

Landscape and Recreation Plan

Submittal Requirements

Town of Oro Valley

Community and Economic Development Department - Planning Division

Questions: 520.229.4800 | orovalleyaz.gov



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)

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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