review letter identifying any broad concerns with the application and the project's development process within 3 working days following the meeting.

**IF YOUR SITE PLAN IS IN SUBSTANTIAL CONFORMANCE WITH A REZONING TENTATIVE DEVELOPMENT PLAN APPROVED WITHIN THE LAST 5 YEARS PROCEED TO STEP 7**

### **Step 2 – Neighborhood Meeting**

Pursuant to Section 22.15 of the Zoning Code, applicants are required to hold at least two neighborhood meetings to provide an opportunity for public participation. The first meeting is an educational session to inform stakeholders of the Town's process and applicable provisions of the Zoning Code and an opportunity for the applicant to present their project and solicit feedback. The second meeting provides an opportunity for the applicant to present a revised plan and address issues and concerns. The Planning and Zoning Administrator may combine the meetings or request additional meetings as needed.

Prior to scheduling the first neighborhood meeting, applicants are required to provide a Public Outreach Plan, in accordance with Section 22.15.D of the Zoning Code, a project fact sheet and any site plans or exhibits intended for the first neighborhood meeting.

Once the neighborhood meeting requirements have been satisfied, the applicant shall generate a Public Outreach Report, in accordance with Section 22.15.E of the Zoning Code, to be submitted with the formal submittal.

### **Step 3 – Formal Submittal**

Following the first neighborhood meeting, the applicant may submit a formal Conceptual Design package that includes:

- Conceptual Site Plan
- Conceptual Landscape Plan
- Conceptual Public Art (see Public Art Process Guide for more information)
- Conceptual Architecture (see Commercial Architecture Process Guide for more information)

- Native Plant Preservation Plan and Site Resource Inventory

If submitting a site plan in substantial conformance with an approved Tentative Development (within the past five years), may proceed to Final Design Review (Step 7 and Section 4.0).

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and address the comments of the pre-application review letter.

#### **Step 4 – Staff Review**

After receiving a complete application, staff will review the Conceptual Design application in accordance with the applicable provisions of the Zoning Code, engineering standards and other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff will prepare a report and a recommendation on the application. The application will be forwarded to the Planning and Zoning Commission for a review.

#### **Step 5 – Planning and Zoning Commission (PZC)**

The Conceptual Design application is reviewed by the PZC within 15 working days of receipt of a staff recommendation. The PZC's recommendations and decisions are based on the Design Principles outlined in Sections 22.9 and Design Standards, Addendum "A" of the Zoning Code. Planning and Zoning Commission decisions are subject to an appeal by the Town Council. The applicant is expected to present and answer questions during this meeting.

#### **Step 6 – Town Council Meeting and Decision**

The Town Council is the legislative body that makes the final decision to approve, conditionally approve, or deny all Conceptual Design applications. Following PZC recommendation, a staff report is prepared and sent to the Town Council approximately 10 days prior to the Council meeting. The applicant is expected to attend this meeting.

Following the meeting, an action letter is sent to the applicant including any final conditions on the request.

#### **Step 7 – Proceed to Final Design**

After receiving an approval from the Town Council, applicants may submit Final Design Plans that addresses any conditions of approval, to CED staff for review and approval. Applicants may also submit a formal Final Design Package if the site plan substantially conforms to an approved Tentative Development Plan (within the past 5 years).

A final design package includes:

- Final Site Plan
- Final Landscape and Irrigation Plan
- Final Rainwater Harvesting Plan
- Final Architecture (see Commercial Architecture process guide for additional information)
- Public Art (see Public Art process guide for additional information)

To ensure timely review, applicants should review all applicable provisions of the Zoning Code and ensure the submittal is complete.

**Step 8- Staff Review**

After receiving a complete application, staff will review the Final Design for consistency with the approved conceptual plans and with the applicable provisions of the Zoning Code, engineering standards and all other areas of review authority. A review letter will be sent to the applicant within 20 working days of the submission. The plans may need to be revised and re-submitted for additional reviews to address any remaining comments on the application. When all review comments have been addressed, staff may administratively approve the final plans. Administrative approvals are appealable to Town Council.

**Step 9- Next Steps**

Upon approval, all associated final design plans must be processed with Pima County Addressing for annotation. Once completed, provide the original and an electronic PDF version of all the approved plans to the Town.

A Final Plat may be required. Please refer to the Final Plat Process Guide for more information.



**TOWN OF ORO VALLEY  
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
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[www.ovalleyaz.gov](http://www.ovalleyaz.gov)**

**1.2 GENERAL APPLICATION FORM**

Office Use Only
OV Case #: _____

**Application Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> Major General Plan Amendment | <input type="checkbox"/> Final Plat                                  |
| <input type="checkbox"/> Rezoning/PAD Amendment       | <input type="checkbox"/> Pre-Application                             |
| <input type="checkbox"/> Planned Area Development     | <input type="checkbox"/> Zoning Verification                         |
| <input type="checkbox"/> Conditional Use Permit       | <input type="checkbox"/> Sign Criteria                               |
| <input type="checkbox"/> Zoning Code Amendment        | <input type="checkbox"/> Sign - PAD Exemption                        |
| <input type="checkbox"/> Conceptual Site Plan         | <input type="checkbox"/> Master Sign Program                         |
| <input type="checkbox"/> Conceptual Public Art        | <input type="checkbox"/> Communication Facility – Tier 1 and 2 Minor |
| <input type="checkbox"/> Conceptual Architecture      | <input type="checkbox"/> Communication Facility – Major              |
| <input type="checkbox"/> Final Site Plan              | <input type="checkbox"/> Revised Development Plan                    |
| <input type="checkbox"/> Conceptual Landscape Plan    | 1. Other _____   |

**Subject Property Information:**

Address: \_\_\_\_\_ Parcel/Tax Code: \_\_\_\_\_

Subdivision / Commercial Center Name: \_\_\_\_\_

Book / Page or Sequence Number: \_\_\_\_\_ Lot Number(s) \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_ Area of Property: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**Applicant Information:**

\* If more than one, attach list

**Applicant \*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner(s) if different from Applicant \*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Consultant\*:** \_\_\_\_\_ (Discipline)

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description/Narrative:** (SEPARATE SHEET PREFERRED)

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the Owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other federal, state or local law for which this project may be subject to.

**Notice:** It is the applicant/owner's responsibility to ensure all private rules and regulations (such as Covenants, Conditions & Restrictions (CC&R's)) of the subdivision and/or commercial center are adhered to. Contact your Home Owners Association or property management to determine applicable requirements.

It is also the applicant's responsibility to coordinate with all outside agencies to secure their acceptance or clearance. Failure to do so may delay issuance of permits. See attached list of agencies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Important Note: All submittals received after 4:00 p.m. will be processed the next day**

**Submittals will be rejected if:**

- Not folded using Pima County fold & collated;
- There are missing items on the checklist unless otherwise approved by Planning and Zoning Administrator or Town Engineer.
- Re-submittals cannot be accepted without a transmittal and a written response to staff comments.

### 1.3 COMMERCIAL DESIGN REVIEW PACKAGE – SUBMITTAL CHECKLIST:

*All submittal requirements are included herein. Please note additional site specific information may be required.*

- Fees (Refer to Section 1.5 Fee Schedule of this process guide)
- Public Outreach Report (see Section 1.4 of this process guide) **(2 copies)**
- Narrative providing a brief description and overview of project **(10 copies)**
- Letter of Authorization from property owner(s) **(2 copies)**

#### Submittal Type

##### **Conceptual Design Package-Section 2.0** (check all that apply):

- Written response to Pre-Application Comment Letter **(6 copies)**
- Conceptual Site Plan – Size 24"x36" **(10 copies)**
- Alternative Parking Analysis (if applicable) **(2 copies)**
- Conceptual Landscape Plan – Size 24"x36" **(10 copies)**
- Native Plant Preservation, Salvage and Mitigation Plan – Size 24"x36" **(2 copies)**
- Site Resource Inventory – Size 24"x36" **(2 copies)**
- Riparian Mitigation, if applicable– Size 24"x36" **(2 copies)**
- Preliminary Traffic Impact Statement **(2 copies)**
- Preliminary Drainage Assessment (to include existing floodplains, drainage patterns and/or any drainage issues that may impact the project)- **(2 copies)**
- Electronic version of all submitted items in PDF (vector preferred)

##### **Supplementary Documents- Section 3.0** (check all that apply)

- Additional Notification **(1 copy)**
- Archeological Records Office **(2 copies)**

##### **Final Design Package-Section 4.0** (check all that apply)

- Response to any conditions from Rezoning or Conceptual Site Plan approval
- Final Site Plan\*-Size 24" x 36" **(10 copies)**
- Final Landscape Plan- Size 24" x 36" **(10 copies)**
- Final Rainwater Harvesting Plan- Size 24" x 36" **(3 copies)**
- Traffic Impact Analysis Report- **(2 copies)**
- Geological Technical Report-**(2 copies)**
- Drainage Report- **(2 copies)**
- Title Report, current within 30 days, including Schedule B items with all associated documents - **(2 copies)**
- Electronic version of all submitted items in PDF (vector preferred)

