

Development Review Package

Process and Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



APPLICABILITY

Development review is required for all new residential and non-residential projects or significant changes to previously approved projects as defined in Section 22.9 of the Zoning Code. Preliminary plats are required for any project requiring a subdivision of land that is not considered a Minor Land Division. Development plans are required for all non-residential projects.

Preliminary Plats and Development Plans are reviewed by staff for conformance to the Zoning Code, including the Design Principles and applicable Design Standards and require consideration by the Planning and Zoning Commission and Town Council.

FEES

As specified in the OVZCR, all fees must be paid in full prior to acceptance of an application. The full list of fees associated with development review is linked [here](#).

Preliminary Plat or Development 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
Landscape Plan (up to 2 acres)	\$1000
Each additional acre	\$60

SUBMISSIONS

To avoid delays in review, please be aware of the following:

- All applications must be submitted online.
- Project resubmittals are to be uploaded through the portal using the same project number the first application was provided. Please do not e-mail documents directly to staff as this may delay the submittal review process.
- All items must be submitted in PDF format.
- Please name PDF files in a self-explanatory manner such as *“Document Type – Date.”*
- All fees must be paid upon submitting. Reviews will not begin until all fees are paid. Fees may be paid online.

SUBMITTAL CHECKLIST

The development review submittal package will not be accepted until the applicant has scheduled and completed a pre-application conference and a pre-submittal neighborhood meeting, if applicable. All submissions must include the following for acceptance:

- Response letter to staff pre-application comments
- A Public Outreach Report
- Narrative providing a brief description of the project
- Alternative Parking Analysis, if applicable

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- Preliminary Plat or Development Plan
- Landscape and Recreation Area Plan
- Native Plant Preservation Plan (NPPP) and Site Resource Inventory (SRI)
 - Riparian Mitigation Plan, if applicable
- Traffic Impact Analysis Report
- Drainage Report - A complete Hydraulic and Hydrologic Drainage Report, in compliance with the Town's most current drainage criteria manual, prepared by a professional engineer must be submitted and approved, prior to consideration by the Planning and Zoning Commission. The scope and detail of this report must be commensurate with the complexity of the drainage involved.
- Geological Technical Report
- Cultural Resource Inventory, must be current within 10 years and conducted by a Cultural Resource Professional selected from the Town's list below:
 - Desert Archaeology, Inc.
 - Statistical Research, Inc.
 - William Self Associates, Inc.
 - Tierra Right-of-Way Services, Ltd.
 - Logan Simpson Design, Inc.
 - Westland Resources, Inc.
- A Letter of Authorization from the property owner, if applicable
- Acknowledgement to notify other agencies
- Title Report, current within 30 days including Schedule B items with all associated documents
- KMZ file of the preliminary plat or development plan (required with the plan set submitted for the Planning and Zoning Commission and Town Council meetings)

Upon approval of the development review package, an irrigation plan and rainwater harvesting plan is required with the construction improvement plans for permitting.

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DEVELOPMENT REVIEW PROCESS

PRELIMINARY PLATS & DEVELOPMENT PLANS	Time*	Purpose
Pre-application Meeting	Applicant Driven	<ul style="list-style-type: none"> • Submittal of preliminary concept and plans for staff feedback. • Meeting with applicable departments and agencies to discuss proposal.
Pre-submittal neighborhood meeting	Applicant Driven	<ul style="list-style-type: none"> • Introduction of proposal to residents to gather feedback. • Focus of meeting is on the site and landscape design.
Formal Submittal	Applicant Driven	<ul style="list-style-type: none"> • Submittal of plans in accordance with all applicable Code requirements. Staff distributes copies to all internal/external agencies to review for code compliance. Review comments are provided within 20 days.
Staff Review	4 Weeks	<ul style="list-style-type: none"> • Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning and Zoning Commission consideration if the proposal is not code compliant
Revised Submittal	Applicant Driven	<ul style="list-style-type: none"> • Applicant to address staff review comments relative to code compliance. Additional revised submittals may be necessary if code issues are not adequately addressed
Staff Review	1-4 Weeks	<ul style="list-style-type: none"> • Staff will review for Code Compliance. Additional review may be required prior to scheduling the application for Planning and Zoning Commission consideration if the proposal is not code compliant
Planning and Zoning Commission	4 Weeks	<ul style="list-style-type: none"> • Commission review focused on conformity with adopted plans, code requirements and the staff recommendation • The Planning and Zoning Commission provides a recommendation to Town Council.
Town Council	4 Weeks	<ul style="list-style-type: none"> • Council review focused on conformity with adopted plans, code requirements and the Planning and Zoning Commission's recommendation. The deciding body on preliminary plat and development plan applications.
Construction / Improvement Plans	Applicant Driven	<ul style="list-style-type: none"> • Upon Town Council approval, submittal of plans for permitting and the Final Plat, if applicable.
Total Town Processing Time 12-16 weeks*		
* Typical time frames – actual time frames may vary and are dependent upon timely applicant submittals.		