\*Final site plans may be combined with improvement plans on an at risk basis

**The following will require additional fees. Please contact the agencies below for additional information.**

- Pima County Wastewater Management - (520) 740-6609
- Pima County Addressing – (520) 740-6586
- Arizona State Museum (See Section 3.2 of this process guide) – (520) 621-6320

- Pima County Department of Environmental Quality – (520) 740-3340
- Signed notification of potential state or federal issues (see Section 3.1 of this process guide)

## 1.4 PUBLIC OUTREACH REPORT

As part of the Public Outreach process (Section 22.15.E of the Zoning Code, the Public Outreach Report must include:

- 1.A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.
- 2.A list of meeting notification methods used.
- 3.Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
- 4.A summary of the issues and concerns that were raised.
- 5.A list of solutions that were agreed upon.
- 6.A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Oro Valley Zoning Code is available online at: [www.codepublishing.com/az/orovalley](http://www.codepublishing.com/az/orovalley)

## 1.5 FEE SCHEDULE (REVISED MAY 18, 2011)

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. Fees identified after submittal are due as determined by the Planning and Zoning Administrator (Public Works Director for rights-of-way fees). All fees must be paid prior to the issuance of permits and/or release of assurances. Bond release inspections may be deducted from the appropriate bond if this is part of the language of the bond.

Charges for partial review of any project will be based on the stage of review and staff time already dedicated to the project. The Planning and Zoning Administrator may refund up to 80% of the fee. The Planning and Zoning Administrator may waive fees if an undue hardship has been created by the Town. All other fee waiver requests must be approved by the Town Council. Fees will not be applied to applications or events initiated or sponsored by the Planning and Zoning Commission or Town Council.

GIS fees are charged per development project. For example, GIS fees charged for a rezoning would be credited toward the GIS fees specified for a related development plan and/or plat.

Whenever independent consultant review is provided for in the OVZCR (Golf Course Overlay, Communications facilities, Riparian analysis etc.), the applicant must reimburse the Town for all consultant fees incurred.

Fees related to Commercial Conceptual Design Review:

Conceptual Site Plan (up to 2 acres)	\$3,500
Each additional developed acre	\$90
Natural Open Space	No Charge
Native Plant Preservation Plan Review (up to 2 acres)	\$1000
Each additional acre	\$60
Final Site Plan (if not included in Conceptual Site Plan fees)	
Final Landscape Plan (up to 2 acres)	\$1000
Each additional acre	\$60

**See the Development Services fee schedule for a complete list of fees.**

## 1.6 COMMERCIAL CONCEPTUAL DESIGN REVIEW PROCESS FLOW CHART

Site Plan Process	Time*	Purpose
<b>Pre-application Conference</b>	1 Week	<ul style="list-style-type: none"> <li>An opportunity to meet with members of the staff Development Review Committee to discuss process, consistency with adopted plans and zoning requirements</li> </ul>
<b>If your Site Plan is in conformance with a rezoning Tentative Development Plan approved in the last five years – Proceed to Final Site Plan step</b>		
<b>1<sup>st</sup> Neighborhood Meeting</b>	3 Weeks	<ul style="list-style-type: none"> <li>Required prior to formal submittal, per Code</li> <li>Staff explains the process and Town requirements</li> <li>Applicant introduces the proposed project</li> <li>Community discussion is facilitated</li> </ul>
<b>Formal Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>Submittal of plans in accordance with Code requirements</li> <li>Applicant to address any comments or concerns identified during the 1<sup>st</sup> Neighborhood meeting</li> </ul>
<b>Staff Review</b>	4 Week	<ul style="list-style-type: none"> <li>Staff distributes copies to all internal/external agencies for review</li> <li>Staff code compliance letter is provided within 20 working days of a complete submittal</li> </ul>
<b>2<sup>nd</sup> Neighborhood Meeting</b>	3 Weeks	<ul style="list-style-type: none"> <li>Applicant presents refined plan and addresses comments or concerns from the 1<sup>st</sup> neighborhood meeting</li> <li>Additional meetings may be necessary only if determined necessary by the Planning and Zoning Administrator, per Code</li> </ul>
<b>Revised Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>Applicant to address staff review comments relative to code compliance</li> <li>Applicant should also address any remaining comments or concerns from 2<sup>nd</sup> Neighborhood meeting</li> <li>Additional revised submittals may be necessary if code issues are not adequately addressed</li> </ul>
<b>Staff Review</b>	1 - 4 Weeks	<ul style="list-style-type: none"> <li>Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning &amp; Zoning Commission consideration if the proposal is not code compliant</li> </ul>
<b>Planning &amp; Zoning Commission</b>	4 Weeks	<ul style="list-style-type: none"> <li>A staff report, with any conditions of approval, will be prepared</li> <li>Staff review focused on conformity with adopted plans, code requirements and any applicable neighborhood mitigation measures</li> <li>Planning and Zoning Commission provides a recommendation to Town Council</li> </ul>
<b>Town Council</b>	4 Weeks	<ul style="list-style-type: none"> <li>Staff review focused on conformity with adopted plans, code requirements, neighborhood mitigation measures and the Planning and Zoning Commission recommendation</li> <li>The deciding body on whether to approve, deny or continue the</li> </ul>
<b>Final Site Plan</b>	2 - 4 Weeks	<ul style="list-style-type: none"> <li>Review focused on conformity with the approved Tentative Development Plan or Conceptual Site Plan and code requirements</li> <li>Final Site Plans can be approved administratively</li> </ul>
<b>Total Town Processing Time</b>	<b>20 - 24 weeks – Standard Conceptual Site Plan process</b> <b>2 – 4 weeks - Site Plans in conformance with an approved TDP</b>	
<p>* Typical Town Processing timeframes – actual timeframes may vary and are dependent upon timely applicant submittals.            Created on 9.12.17 <span style="float: right;">For more information see Zoning Code Section 22.9</span></p>		

## 1.7 COMMERCIAL FINAL DESIGN REVIEW PROCESS FLOW CHART

Final Design Process	Time*	Purpose
<b>Formal Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Submittal of plans in accordance with Code requirements</li> <li>• Applicant to address any comments or concerns identified during the pre-application conference.</li> </ul>
<b>Staff Review</b>	4 Weeks	<ul style="list-style-type: none"> <li>• Staff distributes copies to all internal agencies for review</li> <li>• Staff code compliance letter is provided within 20 working days of a complete submittal</li> </ul>
<b>Revised Submittal</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Applicant to address staff review comments relative to code compliance</li> <li>• Additional revised submittals may be necessary if code issues are not adequately addressed</li> </ul>
<b>Staff Approval</b>	1-4 Weeks	<ul style="list-style-type: none"> <li>• Staff will approve once code compliant.</li> </ul>
<b>Recordation</b>	Applicant Driven	<ul style="list-style-type: none"> <li>• Applicant is responsible for recording approved plans with Pima County Addressing Office.</li> <li>• A PDF of the recorded documents must be submitted to Town staff.</li> </ul>

**Total Town Processing Time 5-8 weeks**

\* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.

## 2.0 CONCEPTUAL DESIGN SUBMITTAL PACKAGE



### 2.1 PLAN FORMAT

#### All Sheets

1. Conceptual plans must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning Division Manager.
2. Conceptual plans must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide a Title Block which includes:
  - a. Type of plan (i.e. Conceptual Site Plan)
  - b. Name of development
  - c. Lots \_\_\_ through \_\_\_ and Common Areas A through \_\_\_\_\_", if applicable.
  - d. Brief legal description, i.e. "Portion of Section\_\_\_\_\_, T \_\_\_\_\_ S, R\_\_\_\_\_ E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
  - e. Scale
  - f. Contour interval
  - g. Date (revised plans must show date of revision)
  - h. Town of Oro Valley case number for this plan
  - i. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference related Case Numbers (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.
7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.
8. Show north arrow and scale bar towards the top of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
9. If the plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.
10. If the firm name, address and phone number of the registrant who prepared the plan is to be listed on every sheet, then it must be in the lower right hand corner of the page immediately next to the Title Block.

## 2.2 CONCEPTUAL SITE PLAN CONTENT

### All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.
2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.
3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.
4. Addressing:
  - a. Provide interior street names, if applicable
  - b. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.
5. Ensure all line types are different and clearly indicated.
6. The development exterior site property boundary line must be delineated with a solid BOLD line, which must be the boldest line on the plan.
7. If more than one zone applies, show the zoning boundary line on the plan.
8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet \_\_\_\_" on edges of the plan where an abutting sheet depicts more information.