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ACKNOWLEDGEMENT TO NOTIFY OTHER AGENCIES

The following statements must be acknowledged (under the “Permit Details” section) on your online application:

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.

*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.*

Examples of other governmental agencies and/or bodies that may have overlapped 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, Phoenix, AZ, (602) 640-2720

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, Tucson, AZ, (520) 584-4486

State:

- Arizona Department of Transportation. This agency must be notified of any development accessing a State Highway, such as Oracle Road. Please contact directly for further information. ADOT – (520)388-4200
- Arizona Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. ADEQ - (602) 771-2300

County:

- Pima County Department of Environmental Quality: This agency has multiple responsibilities. Please contact directly for further information. PDEQ - (520) 424-7400
- Pima County Development Services for Addressing, Wastewater Capacity and Sewer Connections – (520)724-9000

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1. PUBLIC OUTREACH PLAN AND REPORT

As part of the Public Outreach process (Section 22.15.E of the Zoning Code), the Public Outreach Plan and subsequent report are required.

- Public Outreach Plan (POP) – required following the first neighborhood meeting as part of the formal submittal. The Plan must include the following:
 - A description of the project
 - Identification of interested stakeholders, including homeowners’ associations that are affected by the proposal
 - A proposed neighborhood meeting process
 - The POP must incorporate the neighborhood meeting requirements noted in 22.15.F. The applicant may propose an alternative process if it is designed to include key stakeholders in a meaningful way, and is consistent with 22.15.A: Purpose, public participation, and notification policy. Any alternative proposal will be subject to Planning and Zoning Administrator approval. At a minimum, the POP must contain educational and issue identification and resolution elements, as defined in the public participation and notification policy.

- Public Outreach Report – required at the conclusion of the public outreach process to be forward to the Planning and Zoning Commission and Town Council. The report must include:
 - A list of neighborhood meetings, noting when and where they were held; the number of people that attended; and copies of sign-in sheets.
 - A list of meeting notification methods used.
 - Copies of comment letters, petitions, and other pertinent information received from residents and other interested parties.
 - A summary of the issues and concerns that were raised.
 - A list of solutions that were agreed upon.
 - A list of issues that were not resolved, with an explanation of why solutions were not achieved.

Please note, the Public Outreach Report must be updated and resubmitted throughout the process accordingly.

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2. DEVELOPMENT REVIEW PACKAGE

REVIEW

Preliminary Plats, Development Plans and Landscape Plans require consideration by the Planning and Zoning Commission (PZC) and approval by Town Council, unless exempted by code per Section 22.9.D. Once staff has completed their review(s) and all code requirements have been met, the applicant should plan for the upcoming Planning Commission and Town Council meetings by preparing a presentation. The applicant and/or property owner will be expected to speak at the meetings and provide a power point presentation about the project.

Development review plans are reviewed for conformance with the Zoning Code, including the Design Principles and applicable Design Standards. To avoid delays, applicants should review all applicable provisions of the Zoning Code and ensure the formal submittal is complete. Incomplete submittals will be returned for additional information.

SUBMITTAL ITEMS AND REQUIREMENTS

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Preliminary Plats or Development Plans

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Plan Format

1. Plans must be drawn on PDF pages measuring 24"x36" and to a scale of one-inch equals forty feet (1" = 40') except as noted otherwise within this document. 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. 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.
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., Preliminary Plat or Development 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.

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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
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 (insert #)" on edges of the plan where an abutting sheet depicts more information.

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Preliminary Plat or Development Plan

A. 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. Preliminary Plat or Development Plan
 - B. Project Name
 - C. Oro Valley Case Number
2. An approval block is to be listed on the cover sheet with a signature line and date for the following:
 - A. Town Engineer
 - B. Planning and Zoning Administrator
 - C. Oro Valley Water Utility Director
3. 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
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 and line types used in the document.
7. 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
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:
 - B. The subject property identified and centered within a one square mile area