### Cover Sheet

9. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
  - a. Conceptual Site Plan
  - b. Project Name
  - c. Oro Valley Case Number (Using format OVXXXX-XX)
10. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
  - a. North arrow
  - b. Lot lines
  - c. Sheet cuts
  - d. Circulation
  - e. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc.
  - f. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.

11. All required notes in Section 2.2.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
12. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point
13. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.
14. A legend which depicts and describes all symbols used in the document.
15. List the following on the cover sheet:
  - a. The name, mailing and email addresses, and phone number of:
    1. The primary property owner of the site
    2. The developer of the project,
    3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
  - b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
16. Location Map
  - a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
    1. The subject property identified and centered within a one square mile area
    2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
    3. The section, township and range of the subject development
    4. Labeled section corners
    5. A north arrow and scale

#### **Plan Sheet(s) - Existing Conditions Content**

*The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.*

*Existing elements must be indicated in a different line weight than the proposed improvements and labeled or noted to be removed or retained.*

17. Existing contours at one foot intervals labeled at a five foot index frequency. Two-foot or five foot contours may be used in special cases. Extend contours 100 feet outside the property line.
18. Existing structures, including:

- a. Existing Building footprint(s) with label height(s) Designate existing use(s) and indicate if vacant or currently being used.
  - b. Existing storm drainage facilities (e.g. detention basins, channels, dykes, dams) on and adjacent to the site
  - c. Existing traffic control and mitigation facilities and features such as signalization and signage
  - d. Existing fences, barriers and walls
  - e. Any other miscellaneous structures such as awnings, ramadas, covered parking, etc, that would be present in an aerial photo or survey.
19. Other significant conditions on the site, such as major rock outcrops, ravines, hazardous topography, etc., on and adjacent to the site
20. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
- a. Right-of-Way width
  - b. Edge and limits of existing pavement and striping
  - c. Street elements such as medians, curbs, sidewalks, and other relevant features
  - d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater
  - e. Street name
  - f. Label street as public or private
  - g. Traffic control and mitigation features such as signalization and signage
21. Conditions on adjacent land significantly affecting the design of the project such as character and location of adjacent development(s), residential subdivisions, dwellings, etc.
22. The following existing drainage information shall be identified on the concept site plan:
- a. Existing drainage ways, arroyos, washes, ditches, channels, flow and flood mitigation structures, etc., including their existing condition and functionality
  - b. Delineate known flood prone areas
  - c. Delineate local floodplains with a 100-year discharge greater than or equal to 50 cubic feet per second
  - d. Delineate sheet flooding areas with 100-year flood depths greater than or equal to 12 inches
  - e. Federally mapped FEMA floodplains and floodways
23. The following information regarding existing utilities must be provided:
- a. The location of water wells
  - b. Water pumping plants
  - c. Water reservoirs
  - d. Indicate by note the direction, distance to, and sizes of water mains and sewer lines intended to service this project

- e. Show all existing TEP facilities within the development and surrounding property and indicate any possible conflicts with the proposed project.
- f. Existing utility facilities such as yards, stations and appurtenances that would affect the proposed development
- g. Existing utility easements

### **Plan Sheet(s) - Proposed Conditions Content**

*The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.*

1. All proposed features shall be delineated in a darker line weight than the existing site information.
2. If the project is to be phased, provide all necessary information (e.g. calculations, setbacks, interim drainage, temporary curbing, etc.) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity.
3. All proposed lot lines. Metes and bounds property line information is not required on conceptual site plans. Proposed lot lines should be the thickest on the plan and differentiated from existing lot lines by line-type.
4. If the project has common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (e.g. common area, private street, etc.).
5. Site Elements - Depict the following information:
  - a. Proposed fences, barriers and walls along the periphery of the project
  - b. All other miscellaneous structures and parking areas associated with the common areas
  - c. Locations and types of proposed monument signs (non-traffic related).
6. Zoning Information – Provide the following information on the plan to indicate conformance with both the Town's Zoning Code and/or any overriding PAD regulations:
  - a. Graphically depict the building set-back from the property line, with dimensional control
  - b. Graphically depict the required Bufferyard(s), with dimensional control
  - c. Delineate proposed natural open space areas
7. Site Circulation and Street Information:
  - a. Show and label all right-of-way dedications on or abutting the site. If the conceptual site plan has been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with Oro Valley Town Code Section 7.9 may be required.
  - b. Should there be any proposed street or alley vacation, provide this information. If vacation has occurred, include the recording information.
  - c. If new streets are being created, whether public or private, they must be designed in accordance with Town of Oro Valley Subdivision and Streets Standards. Indicate if streets are to remain private or are to be dedicated to the public. Provide the

names of any proposed streets and include limits of street widths, curbs and sidewalks.

- d. Proposed sidewalks along abutting right-of-way where required
- e. Depict on-site pedestrian circulation through the common areas.
- f. Depict all access roads and any proposed changes to the existing driveways.

8. Conceptual Grading – Provide schematic level concept grading information on the conceptual site plan. Said information shall consist of:

- a. Locations of graded features such as cut and fill slopes and retaining walls along the periphery of the project. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc.)
- b. In lieu of spot elevations for general graded areas, proposed conceptual level contours may be provided instead
- c. The level of grading depicted on this plan should be schematic only and may be addressed with approximate proposed topography. Detailed checking of grade for such items as drainage and International Building Code (IBC) compliance will be verified at the Improvement Plan Stage in the permit process

9. Conceptual Drainage - The following minimum proposed drainage and floodplain information must be delineated on every conceptual site plan:

- a. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, channels, major catch basins and storm sewers)
- b. Graphically identify any proposed changes to existing floodplain(s)

10. Conceptual Traffic – At a minimum, the following proposed traffic control and mitigation information must be delineated on every conceptual site plan:

- a. Delineate any proposed or modified signalization that corresponds to the traffic statement
- b. Delineate proposed off-site road improvements that correspond to the traffic statement

### **2.2.1 CONCEPTUAL SITE PLAN REQUIRED NOTES**

- 1. Gross area of development in acres
- 2. Total miles of new public streets is \_\_\_\_.
- 3. Total miles of new private streets is \_\_\_\_.
- 4. List all applicable General Plan, rezoning, conditional use permit (CUP), final plat or annexation conditions impacting the project. Reference associated Oro Valley case number(s) and include any applicable Pima County case numbers.
- 5. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
- 6. Add the following general note:
  - a. “Assurances for water service, site stabilization and landscaping must be posted prior to the issuance of grading permits”

## Planning General Notes

1. Provide the maximum allowed building height and the maximum height proposed.
2. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. The note must specify which lots are affected by the overlay zones if there is more than one (1) lot within the site. The zones include the following:
  - a. Tangerine Corridor Overlay District (TRCOD)
  - b. Oracle Road Scenic Corridor District (ORSCD)
  - c. Riparian Habitat Protection Overlay District
  - d. Airport Environs Zone
  - e. Hillside Development Zone (HDZ)
  - f. Golf Course Overlay Zone
3. If applicable, indicate whether the project meets the specific criteria for the General Plan Significant Resource Areas (SRA) and note which lot(s) are affected by the SRA.
4. If applicable, indicate whether the project meets the criteria outlined in Section 27.10, Environmentally Sensitive Lands (ESL), of the Oro Valley Zoning Code Revised (OVZCR) and provide a note identifying all impacted lots and a statement that the project is designed to comply with the regulation.
5. If applicable, indicate whether the project will be developed in phases. Clearly define what each phase of development includes.
6. The following categories and figures must be provided:
  - a. Total amount of open space required and provided
  - b. Total amount of landscaped common areas
7. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location
8. Setbacks required and provided.
9. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.
10. Add the following general notes:
  - a. "Existing Zoning is \_\_\_\_\_"
  - b. "All signage and lighting to be addressed as part of a separate review and approval process"

## Engineering General Notes

1. Indicate the design speed and design vehicle to be used in street design.
2. Add the following general notes:
  - a. "All new public roads within and adjacent to this project will be constructed in accordance with approved plans. Separate public improvement and construction plans will be submitted to the Town Engineer's office for review and approval"

- b. "Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public"

### **Oro Valley Water Utility General Notes**

1. Add the following general notes:
  - a. "This development must comply with the Oro Valley Water Utility Specifications Manual during all phases of construction"
  - b. "This project will be served by Oro Valley Water Utility which has been designated as having an assured 100 year water supply by the Director of Water Resources. Any and all wells must be abandoned per ADWR regulations"
  - c. "A line extension agreement must be in place prior to any work on the water infrastructure for this project begins"
2. If located within Oro Valley Water jurisdiction add the following note:
  - a. "Oro Valley Water Utility will be the water service provider"

### **General Utility General Notes**

1. If applicable, add the following general note:
  - a. "Should an easement be in conflict with any proposed building location, vacation of the easement is to occur prior to issuance of building permits"