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- 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
9. A north arrow and scale
10. The following General Notes shall be provided on the cover sheet:
- A. Gross area of the development in acres.
 - B. Gross density (only applicable for residential or mixed-use projects)
 - C. Floor Area Ratio (only applicable for non-residential projects)
 - D. Total miles of new public streets.
 - E. Total miles of new private streets.
 - F. List all annexation, General Plan amendment, rezoning, conditional use permit, or site plan conditions, zoning variances or other modifications applicable to the project. Reference associated case numbers. If there are none, add a statement that there are no conditions, variances, or other modifications applicable to the project.
 - G. Assurances for water service, site stabilization and landscaping must be posted prior to the issuance of grading permits.
 - H. Add the following Planning General Notes:
 - i. Existing Zoning is
 - ii. Provide the maximum building height allowed
 - iii. 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:
 1. Tangerine Corridor Overlay District (TRCOD)
 2. Oracle Road Scenic Corridor District (ORSCD)
 3. Riparian Habitat Protection Overlay District
 4. Airport Environs Zone
 5. Hillside Development Zone (HDZ)
 6. Golf Course Overlay Zone
 - iv. 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.
 - v. If applicable, indicate whether the project will be developed in phases. Clearly define what each phase of development includes.
 - vi. The following categories and figures must be provided:

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1. Total amount of open space required and provided
 2. Total amount of landscaped common areas
 - vii. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location
 - viii. Provide the required perimeter or building setbacks, whichever is applicable
 - ix. Include the required parking provisions (spaces per lot or building and any additional parking)
 - x. For areas designated as common area or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.
 - xi. Add the following statement: All signage and lighting to be addressed as part of a separate review and approval process
 - xii. The following general note shall be added for properties located within the La Cholla Airport Environs Zone: 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.
- I. Add the following Engineering notes and/or information:
- i. Indicate the design speed and design vehicle to be used in street design or parking lot.
 - ii. 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.
 - iii. Any relocation or modification of existing utilities and/or public improvements necessitated by the proposed development will be at no expense to the public.
 - iv. Basis of Origin Bearing
 - v. Basis of Elevation (based on published datum), including identification and elevation of additional benchmark(s) used.
 - vi. 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.
 - vii. Civil Improvement Plan must be approved prior to the issuance of any permits by the Town Engineer and/or Building Official.
 - viii. All weather access must be provided to all lots within the subdivision.
- J. Add the following Drainage General Notes:
- i. All drainage ways will be constructed according to approved plans prior to the issuance of any permits form the Town Engineer and/or Building

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- Official for parcels affected.” Parcels affected by regulatory floodplain must be specifically identified either by number, in note or by outline on the development plan.
- ii. Drainage must be collected and released from a proposed development at the locations and in the manner existing prior to development.
 - iii. 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 owner’s association.
 - iv. All drainage ways, drainage structures and detention basins are provided with adequate maintenance access and are included as part of any drainage easement.
 - v. Drainage ways must be designed to not discharge onto paved streets, easements or parking areas.
 - vi. Parking areas must not be used as detention basins.
 - vii. If applicable, list the following notes and complete the blanks.
 - viii. The following lots are affected by the Town of Oro Valley Floodplain Regulations: _____. (List the lots affected by lot number).
 - ix. A floodplain use permit and/or finished floor elevation certificates are required for the following lot(s) _____. (List the lots affected by lot number).
- K. Indicate the Public Water service provider if different than the Oro Valley Water Utility (OVWU). Other Public Water service providers will have their own General Note requirements. OVWU General Notes for a Preliminary Plat or Development Plan are as follows:
- i. Oro Valley Water Utility will be the water service provider.
 - ii. This development must comply with the Oro Valley Water Utility Specifications Manual during all phases of construction.
 - iii. 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.
 - iv. All wells within the project boundaries must be abandoned per ADWR regulations.
 - v. A line extension agreement must be in place prior to any public water infrastructure construction work commencing for this project.
 - vi. Water infrastructure as represented on the Plat or Development Plan is for informational purposes only. A separate public water improvement plan must be submitted to the Oro Valley Water Utility for technical review and compliance with applicable statues, codes and specifications. Additional public water infrastructure may be deemed necessary upon review of the public water improvement plan submittal.

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

- M. Add the following Golder Ranch Fire General Notes:
 - i. Approved fire apparatus access roadways and 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.
 - ii. Roadways shall be surfaced with an all-weather material capable of supporting an imposed load of 82,000 pounds.
 - iii. Only if applicable (e.g., mixed-use developments): New commercial buildings shall be equipped with automatic fire sprinkler system.
 - iv. 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.
 - v. Electric gate operators shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

- N. If applicable, add the following trail general notes:
 - i. Use one of the following depending on the applicable access to trails:
 - 1. All trail easements indicated are for use by the general public as permanent, non-motorized trail easements; or
 - 2. All trail easements indicated are for private use by residents as permanent, non-motorized trail easements.
 - ii. All public trails and signage must be constructed by the developer to Pima Regional Trail System Master Plan standards in consultation with the Town Parks and Recreation department. The applicable cross-section is included within these plans.
 - iii. Trail and sign locations, as indicated on this plan, must be field verified by Town staff prior to construction and are subject to adjustment.
 - iv. Trails must be positioned in a manner to avoid vegetation and minimize potential for erosion.
 - v. For residential developments, construction of all recreational amenities and public or private trails within the project limits must be completed by the time 35% of building permits are issued per Section 26.5 of the Zoning Code.
 - vi. Specify ownership and maintenance responsibility of all trails. Public trail easements must be dedicated to the Town as part of the Final Plat.

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Private trail easements must be dedicated to the HOA as part of the Final Plat (or prior to Development Plan approval if a plat is not required).

- O. The following codes and standards shall be applicable to this development:
- i. International Building Codes with Local Amendments
 - ii. National Electrical Code
 - iii. ADA Standards for Accessible Design
 - iv. Golder Ranch Fire District Standards and Forms
 - v. Town of Oro Valley Pool Code
 - vi. PAG Standard Specifications and Details for Public Improvements
 - vii. Town of Oro Valley Drainage Criteria Manual
 - viii. Town of Oro Valley Subdivision Street Standards and Policies Manual
 - ix. Town of Oro Valley Zoning Code, Current Revised
 - x. Oro Valley Town Code, Current Revised

B. Existing Conditions Plan Sheet(s) - 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.

1. Existing contours at 1-foot intervals labeled at a 5-foot index frequency. Two-foot or five-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
2. 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 including any associated existing drainage easements.
 - 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.
3. Other significant conditions on the site, such as major rock outcrops, ravines, hazardous topography, etc., on and adjacent to the site.
4. Identify any Environmentally Sensitive Lands (ESL) resources located on the site, if applicable.
5. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
 - A. Provide the recording information and utility locations for existing private or public streets, right-of way (ROW) adjacent to or within the site.
 - B. Right-of-Way width
 - C. Edge and limits of existing pavement and striping

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- D. Street elements such as medians, curbs, sidewalks, and other relevant features
 - E. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater
 - F. Street name
 - G. Label street as public or private
 - H. Traffic control and mitigation features such as signalization and signage
6. 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 conflict with any proposed building or lot location, vacation of the easement must occur prior to approval of plan unless written permission from easement holder(s) is provided.
7. Conditions on adjacent land significantly affecting the design of the project such as character and location of adjacent development(s), residential subdivisions, dwellings, etc.
8. The following existing drainage information shall be identified:
 - A. Existing drainage ways, arroyos, washes, ditches, channels, flow and flood mitigation structures, etc., including their existing condition and functionality. Include all associated existing easements inclusive of maintenance access
 - B. Delineate local floodplains with a 100-year discharge greater than or equal to 100 cubic feet per second
 - C. Delineate any locally regulated and platted floodplains
 - D. Delineate federally mapped FEMA floodplains and floodways
 - E. Top of bank and Erosion Hazard Setback must be clearly delineated.
 - F. Depth of flow in all existing channels, depth of inlet headwater for all drainage structures
 - G. Depth and extent of ponding in existing detention basins and/or water harvesting areas
 - H. Pre-developed 100-year flow quantities (Q100) and drainage areas at all concentration points crossing site property boundaries or at structure outlet(s)
9. The following information regarding existing utilities must be provided:
 - A. The location of existing water wells, booster plants and reservoirs.
 - B. Indicate by note the direction, distance to, and sizes of water mains and sewer lines intended to service this project
 - C. Existing mains indicated with lighter dashed lines
 - D. Connection points identified. NOTE: Systems shall be looped
 - E. Existing Hydrant locations
10. Show all existing TEP facilities within the development and surrounding property and indicate any possible conflicts with the proposed project.

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11. Existing utility facilities such as yards, stations and appurtenances that would affect the proposed development
12. Existing utility easements
13. 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
14. The Pima County Wastewater Management Department (PCWMD) reference number.
15. The location of gas lines, electric and telephone lines, poles and communications cables
16. On-ground junction boxes, and streetlights
17. 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.
18. Identify the locations of all utilities and service equipment immediately adjacent to the project.
19. Show location of any existing post boxes and monument type signs.

C. Proposed Conditions 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. 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 and/or buildings. Proposed building or lot lines should be the thickest on the plan and differentiated from existing building or lot lines by line-type.
4. All pad elevations, building finished floor elevations and building envelopes for each building and/or lot.
5. If the project has common areas, label each type of common area individually with a separate letter designation. Enclose with a solid line each area (e.g., Common Area A - private streets, Common Area B- Open Space, etc.).
6. Site Elements – Depict the following:
 - A. Proposed fences, barriers, and walls along the periphery of the project
 - B. All other miscellaneous structures and/or parking associated with the common areas including refuse areas (for residential complexes or non-residential projects).
 - C. Locations and types of proposed monument or entryway signs (non-traffic related).
 - D. Any significant saguaros with the required 10' foot protection zones (if applicable).