### **Golder Ranch Fire General Notes**

1. Add the following general notes:
  - a. "Fire hydrants connected to an approved water supply of 1500 GPM for fire protection must be installed and in service prior to combustible material delivery to the site. Temporary construction office trailers are considered combustible material"
  - b. "Approved fire apparatus access roads must be installed and in service prior to combustible material delivery to the site"
  - c. "Automatic fire sprinklers are required in all newly constructed commercial buildings."
  - d. "Temporary street signs must be installed at each street intersection when construction of new roadways allows passage of vehicles. All structures under construction must be clearly identified with an approved address"
  - e. "The installation of traffic control signaling devices and/or electrically operated gates on fire apparatus access roads shall include preemptive control equipment compatible with the fire department's existing system"

### **Parks and Recreation General Notes**

1. If applicable, add the following general note:
  - a. "Trail easement is a "permanent non-motorized public recreation easement" that is granted to the Town"

### **Permitting Division - Building Codes**

1. Add the following general notes:
  - a. "The following codes and standards shall be applicable to this development."
    - International Building Codes with Local Amendments
    - National Electrical Code

- ADA Standards for Accessible Design
- Golder Ranch Fire District Standards and Forms
- Town of Oro Valley Pool Code
- PAG Standard Specifications and Details for Public Improvements
- Town of Oro Valley Drainage Criteria Manual
- Town of Oro Valley Subdivision Street Standards and Policies Manual
- Town of Oro Valley Zoning Code, Current Revised
- Oro Valley Town Code, Current Revised

## 2.3 CONCEPTUAL LANDSCAPE PLAN CONTENT

### Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
  - a. Conceptual Landscape Plan
  - b. Project Name
  - c. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
  - a. North arrow
  - b. Lot lines
  - c. Sheet cuts
  - d. Circulation
3. All required notes in Section 2.3.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc) must be Titled and labeled in a font no less than fourteen (0.14") point.
5. A legend which depicts and describes all symbols used in the document.
6. List the following on the cover sheet:
  - a. The name, mailing and email addresses, and phone number of:
    - i. The primary property owner of the site
    - ii. The developer of the project,
    - iii. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
  - b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
7. Location Map
  - a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
  - b. The subject property identified and centered within a one square mile area
  - c. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
  - d. The section, township and range of the subject development
  - e. Labeled section corners
8. A north arrow and scale

### Plan Sheet(s)

*The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.*

1. Show full extent of landscaping, including trees, shrubs, and understory plants. Note: landscaping should be shown by type rather than by specific species on the Conceptual Landscape Plan. The specific species will be shown on the final landscape plan.
2. Show all water harvesting basins
3. Dimension and label all required buffer yards
4. Plants in front yards, buffer yards, and common areas that require irrigation may not be established in areas that are shaped in a manner to not enable partial containment of irrigation or rainwater.

### **2.3.1 LANDSCAPE PLAN REQUIRED GENERAL NOTES**

1. Gross area of development in acres
2. Total acres of graded area
3. Total acres of undisturbed area
4. Total amount of open space required and provided (as defined in Chapter 31, Definitions)
5. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location. A bufferyard table may also be used.
6. Required building setbacks along each perimeter property line.
7. Classification of each perimeter street abutting the property and type and width of street buffer yards provided.
8. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
9. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
10. "Landscape to conform to Oro Valley Landscape Code"
11. "Mitigation of surveyed plants in the Native Plan Preservation Plan will be incorporated in the landscape design."
12. "Shrub locations are preliminary"

## 2.4 NATIVE PLANT PRESERVATION AND SITE RESOURCE INVENTORY PLAN CONTENT

*The identification, salvage, and mitigation of protected native plants shall be consistent with the standards and tables found in Section 27.6.B of the Zoning Code.*

### Cover Sheet

*The following information on the proposed project must be shown on the drawing.*

1. All required General Notes in Section 2.4.1.
2. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
  - a. Planning and Zoning Administrator
3. An aerial map of the subject property clearly depicting all significant features.
4. In a darker line weight show all locations and footprints of all proposed structures, roadways and sidewalks/paths.
5. All Significant Vegetation, as defined in Section 27.6.B of the Zoning Code, clearly identified with an asterisk. Additional sheet(s) with aerials showing only significant vegetation may be required.
6. All Native Plants listed in Addendum C, Table C-1 of the Zoning Code, which are being disturbed due to development. The inventory shall apply to the entire site. Additional sheet(s) may be necessary.
7. All inventoried plants must be identified by an individual number and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.
8. Indicate location of temporary nursery, if applicable. Transplanting to permanent locations is the preferred method.

### Inventory Sheets

1. Provide an inventory of, and specifications for, the proposed treatment of all protected native plants. The inventory should be provided in a table format, categorized by plant type or number, similar to the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)	Number	Tag	Treatment	Reason
Prosopis Velutina	Velvet Mesquite	Yes	15	13	787	White	Preserved in Place	-
Acacia greggii	Catclaw Acacia	No	6	3	498	Red	Removed from site	Damaged

2. A reason must be provided in the table above for any protected native plant that meets the salvage criteria in Section 27.6.B.4.c Determination of Transplantability, which is scheduled for removal from site.

## 2.4.1 NATIVE PLANT PRESERVATION PLAN REQUIRED NOTES

1. Gross area of development.
2. Total acres of graded area
3. Total acres of undisturbed area
4. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
5. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
6. List the tag colors representing plants scheduled to be:
  - a. Preserved in Place
  - b. Transplanted on-site
  - c. Removed from site
7. "Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan."
8. "No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture."
9. "Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged."
10. "Temporary nursery shall be in conformance with Section 27.6.B.4.j."
11. "Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation"
12. "Any plant that meets the salvage criteria in Section 27.6.B.4 shall be preserved in place or transplanted on-site. Any plants that meet the salvage criteria that are destroyed shall be replaced on a one-to-one ratio of the same species and size as that destroyed. Five understory plants from the supplemental Arizona Department of Water Quality native plant list will be planted for every mitigated tree."
13. "The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii. Disturbance outside the approved grading limits shall not be permitted."
14. List the following Significant Vegetation information:
  - a. Total amount present on-site (square feet)
  - b. Total amount being disturbed (square feet)
  - c. Total percentage disturbed.

15. Provide a Significant Vegetation Mitigation Table, similar to the table listed below, for all significant vegetation not scheduled to remain in place.

Number Removed	Name	Mitigation Ratio*	Replacement Plants	Understory Required
2	Velvet Mesquite	2:1	4	20
10	Blue Palo Verde	2:1	20	100

\* Based on Table 27-1 and total percentage of significant vegetation disturbance

16. Provide a Native Plant Summary Table, similar to the table listed below, for all protected native plants:

Botanical Name	Common Name	Transplant	Remove from site	Preserve in Place	Total per Plant
Acacia Constricta	Whitethorn Acacia	12	48	96	146
Carnegiea Gigantea	Saguaro	2	0	40	42

### 3.0 SUPPLEMENTARY DOCUMENTS



#### 3.1 ADDITIONAL NOTIFICATION

In addition to the Town of Oro Valley (the "Town"), there may be other jurisdictions affecting development of this property. If a property developer waits until late in the development process to contact other pertinent governmental agencies or bodies, additional expense and time in coordination, redesign and development may be a result. Examples of other governmental agencies and/or bodies that may have overlapping jurisdiction over this property include but are not limited to the following:

**Federal:** The United States Department of the Interior, Fish and Wildlife Service is responsible for Endangered Species Act compliance, etc. Please note, habitat has been designated with the Town.

U.S Fish and Wildlife Field Division  
2321 W. Royal Palm Rd., Suite 103  
Phoenix, AZ 85021-4951  
Phone (602) 640-2720 Fax (602) 620-2730

The United States Corps of Engineers: This agency is responsible for management of jurisdictional waters, etc. Section 404 consultations may be required on properties that contain washes.

U.S. Army Corps of Engineers  
5205 E. Comanche  
Davis Monthan AFB  
Tucson, AZ 85707  
Phone (520) 584-4486 Fax (520) 584-4497

**State:** Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

ADEQ  
1110 W. Washington Street  
Phoenix, AZ 85007  
(602) 771-2300

**County:** Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information.

PDEQ  
201 N. Stone Avenue, 2<sup>nd</sup> Floor  
Tucson, AZ 85701  
(520) 740-6520

Please be advised, issuance of a permit **DOES NOT**, nor should it be construed, to imply compliance with Federal, State or County regulations. If you have any questions concerning your responsibilities under federal law, please contact the applicable agency.

APPLICANT NAME: \_\_\_\_\_

CONTACT PHONE AND ADDRESS: \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Case/File Number \_\_\_\_\_

## 3.2 ARCHAEOLOGICAL RECORDS OFFICE PROCEDURES

The ASM Archaeological Records Office is open 10am - 3pm M-F to authorized users by appointment ONLY. Call (520) 621-4011 or email [azsite@email.arizona.edu](mailto:azsite@email.arizona.edu) to arrange a research visit. Your appointment must be confirmed. First-time users are required to complete the ASM Archaeological Records Use Agreement form. Cultural Resource analysis must be conducted by a Cultural Resource Professional selected from the Town's list of on-call Cultural Resource Professionals listed below:

- Desert Archaeology, Inc.
- Statistical Research, Inc.
- William Self Associates, Inc.
- Tierra Right-of-Way Services, Ltd.
- Logan Simpson Design, Inc.
- Westland Resources, Inc.

By law, the ASM is the repository for archaeological information gathered from sites and surveys on state, county, or municipal land. By agreement with the Bureau of Land Management (BLM), the ASM is the public repository for sites on BLM lands. Therefore, when planning to work on state, county, municipal, or BLM lands, always complete a search of the records maintained at the ASM Archaeological Records Office to obtain information on previous work in the area. In addition, the Archaeological Records Office retains many records for compliance work done on federal lands besides the BLM, but it is usually necessary to check relevant U.S. Forest Service (USFS) or National Park Service (NPS) offices to ensure a thorough file search.

If the project area is expected to contain standing historic structures (such as buildings, bridges, dams, etc.) you will also consult the Cultural Resource Inventory at the SHPO (602-542-4009).

Researchers may search the archaeological records themselves or may request that Records Office staff perform the search. On request, the staff will photocopy site cards, reports, and other records.

### Archaeological Records Fees

Records Access	No charge
Records Search	<b>\$100.00 minimum*</b> *additional fees may apply
Photocopying	\$0.50 / page
FAX charges	3 pages free, Thereafter \$1.00/page

### Permit Fees

AAA Blanket Permit	No charge
AAA Project-Specific Permit	No charge
Review and Process Project-Specific Permit (<5 working days)	\$500.00
Records Management / Repository Agreement	No charge
Project Registration Fee (survey/non-site monitoring)	<b>\$85.00 minimum</b> \$20 / person field-day

Make checks payable to The University of Arizona

## 4.0 COMMERCIAL FINAL DESIGN SUBMITTAL PACKAGE



### 4.1 PLAN FORMAT

#### All Sheets

1. Final plans must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Administrator.
2. Final plans must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - a. "Type of Plan (I.E. Final Site Plan)
  - b. Name of development
  - c. "Lots \_\_\_ through \_\_\_ and Common Areas A through\_\_\_", if applicable.
  - d. Brief legal description, i.e. "Portion of Section\_\_\_\_, T \_\_\_\_ S, R \_\_\_\_ E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
  - e. Scale
  - f. Contour interval
  - g. Date (revised plans must show date of revision)
  - h. Town of Oro Valley case number
  - i. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference all Case Numbers related to this plan (e.g. general plan amendments, rezoning, variance) adjacent to the title block on each sheet.
7. Each sheet must bear the seal, signature, and registration expiration of the registered professional who prepared the plan in the lower right hand corner near the title block.
8. Show north arrow and bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
9. If the plan consists of more than one (1) sheet, a small index drawing of the site showing the area represented on each sheet must be placed on the right side of each sheet.

## 4.2 FINAL SITE PLAN CONTENT

### All Sheets

1. Town limits must be shown on or immediately adjacent to the project site, where applicable.
2. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.
3. All existing zoning classifications on and adjacent to the project (including across any adjacent right-of-way) must be indicated on all site layout drawings with zoning boundaries clearly defined. Include subdivision name, recording information, lot lines and lot numbers.
4. Addressing:
  - a. Provide interior street names, if applicable
  - b. All naming and signage of streets shall conform to Pima County's Addressing Ordinance and Policies, Sections 18.83.060 through 18.83.080.
5. Ensure all line types are different and clearly indicated.
6. The development exterior site property boundary line must be delineated with a solid BOLD line, which must be the boldest line on the plan.
7. If more than one zone applies, show the zoning boundary line on the plan.
8. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided "See sheet\_\_\_\_" on edges of the plan where an abutting sheet depicts more information.

### Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (40) point or greater:
  - a. Final Site Plan
  - b. Project Name
  - c. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
  - a. North arrow
  - b. Lot lines
  - c. Sheet cuts
  - d. Circulation
  - e. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines and significant land use features such as adjacent parking, etc.
  - f. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.

3. All required notes in Section 2.2.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point
5. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.
6. A legend which depicts and describes all symbols used in the document.
7. List the following on the cover sheet:
  - a. The name, mailing and email addresses, and phone number of:
    1. The primary property owner of the site
    2. The developer of the project,
    3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
  - b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
8. Location Map
  - a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
    1. The subject property identified and centered within a one square mile area
    2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
    3. The section, township and range of the subject development
    4. Labeled section corners
    5. A north arrow and scale
9. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
  - a. Town Clerk
  - b. Planning and Zoning Administrator
  - c. Town Engineer
  - d. Oro Valley Water Utility Director

#### **Plan Sheet(s) - Existing Conditions**

*The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.*

1. Existing contours at one foot intervals labeled at a five foot index frequency. Two- or five-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
2. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
  - a. ROW width and recording information
  - b. Edge and limits of existing pavement and striping.
  - c. Street elements such as medians, curbs, sidewalks, and other relevant features.
  - d. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
  - e. Street name
  - f. Label street as public or private
  - g. Traffic control and mitigation facilities and features, such as signalization and signage.
  - h. Utility locations
3. All existing easements shall be drawn on the plan with a dashed line and include recording information, width and purpose. Label each as existing public, private or specific (e.g. Tucson Electric Power, Southwest Gas). Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or has been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement must occur prior to approval of plan unless written permission from easement holder(s) is provided.
4. Other significant conditions on the site, such as major rock outcrops, ravines, topography, etc. on and adjacent to the site.
5. Identify any Environmentally Sensitive Lands (ESL) resources located on the site.
6. Conditions on adjacent land significantly affecting the design of the project, such as the character and location of adjacent development, i.e. residential subdivisions, dwellings, etc.
7. The following existing drainage information shall be identified on the Final Site Plan:
  - a. Federally mapped FEMA floodways and floodplains
  - b. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds
  - c. Depth of flow in all existing channels, depth of inlet headwater for all drainage structures
  - d. Depth and extent of ponding in existing detention basins
  - e. Depth and extent of ponding in existing water harvesting areas
  - f. Pre-developed 100 year flow quantities (Q100) at all concentration points crossing site property boundaries or at structure outlet(s)
8. The following information regarding existing utilities must be provided:
  - a. Sanitary and storm sewers, including invert elevations of all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines

- b. The Pima County Wastewater Management Department (PCWMD) reference number
  - c. The location of gas lines, electric and telephone lines, poles and communications cables
  - d. On-ground junction boxes, and street lights
  - e. If water mains and sewers are not located on or adjacent to the tract, indicate by note the direction, distance to, and sizes of those nearest the property intended to service the project.
9. Identify the locations of all utilities and service equipment immediately adjacent to the project.
10. The following **existing** water infrastructure information must be indicated on the Final Site Plan:
- a. Existing mains indicated with lighter dashed lines
  - b. Connection points identified. NOTE: Systems shall be looped
  - c. Hydrant locations
  - d. Show the location of all post boxes and monument type signs.

#### **Plan Sheet(s) - Proposed Conditions**

*The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.*

1. All pad elevations, building finished floor elevations and building envelopes for each lot.
2. Provide the following information for proposed private or public streets and right-of way (ROW) adjacent to or within the site:
  - a. Proposed ROW width(s)
  - b. Edge and limits of proposed pavement and striping
  - c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
  - d. Label all streets as public or private
  - e. Proposed traffic control and mitigation facilities and features, such as signalization and signage
  - f. Utility locations
3. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.
4. The following specifications must be provided:
  - a. Site wall and retaining wall specifications, including dimensions, materials, and proposed design and decorative features.