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- E. Wet and dry utility location information to verify minimum horizontal and vertical separation requirements are being met. Underground utility crossings per utility provider's requirements.
- F. On-site pedestrian circulation network, including proposed sidewalks/multi-use paths along abutting right-of-way.
 1. Trail locations and easements (easements must be min. 25' wide).
 2. Trail sign locations every 150 feet along the trail or every 100 feet if abutting an environmentally sensitive land area.
7. 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 buffer yard (s), with dimensional control.
 - C. Delineate proposed natural open space areas
8. Indicate extent of proposed paving on the site in light shading.
9. Show sight visibility triangles with appropriate dimensions at all driveways and street intersections. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.
10. Provide the following information for proposed private or public streets and right-of way (ROW) adjacent to or within the site:
 - A. Show and label all right-of-way dedications on or abutting the site. Street dedications shall be in accordance with Oro Valley Town Code Section 7.9.
 - 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 ROW width(s)
 - E. Edge and limits of proposed pavement and striping
 - F. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
 - G. Label all streets as public or private
 - H. Proposed traffic control and mitigation facilities and features, such as signalization and signage
 - I. Depict on-site pedestrian circulation through the common areas.
 - J. Depict all access roads and any proposed changes to the existing driveway
11. The following specifications must be provided:
 - A. Site/screening wall, screening walls and retaining walls' specifications, including dimensions, materials, color, and decorative features.
 - B. Pedestrian circulation and crosswalk paving specifications, including size, color and type of paver, and proposed design.

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- C. Trail signs and specifications (cross section with width and materials).
 - D. Bicycle parking specifications for both Class 1 and 2 facilities, including details of proposed parking structures for two-family or multifamily residential complexes and non-residential projects.
12. Provide preliminary level of grading and improvement information. The minimum 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:
 - 1. All PAAL and street intersections
 - 2. 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.)
 - 3. Beginning and discharge inverts of drainage swales and channels, as well as identifying slope of conveyance
 - 4. Inlet and outlet inverts of drainage structures
 - 5. In lieu of spot elevations for general graded areas, proposed schematic level contours may be provided.
 - 6. Proposed offsite improvements such as turn lanes, roadway widening, drainage, etc.
13. The following minimum proposed drainage and floodplain information must be delineated:
- A. 100-year floodplains with a discharge greater than or equal to 100 cfs. Floodplains shall be shown extending a minimum of 200-feet upstream and downstream of property boundaries.
 - B. Proposed FEMA floodplains.
 - C. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, catch basins and storm drains etc.), flow arrows, lot drainage pattern type and grading breakpoints. Include all associated proposed easements.
 - 1. Clearly indicate easement uses (i.e., utility, drainage, access, etc.).
 - 2. Identify whether drainage infrastructure including easements are public or private including common area designations, as applicable, if private.
 - D. Proposed drainage infrastructure requires dedicated maintenance access provisions including being shown in a surveyable manner.
 - E. Top of bank and Erosion Hazard Setback must be clearly delineated for natural channels and proposed bank protected areas.
 - F. Peak flow, depth of flow, velocity and slopes in all proposed channels and drainage conveyance structures, include depth of inlet headwater (or tail water depth if controlling).

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- G. Detention basin 100-year peak flow in and out, depth of basin, top, weir and bottom elevations.
- H. Detention required and provided with drainage time.
- I. Post developed 100-year flow quantities (Q_{100}) at all drainage structure inlet points, entering and leaving across the site property lines, within all channels and at basin outlet(s). Include the drainage area associated with the structure.
- J. Provide building or grading envelopes, encroachment limits, drainage typical details, flow arrows, falling slope away from structures and local channel placement with corresponding side slopes and the longitudinal slope.
- K. If not shown on the preliminary plat or development plan, the following drainage information must be shown on the subsequent improvement plans:
 - i. Placement of proposed safety and barricading structures/measures as well as maintenance access features.
 - ii. Demonstrate that International Building Code (IBC) drainage section requirements are being met by spot elevations.
- 14. The following sanitary sewer information must be indicated:
 - 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
- 15. The following proposed water infrastructure information must be indicated:
 - A. Proposed wells, booster plants and reservoirs.
 - B. Proposed mains shown within easements. 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
 - C. Hydrant and meter locations. Each platted lot must be separately metered. 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
- 16. Utility easements, when necessary, shall cross 100-year flood limits at right angles or as near right angles as possible.
- 17. List and delineate on the plan any new proposed easements that will be needed. Include information pertaining to ownership and purpose of easement.

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Plan Format

1. Plans must be drawn on PDF pages measuring 24"x36" and to a scale of one-inch equals forty feet (1" = 40') except as noted otherwise within this document. 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. 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.

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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
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 (insert #)" on edges of the plan where an abutting sheet depicts more information.

A. 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. Landscape Plan
 - B. Project Name
 - C. Oro Valley Case Number
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. 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.
4. A legend which depicts and describes all symbols and line types used in the document.
5. 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.

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- 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
6. 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
 7. A north arrow and scale
 8. The following General Notes shall be provided on the cover sheet:
 - A. Gross area of development in acres
 - B. Total acres of graded area
 - C. Total acres of undisturbed area
 - D. Total amount of open space required and provided (as defined in Chapter 31, Definitions)
 - E. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location. A buffer yard table may also be used.
 - F. List all relevant annexation, General Plan amendment, rezoning, conditional use permit, or site plan conditions, zoning variances or other modifications applicable to the project. Reference associated case numbers. If there are none, add a statement that there are no conditions, variances or other modifications applicable to the project.
 - G. Classification of each perimeter street abutting the property and type and width of street buffer yards provided.
 - H. Landscape to conform to Oro Valley Landscape Code
 - I. Mitigation of surveyed plants in the Native Plan Preservation Plan will be incorporated in the landscape design.
 - J. Assurances for landscaping and re-vegetation bonds must be posted prior to issuance of grading permits. A landscape bond in the amount of 10% of the original landscape bond shall remain in place for a period of one year from the complete installation of landscape materials and any replacement materials.
 - K. 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 and the diameter should not exceed 1-foot when fully mature.

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- L. Property owners, lessees, and occupants shall maintain required landscape, irrigation, buffering, screening and rainwater harvesting system improvements per the approved plans.
- M. 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.
- N. 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.
- O. 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.
- P. 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.
- Q. 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.
- R. Property owner is responsible for maintaining the temporary irrigation system as long as necessary in order to transition plants over to natural sources. Irrigation shall be reduced three years after issuance of the first certificate of occupancy. Metered water use for landscape irrigation shall be reduced by fifty percent, five years from the date of the issuance of the certificate of occupancy.
- S. 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.
- T. Landscape materials shall not obstruct sight distances or vehicle turning movements.
- U. Landscaped areas that are susceptible to damage by pedestrian or auto traffic shall be protected by appropriate curbs, tree guards or other devices.
- V. Landscape shall be designed to minimize sediment, sand and gravel being carried into the streets from storm water or other runoff.
- W. Landscape plan enables adequate plant spacing to ensure survivability at plant maturity.
- X. 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.
- Y. Curb-way consisting of inorganic groundcover or plants not to exceed type 2 water use shall be provided between curb and all sidewalks."
- Z. All landscaped areas to be finished with a natural topping material to a depth of at least two (2) inches.

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AA. 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:

- i. Tangerine Corridor Overlay District (TRCOD)
- ii. Oracle Road Scenic Corridor Overlay District (ORSCOD)
- iii. Riparian Habitat Protection Overlay District
- iv. Airport Environs Overlay Zone
- v. Hillside Development Zone (HDZ)
- vi. Golf Course Overlay Zone

BB. Table for each buffer yard that indicates buffer yard type, width/length, and number of required and provided trees, shrubs and accent plants.

CC. If the proposed development will have trails, include the following General Notes:

- i. All trail easements indicated are for use by the general public as permanent, non-motorized trail easements or for private use by residents as permanent, non-motorized trail easements.
- ii. All public trails and signage must be constructed by the developer to Pima Regional Trail System Master Plan standards in consultation with the Town Parks and Recreation department. The applicable cross-section is included within these plans.
- iii. Trail and sign locations, as indicated on this plan, must be field verified by Town staff prior to construction and are subject to adjustment.
- iv. Trails must be positioned in a manner to avoid vegetation and minimize potential for erosion.
- v. For residential developments, construction of all recreational amenities and public or private trails within the project limits must be completed by the time 35% of building permits are issued per Section 26.5 of the Zoning Code.

9. An approval block is to be listed on the cover sheet with a signature line and date for the Planning and Zoning Administrator. If any landscaping is proposed within a public right-of-way, a signature line shall also be provided for the Town Engineer.