- b. Pedestrian circulation and crosswalk paving specifications, including size and type of paver, and proposed design.
  - c. Bicycle parking specifications for both Class 1 and 2 facilities, including details of proposed parking structures.
5. Show sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.
6. Preliminary Grading – Provide schematic level concept grading information on the Final Site Plan. Said information shall consist of:
  - a. Proposed approximate building finished floor elevations
  - b. Sufficient spot elevations to establish overall site drainage patterns (i.e.: spot grades at drainage break points)
  - c. Sufficient spot elevations to verify conformance to Zoning Code cut and fill elevation allowances as well as conformance to the Town's Subdivision Street Standards. Said spot elevations shall be provided at:
    - d. All PAAL and street intersections
    - e. Internal grade breaks including top and bottom of cut & fill slopes and retaining walls. Also identify the pitch of cut and fill slopes (e.g. 1:1, 2:1, 3:1, etc.)
    - f. Beginning and discharge inverts of drainage swales and channels, as well as identifying slope of conveyance
    - g. Inlet and outlet inverts of drainage structures
    - h. In lieu spot elevations for general graded areas, proposed schematic level contours may be provided instead
    - i. This level of grading should be schematic only, 10 to 20% of construction level of detail. Detailed checking of grade for such items as ADA and IBC compliance will be verified at the improvement plan stage in the permit process
7. The following minimum proposed drainage and floodplain information must be delineated on every Final Site Plan:
  - a. 100-year floodplains with a discharge greater than or equal to 50 cfs.
  - b. Sheet flooding areas with flood depths greater than or equal to one (1') foot post developed condition.
  - c. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, catch basins and storm sewers), flow arrows, lot drainage pattern type and grading breakpoints.
  - d. All main and sub watershed boundaries per the drainage report.
  - e. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds.
  - f. Depth of flow in all proposed channels, depth of inlet headwater for all drainage structures.
  - g. Depth and extent of ponding in proposed detention basins.
  - h. Depth and extent of ponding in proposed water harvesting areas.

- i. Post developed 100 year flow quantities (Q100) at all drainage structure inlet points, entering and leaving across the site property lines, within all channels and at basin outlet(s).
  - j. Placement of proposed safety and barricading structures/measures as well as maintenance access features.
  - k. Demonstrate that International Building Code (IBC) drainage section requirements are being met by spot elevations, drainage typical details, flow arrows, falling slope away from structures and local channel placement with corresponding slope(s).
8. The following sanitary sewer information must be indicated on the Final Site Plan:
- a. Preliminary sewer layout, including points of connection to existing sewers, proposed invert elevations at all manhole locations.
  - b. Delineate if sanitary sewer is public or private. All private sewers must be constructed to public specification
  - c. The proposed invert elevations for the ends of all culverts, storm sewers, or other underground structures near, or that cross, the existing and proposed public or private sewer lines
9. The following proposed water infrastructure information must be indicated on the Final Site Plan:
- a. Proposed mains shown within easements and indicated with a darker solid lines. No pipe sizing, fittings or any other appurtenances to be shown. Easements are to be by separate instrument and submitted to the OVWU during the review process of the Water Improvement Plan
  - b. Hydrant locations
  - c. Meters shown. If the Final Site Plan is platted, each lot must be metered separately. If a building has one meter and it will be subdivided, explain the billing arrangement. The OVWU is not responsible for individual complaints which are resultant from a subdivided bill
  - d. Provide the maximum possible separation from sewer mains and dry utilities
  - e. Identify if the development is dependent on an offsite main being constructed and who the responsible party is for the installation of this main
10. Utility easements when necessary, shall cross 100 year flood limits at right angles or as near right angles as possible.
11. List and delineate on the plan any new proposed easements that will be needed.
12. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.
13. On-site pedestrian circulation network, including proposed sidewalks/multi-use paths along abutting right-of-way.
14. Indicate extent of proposed paving on the site in light shading.

#### 4.2.1 FINAL SITE PLAN REQUIRED NOTES (IN ADDITION TO NOTES IN SECTION 2.2.1)

1. The following general note shall be added for properties located within the La Cholla Airport Environs Zone:
  - a. "All prospective buyers of lots within this subdivision shall be informed of the presence and activity of the La Cholla Airpark, a private airport located (insert direction such as north, south, west or east) of the project. All perspective buyers shall be informed that low flying aircrafts may be a nuisance."
2. List any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.

#### Engineering General Notes

1. Basis of Elevation (based on published datum), including identification and elevation of additional benchmark(s) used.
2. Add the following general notes:
  - a. "Materials within sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface"
  - b. "Final Site Plans and Improvement Plan must be approved prior to the issuance of any permits by the Town Engineer and/or Building Official"
  - c. "All weather access must be provided to all lots within the subdivision"

#### Drainage General Notes

*NOTE: A complete Hydraulic and Hydrologic Drainage Report, prepared by a professional engineer must be submitted and approved prior to approval of the Final Site Plan. The scope and detail of this report must be commensurate with the complexity of the drainage involved.*

1. Add the following general notes:
  - a. "All drainage ways will be constructed according to approved plans prior to the issuance of any permits form the Town Engineer and/or Building Official for parcels affected." Affected parcels must be specifically identified either by number in note or by outline on the development plan.
  - b. "Drainage must be collected and released from a proposed development at the locations and in the manner existing prior to development."
  - c. "Drainage ways must be provided where necessary to carry drainage flows through or from the development and such drainage ways must be dedicated and maintained by property owners or property owners association."
  - d. "Drainage ways must be designed to not discharge onto paved streets, easements or parking areas."
  - e. "Parking areas must not be used as detention basins."
2. If applicable, list the following notes and complete the blanks.
  - a. "The following lots are affected by the Town of Oro Valley Floodplain Regulations: \_\_\_\_\_." (List the lots affected by lot number)

- b. "A floodplain use permit and/or finished floor elevation certificates are required for the following lot(s) \_\_\_\_\_." (List the lots affected by lot number)

#### **Oro Valley Water General Notes**

1. Add the following general notes:
  - a. "Water infrastructure as represented on this plan is for informational purposes only. A separate water improvement plan must be submitted to the Oro Valley Water Utility (OVWU) for technical review and compliance with applicable statutes, codes and specifications. Additional water infrastructure may be deemed necessary upon review of the Water Improvement Plan."
  - b. "Oro Valley Water Utility shall be the water provider"

## 4.3 FINAL LANDSCAPE AND IRRIGATION PLAN CONTENT



### Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
  - a. Final Landscape and Irrigation Plan
  - b. Project Name
  - c. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
  - a. North arrow
  - b. Lot lines
  - c. Sheet cuts
  - d. Circulation
  - e. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.
3. All required notes in Section 4.3.1. General notes to be numbered and listed on the cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (e.g. Site Plan, General Notes, Location Map, etc.) must be Titled and labeled in a font no less than fourteen (0.14") point
5. A legend which depicts and describes all symbols used in the document.
6. List the following on the cover sheet:
  - a. The name, mailing and email addresses, and phone number of:
    1. The primary property owner of the site
    2. The developer of the project,
    3. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
  - b. The Arizona registrant responsible for preparing the conceptual site plan must seal all drawings and supporting documents in accordance with Arizona Board of Technical Registration guidelines
7. Location Map
  - a. A small project location map must be drawn in the upper right hand corner with north oriented to the top of the sheet. The map must cover approximately one (1) square mile, be drawn at a scale of 3" = 1 mile, and provide the following information:
    1. The subject property identified and centered within a one square mile area

2. Any adjacent conditions (e.g. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests and city, town or other jurisdictional limits).
  3. The section, township and range of the subject development
  4. Labeled section corners
  5. A north arrow and scale
8. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
- a. Planning and Zoning Administrator

<b>Plan Sheet(s) - Existing Conditions</b>
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*The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street the existing conditions across the street will be provided to a minimum distance of 100 feet.*

1. Delineate all existing vegetative areas that shall be preserved.
2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
3. For existing streets adjacent to the project, show the following information:
  - a. Label street as public or private
  - b. Street name
  - c. Utility locations
4. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.
5. Provide the following information for proposed private or public streets and right-of-way adjacent to or within the site:
  - a. Proposed ROW width(s)
  - b. Edge and limits of proposed pavement and striping
  - c. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
  - d. Label all streets as public or private
  - e. Proposed traffic control and mitigation facilities and features, such as signalization and signage
  - f. Utility locations
6. Existing sidewalks along abutting right-of-way.
7. Sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.
8. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.

9. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., indicated in a different line weight than the proposed improvements and labeled to be removed or retained.
10. Conditions on adjacent land significantly affecting the design of the project, such as the approximate direction and gradients of ground slope; character and location of adjacent development and drainage ways, arroyos, ditches, and channels, including their existing conditions.
11. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.
12. The following information regarding existing utilities must be provided:
  - a. Location and size of water wells
  - b. Water pumping plants
  - c. Water reservoirs
  - d. Water lines
  - e. Fire hydrants
  - f. Sanitary and storm sewers, including the pipe diameter and all manholes and cleanouts. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines.
  - g. Location of gas lines, electric and telephone lines, poles and communications cables.
  - h. On-ground junction boxes, and street lights.
13. Identify the locations of all utilities and service equipment immediately adjacent to the project.
14. The following existing water infrastructure information must be indicated:
  - a. Existing mains indicated with lighter dashed lines
  - b. Hydrant locations
  - c. Meters shown

#### **Plan Sheet(s)- Proposed Conditions**

*The following information on the proposed project must be shown on the drawing or added as notes. This shall include on and off site elements required for the development.*

1. Detailed schedule of planting information in table format with legend that includes: (see sample table below)
  - a. Identification by botanical and common name
  - b. Quantity and size of each plant included in design
  - c. Water use type for each plant type based on OVZCR Addendum C, Table C-3, Oro Valley Approved Plant List, "Needs" column
  - d. "Annual use in gallons" for each plant type at maturity based on the Arizona Department of Water Resources "ADWR Low Water Use/Drought Tolerant Plant List for Irrigation Efficiency," for assistance contact your
  - e. Based on ADWR values for each plant type, calculate the total monthly and annual plant water use required for all each specified plant materials at maturity.