B. Existing Condition Plan Sheet(s) - 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, including significant saguaros with the required 10' foot protection zones (if applicable).
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:

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- 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

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13. 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.
14. Location of gas lines, electric and telephone lines, poles and communications cables.
15. On-ground junction boxes, and streetlights.
16. Identify the locations of all utilities and service equipment immediately adjacent to the project.
17. The following existing water infrastructure information must be indicated:
 - A. Existing mains indicated with lighter dashed lines
 - B. Hydrant locations
 - C. Meters shown

C. Proposed Conditions 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. In a darker line weight, show the locations and footprints of all proposed buildings and/or lot lines. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.
2. 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.
3. Show the on-site pedestrian circulation network, including proposed sidewalks along abutting right-of-way.
4. All access roads and any proposed changes to existing driveways.
5. Indicate extent of proposed paving on the site in light shading.
6. Location of postal service, loading zones and refuse areas.
7. Location of all screen/site walls.
8. Locations and types of proposed monument or entryway signs.
9. If applicable (e.g., nonresidential projects), proposed locations for the required art in accordance with Section 27.3 of the Zoning Code.
10. Any encroachment into the 100-year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.
11. Highlight and label any area of encroachment into riparian or other environmentally sensitive land areas.
12. 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.
13. 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

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C. Meters shown

14. List and delineate on the plan any new proposed easements that will be needed.
6. Delineate all existing vegetative areas that shall be preserved, including significant saguaros with the required 10' foot protection zones (if applicable).
7. Show all water harvesting basins
8. Dimension and label all required buffer yards.
9. For residential subdivisions, 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.

D. Proposed Planting Information

1. Show full extent of landscaping, including trees, shrubs, and understory plants. Individual plant types shall be represented by standards and symbols that depict the variety of plants included in the landscape design.
 - A. For master development plans, a master landscape palette is required as part of first phase.
 - B. For possible administrative approval, a fact sheet for all plants proposed that are not included in Town's approved plant list (Addendum C) should be submitted for review.
2. Detailed schedule of planting information in table format with legend that includes: (see sample table below)
 - A. Identification by botanical and common name (**Columns 1 and 2 below**)
 - B. Quantity and size of each plant included in design (**Column 3 and 4 below**)
 - C. Water use type for each plant type based on OVZCR Addendum C, Oro Valley Approved Plant List. (**Column 5 below**)
 - 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". (**Column 6 below**)
 - 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 (**Column 7 below. Calculate by multiplying column 3 by column 6**).
 - F. Total values for monthly and annual water use (gallons) required for all specified plant material (Column 8 below. Calculate by dividing column 7 by 12).

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Example of a Plant Material Schedule:

<i>Col. 1</i> <i>Botanical Name</i>	<i>Col. 2</i> <i>Common Name</i>	<i>Col. 3</i> <i>Quantity</i>	<i>Col. 4</i> <i>Size</i>	<i>Col. 5</i> <i>Water Use Type</i>	<i>Col. 6</i> <i>ADWR Annual Use at Maturity (Gal).</i>	<i>Col. 7</i> <i>Annual Water Use (Gal)</i>	<i>Col. 8</i> <i>Monthly Water Use (Gal)</i>
Agave Americana	Century Plant	12	5 gal	1-2	405	4,860	405
Carnegiea Gigantea	Saguaro	10	3'-5' spears	1	110	3,300	275
Lysiloma Thornberi	Feather Bush	4	Transplant	2-3	5,702	22,808	1,900
Prosopis Velutina	Velvet Mesquite	10	24" box	2	5,702	57,020	4,751
TOTAL WATER AT MATURITY						87,988	7,332

3. For common areas, label each common area type (e.g., streets, rec area, open space) with a separate letter designation. Enclose each area with a solid line that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.
4. Proposed landscape design including buffer yards, walls, screens, and re-vegetation plans; sidewalks, trails and recreation areas; and parking, building, patio, and courtyard areas.
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. Proposed types, methods, and location of slope stabilization.
 - A. Provide proposed hydroseed mix in compliance with Addendum D.

E. Landscape Detail Sheet (s)

1. Cross section details for shrub and tree planting and staking.
2. Elevations and layout of proposed entry features (monument walls, etc.) including dimensions and location of each.

F. Proposed Recreation Area (residential) or Courtyard/Pedestrian Mall (non-residential) Plan Sheet(s)

Landscape and Recreation Plan

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1. Show full extent of landscaping, pedestrian connectivity, and amenities. Include the following details:
 - A. Type of hardscapes and groundcover.
 - B. Information about amenities to include but not limited to:
 1. Color of any ramada covers, posts, shades
 2. Amount and types of play equipment, seating, tables, etc.
 3. Methods to screen or enclose play areas and courtyards.
2. If turf is proposed in a recreation area, provide the following information:
 - A. Square footage of the total recreation area
 - B. Square footage of the proposed turf area
 - C. Percentage of recreation area proposed as turf

Native Plant Preservation Plan and Site Resource Inventory

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Plan Format

1. Plans must be drawn to a scale of one-inch equals forty feet (1" = 40'). 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. 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.

Native Plant Preservation Plan and Site Resource Inventory

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Native Plant Preservation Plan

A. Cover Sheet

1. An approval block with a signature line for the Planning and Zoning Administrator
2. Show aerial of the entire site with development design (lot lines, development envelopes, etc.) overlaid, drawn at a clearly legible line weight.
3. The following General Notes shall be provided on the cover sheet:
 - A. Gross area of development in acres
 - B. Total acres of graded area
 - C. Total acres of undisturbed area
 - D. List the tag colors representing plants scheduled to be:
 - i. White - Preserved in Place
 - ii. Blue - Transplanted on-site
 - iii. Red - Removed from site
 - E. 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.
 - F. 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.
 - G. Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged.
 - H. If a temporary nursery is proposed, the following note must be added: Temporary nursery shall be in conformance with Section 27.6.B.4.j.
 - I. If a temporary nursery is not proposed, the following note must be added: A temporary nursery will not be used. Plants will be transplanted to their permanent locations.
 - J. Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation.
 - K. 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.
 - L. 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.
 - M. List the following Significant Vegetation Information:
 - i. Total amount present on-site (square feet)
 - ii. Total amount being disturbed (square feet)
 - iii. Total percentage disturbed

Native Plant Preservation Plan and Site Resource Inventory

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- N. A Native Plant Summary Table, similar to the table listed below, for all protected native plants shall be provided:

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
Total		14	48	136	188

B. Inventory Sheet(s)

1. The limits of grading shall be shown on the plan to verify all plants being disturbed have been inventoried.
2. 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.
3. All inventoried plants must be identified by an individual number per the tag provided in the field and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.
4. The location of temporary nursery if being utilized must be indicated on the map. Transplanting to permanent locations is the preferred method.

C. Inventory Tables

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, like the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)/Arms	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

*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.

Native Plant Preservation Plan and Site Resource Inventory

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D. Details

1. Temporary fencing to protect environmentally sensitive lands or trees preserved in place.
2. Chain link fencing, or similar material to protect saguaros preserved in place. The detail shall show a 10-foot undisturbed protection zone.

Site Resource Inventory

Depending on the size of the project, the elements of a Site Resource Inventory may be included on the Native Plant Preservation Plan or provided as a separate plan.

A. Cover Sheet

1. An approval block with a signature line for the Planning and Zoning Administrator
2. Show aerial of the entire site with development design (lot lines, development envelopes, etc.) overlaid, drawn at a clearly legible line weight.
3. The following General Notes shall be provided on the cover sheet:
 - A. Gross area of development in acres
 - B. Total acres of graded area
 - C. Total acres of undisturbed area
 - D. List the tag colors representing plants scheduled to be:
 - i. White - Preserved in Place
 - ii. Blue - Transplanted on-site
 - iii. Red - Removed from site
 - E. 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.
 - F. 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.
 - G. Salvage of operations shall not commence until the Zoning inspector has performed an inspection and given approval to be salvaged.
 - H. If a temporary nursery is proposed, the following note must be added: Temporary nursery shall be in conformance with Section 27.6.B.4.j.
 - I. If a temporary nursery is not proposed, the following note must be added: A temporary nursery will not be used. Plants will be transplanted to their permanent locations.
 - J. Mitigation of Significant Vegetation shall be in accordance with Table 27-1 Mitigation of Significant Vegetation.
 - K. 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.

Native Plant Preservation Plan and Site Resource Inventory

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- L. 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.
- M. List the following Significant Vegetation information:
 - i. Total amount present on-site (square feet)
 - ii. Total amount being disturbed (square feet)
 - iii. Total percentage disturbed.
- N. 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	36" box -2 48" box - 2	20
10	Blue Palo Verde	2:1	36" box - 10 48" box - 10	100
Total			24	120

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

B. Inventory Sheet(s)

1. All Significant Vegetation, as defined in Section 27.6.B of the Zoning Code shall be clearly identified.
2. All inventoried plants must be identified by an individual number per the tag provided in the field and symbol representing whether the plant is to be preserved in place, transplanted on site, or removed from site.
3. The location of temporary nursery if being utilized must be indicated on the map. Transplanting to permanent locations is the preferred method,
 - i. A 10-foot protection zone around saguaros preserved in place shall be graphically shown.

C. Inventory Tables

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, like the table provided below:

Botanical Name	Common Name	Significant Vegetation	Height (feet)	Caliper (inches)/Arms	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

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*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.

D. Details

1. Temporary fencing to protect environmentally sensitive lands or trees preserved in place.
2. Chain link fencing, or similar material to protect saguaros preserved in place. The detail shall show a 10-foot undisturbed protection zone.