- f. Total values for monthly and annual water use (gallons) required for all specified plant material

### Example of Plant Material Schedule

<b>Col. 1</b> <i>Botanical Name</i>	<b>Col. 2</b> <i>Common Name</i>	<b>Col. 3</b> <i>Quantity</i>	<b>Col. 4</b> <i>Size</i>	<b>Col. 5</b> <i>Water Use Type ("Needs")</i>	<b>Col. 6</b> <i>ADWR Annual Use at Maturity (Gal).</i>	<b>Col. 7</b> <i>Annual Water Use (Gal) (= Col 3 x Col. 6)</i>	<b>Col. 8</b> <i>Monthly Water Use (Gal) (= Col. 7 / 12)</i>
<b>Agave Americana</b>	Century Plant	12	5 gal	1-2	405	4,860	405
<b>Dasyliirion wheeleri</b>	Desert Spoon	30	5 gal	1	110	3,300	275
<b>Lysiloma Thornberi</b>	Feather Bush	4	5 gal	2-3	5,702	22,808	1,900
<b>Prosopis Velutina</b>	Velvet Mesquite	10	24" box	2	5,702	57,020	4,751
<b>TOTAL water at maturity</b>						<b>87,988</b>	<b>7,332</b>

2. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.
3. Proposed landscape design including buffer yards, walls, screens, and re-vegetation plans; sidewalks, trails and recreation areas; and parking, building, patio, and courtyard areas.
4. Individual plant types shall be represented by standards and symbols that depict the variety of plants included in the landscape design.
5. Indicate areas of proposed undisturbed open space with existing plants to be preserved in place.
6. Indicate re-vegetated areas, with salvaged plants and new plant materials clearly identified.
7. Note proposed treatment of all ground surfaces, including specifications for organic or inorganic mulch.
8. Cross section details for shrub and tree planting and staking.
9. Label screen walls, note height, and provide cross-section detail.
10. Elevations and layout of proposed entry features (monument walls, etc.) including dimensions and location of each.
11. Proposed types, methods, and location of slope stabilization.
12. Table for each buffer yard that indicates buffer yard type, width/length, and number of required and provided trees, shrubs and accent plants.
13. Fact sheet for approval of all plants not included in Town's approved plant list.
14. For master development plans, a master landscape palette is required as part of first phase.

15. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.
16. All proposed lot lines.
17. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.
18. On-site pedestrian circulation network, including proposed sidewalks along abutting right-of-way.
19. Indicate extent of proposed paving on the site in light shading.
20. Location of postal service.
21. Locations and types of proposed monument signs.
22. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.
23. Highlight and label any area of encroachment into riparian habitat protection overlay district.
24. The following sanitary sewer information must be indicated:
  - a. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown if applicable.
25. The following proposed water infrastructure information must be indicated:
  - a. Proposed mains shown within easements and indicated with a darker solid lines.
  - b. Hydrant locations
  - c. Meters shown
26. List and delineate on the plan any new proposed easements that will be needed.
27. All access roads and any proposed changes to existing driveways.

### **Irrigation Plan Sheets**

1. Existing and proposed sidewalks, roadways, pavement, curbs, walls, and parking areas (lighter line weight).
2. Existing and proposed storm drainage facilities.
3. Existing and proposed buildings, patios, and any other structures.
4. Existing and proposed water lines.
5. 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
- d. Areas where irrigation will be discontinued after five years.

6. Irrigation Plan must also include:
  - a. Irrigation valve, pipe and emitter schedule
  - b. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC)
  - c. Inspection schedule for irrigation system
7. Irrigation system shall be designed to be site-specific, reflecting plant type, soil type, infiltration rates, slopes and prevailing wind directions.
8. Provide an equipment control schedule for all components of the irrigation control system.
9. If desert landscaping is used which will ultimately rely on natural water sources, a temporary drip irrigation system shall be employed until such time as the plant materials are sustained by natural water sources.
10. Provide Landscape Water Plan in table format (see example below) on Landscape Plan and in Microsoft Excel file, and include:
  - a. Water use reduction schedule in accordance with OVZCR Section 27.6.D.3.e. and Section 27.6.D.3.f., that begins implementation three (3) years after issuance of the first certificate of occupancy.
  - b. The total values for monthly and annual irrigation water use (gallons) that are indicated in the Plant Material Schedule on the landscape plan must be incorporated.
  - c. Phased reduction plan shown by month, so that by the end of three years, the "Total water at maturity" value is achieved. By the end of five years, the amount of metered irrigation water used at the site must be fifty (50%) percent of the ADWR "Total water use at maturity" value.
  - d. As part of the reduction plan, the amount of irrigation water received by plants in buffers, medians, and ROWs must equal zero at five (5) years.
  - e. Delineation of project phases, if applicable, and associated water use for each phase.
  - f. Landscape Water Plan should include monthly irrigation values for years 4 and 5. The values should reflect a gradual decrease in irrigation from the end of year 3 to the end of year 5. Seasonal variation in irrigation needs should also be incorporated.

## EXAMPLE OF A LANDSCAPE WATER PLAN<sup>1</sup>

Landscape Water Plan											
Winter Month	Spring			Summer		Monsoon			Winter		
1	2	3	4	5	6	7	8	9	10	11	12
<b>Year 3:</b> Continue to increase irrigation water use as needed as plants mature up to, but not exceeding, 100% ADWR value by end of year. (average monthly water use = 7332 gal/month)											
7,000	7,500	7,900	8,500	8,700	8,700	6,000	6,000	6,800	7,332	7,100	6,900
<b>TOTAL (100% ADWR = 87,998 gal/year)</b>											<b>81,632</b>
<b>Year 4:</b> Begin gradually decreasing irrigation to buffer, median, and ROW areas in order to reach zero irrigation in those areas by end of year 5. (to reach 75% ADWR by end of year, average monthly water use = 5,500 gal/month)											
6,700	6,500	6,300	6,500	7,000	7,000	3,500	3,500	4,100	4,700	4,600	4,100
<b>TOTAL (75% ADWR = 65,991 gal/year)</b>											<b>65,000</b>
<b>Year 5:</b> Continue decreasing irrigation to buffer, median, and ROW areas. By end of year 5, irrigation to buffer, median, and ROW areas must be zero, and total amount of water used at site must meet 50% of ADWR maturity value. (average monthly water use = 3,666 gal/month)											
4,000	4,000	4,100	4,200	4,500	4,500	2,000	2,000	2,500	3,666	3,500	3,500
<b>TOTAL (50% ADWR = 43,991 gal/year)</b>											<b>42,466</b>

<sup>1</sup> This irrigation reduction schedule is provided for illustrative purposes. The exact irrigation reduction schedule should be developed by the project landscape designer for the particular site.

11. Provide an irrigation control schedule that demonstrates compliance with the required landscape water plan. A sample table is provided below:

Year	Days	Frequency	Time	Total Water*
3	M,W,F	4	45	81,632 gal
4	M,W,F	3	45	65,000 gal
5	M,W,F	1	45	42,466 gal

\* must match Total Water from Landscape Water Plan

#### **4.3.1 LANDSCAPE PLAN REQUIRED NOTES (IN ADDITION TO NOTES IN SECTION 2.3.1)**

1. "Assurances for landscaping and re-vegetation bonds must be posted prior to issuance of grading permits."
2. "Property owner shall maintain buffer yard plantings to ensure unobstructed visibility to motorists. All shrubs, accents, and groundcovers shall not exceed thirty (30") inches in height within site visibility triangles. Trees within site visibility triangles will be maintained to ensure that branches/foliage is not below a height of six (6') feet."
3. "In the event of abandonment of the site after grading/disturbance of natural areas, disturbed areas shall be re-vegetated with a non-irrigated hydro seed mix from OVZCR Addendum D: Approved revegetation seed mix."
4. "All plant material shall meet the minimum standards contained in the current editions of the Arizona Nursery Association's Growers Committee Recommended Tree Specifications and the American Association of Nurserymen as to size, condition and appearance."
5. "Property owner is responsible for maintaining the temporary irrigation system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Sec. 27.6.E.4., Maintenance."
6. "Any spaded or boxed tree transplanted on site that dies due to neglect or lack of maintenance shall be replaced with the same size and species of the original salvaged tree, as required by the salvage plan."
7. "The limits of grading shall be staked in the field, in accordance with Section 27.6.B.7.c.ii of the Zoning Code. Disturbance outside the approved grading limits shall not be permitted."
8. "The developer shall replace removed or damaged plant materials with like size and species, and shall maintain and guarantee (in accordance with Section 26.6.C and I) the replacement of plant materials for a period of three (3) years."
9. "No salvage of plants regulated by the Endangered Species Act and/or the Arizona Native Plant Law may occur without the issuance of the appropriate permit by the State Department of Agriculture."
10. "Landscape materials shall not obstruct sight distances or vehicle turning movements."
11. "Landscaped areas that are susceptible to damage by pedestrian or auto traffic shall be protected by appropriate curbs, tree guards or other devices."
12. "Landscape shall be designed to minimize sediment, sand and gravel being carried into the streets from storm water or other runoff."
13. "Landscape plan enables adequate plant spacing to ensure survivability at plant maturity."
14. "Deep rooted vegetation and trees shall not be planted closer than 7.5' from a public water line. Exceptions for alternative design solutions such as root barriers shall be considered on a case by case basis."
15. Curb-way consisting of inorganic groundcover or plants not to exceed type 2 water use shall be provided between curb and all sidewalks."

16. "All landscaped areas to be finished with a natural topping material to a depth of at least two (2)
17. If one (1) or more of the following special overlay zones are applicable to the property, add a note stating that the project is designed to meet the specific overlay zone(s) criteria. If there is more than one (1) lot within the site, the note must specify which lots are affected by the overlay zones. The zones include the following:
  - a. Tangerine Corridor Overlay District (TRCOD)
  - b. Oracle Road Scenic Corridor Overlay District (ORSCOD)
  - c. Riparian Habitat Protection Overlay District
  - d. Airport Environs Overlay Zone
  - e. Hillside Development Zone (HDZ)
  - f. Golf Course Overlay Zone
18. Contractor notes should be located at back of plan. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

#### **4.3.2 IRRIGATION REQUIRED NOTES**

1. Irrigation and/or watering plans shall meet the minimum standards of the American Society of Irrigation Consultants.
2. The property owner is responsible for maintaining the temporary system as long as necessary in order to transition plants over to natural sources. Any plant materials that die in transition, for any reason, shall be replaced in accordance with Section 27.6.E.4 - Maintenance.
3. Irrigation systems connected to potable water mains (public or private) shall be equipped with backflow preventers.
4. The annual water use for a project shall not exceed the annual landscape water plan.
5. Irrigation meter readings shall be used to determine compliance with the landscape water plan. Non-compliance is subject to penalties under Oro Valley Town Code.
6. Meter readings shall be taken, at a minimum, on an annual basis. Monthly readings may be required, at the discretion of the Planning and Zoning Administrator, in order to address non-compliance with the Water Plan.
7. An initial meter reading shall be taken prior to the issuance of the certificate of occupancy and recorded for reference as part of the water plan.
8. Irrigation water shall not leave the landscaped areas and flow onto roads, parking areas or sidewalks

## 4.4 FINAL RAINWATER HARVESTING PLAN CONTENT

### All Sheets

1. Ensure all line types are different and clearly indicated.
2. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.
3. If more than one zone applies, show the zoning boundary line on the plan.
4. Each sheet depicting a plan must include the reference match line "See sheet \_\_\_\_" on edges of the plan where an abutting sheet depicts more information.
5. List all keynotes on the left side of each page.
6. In schematic form, delineate rainwater harvesting measures employed and how they are integrated within both the Landscape and Grading Plans. Refer herein to section 1.2.3.C., Proposed Content, for specific rainwater harvesting delineation details.

### Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
  - a. Rainwater Harvesting Plan
  - b. Project Name
  - c. Oro Valley Case Number (Using format OVXX-XX)
2. For projects for which the entire development will not fit on a single plan sheet at 40 scale, a site plan of the entire project (scale to vary to accommodate placement on the cover sheet) must be centered, toward the top of the page directly below the information listed above; and include at a minimum, the following:
  - a. North arrow
  - b. Lot lines
  - c. Sheet cuts
  - d. Building pads
  - e. Building labels
  - f. Parking
  - g. Circulation
  - h. Name of adjacent development. Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features such as adjacent parking, etc.
  - i. Roadways
  - j. Onsite and immediately adjacent street names
3. A legend which depicts and describes all symbols used in the document.
4. All required General Notes in Section 4.4.1.

## Plan Sheets(s) – Existing Conditions Content

*The following information must be shown on all plan sheets to indicate the existing conditions on the site and within one hundred (100) feet of the site. On sites bounded by a street, the existing conditions across the street will be provided to a minimum distance of 100 feet.*

1. Delineate all existing vegetative areas that shall be preserved.
2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
3. For existing streets adjacent to the project, show the following information:
  - a. Label street as public or private
  - b. Street name
  - c. Utility locations
4. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.
5. Existing sidewalks along abutting right-of-way.
6. Parking lot layout to scale with all PAAL's, parking spaces and driveways.
7. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.
8. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc. These elements must be indicated in a different line weight than the proposed improvements and labeled to be removed or retained.
9. Conditions on adjacent land significantly affecting the design of the project, such as the approximate direction and gradients of ground slope; character and location of adjacent development and drainage ways, arroyos, ditches, and channels, including their existing conditions.
10. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.
11. The following information regarding existing utilities must be provided:
  - a. The location and size of water wells
  - b. Water pumping plants
  - c. Water reservoirs
  - d. Water lines
  - e. Fire hydrants
  - f. Sanitary and storm sewers, including the pipe diameter and all manholes and cleanouts. Show the existing sewer lines with thinner or shaded lines, to distinguish them from the proposed sewer lines.

- g. The location of gas lines, electric and telephone lines, poles and communications cables.
  - h. On-ground junction boxes, and street lights.
12. Identify the locations of all utilities and service equipment immediately adjacent to the project.
13. The following existing water infrastructure information must be indicated on the development plan:
- a. Existing mains indicated with lighter dashed lines
  - b. Hydrant locations
  - c. Meters shown

### **Plan Sheets(s) – Proposed Conditions Content**

*The following information on the proposed project must be shown on the drawing or added as notes.*

1. Delineate the following information for all Multi-Family Residential, Commercial, Technical Park and other non-residential developments:
  - a. In schematic form show the locations of all active and/or passive rainwater harvesting measures. Specify rainwater harvesting system(s) to be utilized.
  - b. All active rainwater harvesting features shall be delineated on the plan at actual scale. The following information shall accompany each feature:
    - i. Volume
    - ii. Manufacturer's information such as model number and material of construction
    - iii. If any features are cross connected to the irrigation system, identify locations of backflow prevention
2. Identify all accessory appurtenances associated with the each individual system
3. All passive rainwater harvesting catchments shall be delineated on the plan at actual scale. The following information shall accompany each basin:
  - a. Area
  - b. Depth
  - c. Volume
4. Identify the following grading information in schematic form:
  - a. Flow direction of the design grading by the use of flow arrows
  - b. Grade break points
5. Drainage sub-area watershed boundaries supplying each rainwater harvesting feature. Specify the size of each sub-area watershed.
6. If the project is phased, delineate the above information separately for each phase.
7. The landscape planting design with all plant designation symbols as depicted on the landscape plan.

8. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.
9. All proposed lot lines.
10. If the project has common areas, label each common area individually with a separate letter designation. Enclose each area (i.e. common area, private street) that will have separate restrictions or a separate homeowners' association, or any common area that is separated by a public right-of-way, with a solid line.
11. Delineate proposed natural open space.
12. All pads and building envelopes for each lot.
13. List all proposed uses and use categories on the property.
14. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.
15. On-site pedestrian circulation.
16. In light shading, show extent of proposed paving on the site.
17. Parking lot layout
18. Sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.
  - a. Materials within the sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface.
19. Proposed sidewalks along abutting right-of-way.
20. Location of postal service.
21. Locations and types of proposed ground mounted signs.
22. Refuse collection areas and loading zones, including locations of dumpsters, screening location and materials.
23. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.
24. Sanitary sewer information:
  - a. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown, if applicable.

25. Water infrastructure information:

- a. Proposed mains shown within easements and indicated with a darker solid lines
- b. Hydrant locations
- c. Meters shown

26. List and delineate any new proposed easements.

27. All access roads and any proposed changes to existing driveways.

**4.4.1 Rainwater Harvesting Plan Required General Notes**

- 1. Add the following general notes for all Multi-Family Residential, Commercial, Technical Park and other non-residential developments:
  - a. "Total area of all new impervious surfaces including pavements, sidewalks, hardscape areas and buildings is \_\_\_\_\_."
  - b. "Total volume of rainwater harvesting provided is \_\_\_\_\_."
  - c. "Rainwater harvesting measures employed for this development consist of the following (list the active and/or passive measures provided):"
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
  - d. "All rainwater harvesting measures shown on this plan shall be integrated into both the landscape installation as well as the site grading construction."