



# ORO VALLEY FINAL DESIGN PACKAGE RESIDENTIAL GUIDE





# ORO VALLEY FINAL DESIGN PACKAGE PROCESS GUIDE - RESIDENTIAL

This process guide contains the process narrative, submittal checklist, and plan content for both of the Final Design Review submittal plans for residential developments, including Final Site Plan, Final Model Home Architecture.

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## 1.0 Final Design Package

### 1.1 Process Narrative

#### Introduction:

The Development and Infrastructure Services (DIS) Department is here to assist you through the Town's Design Review process. Throughout the process, you will be working closely with the Town staff to ensure the efficient processing of your application for development.

The DIS Department is the primary point of contact that will help coordinate all facets of your development. For information on a specific topic relating to your development, please refer to the attached resource list or visit the DIS Department's website at <http://orovalleyaz.gov/dis>.

The approval process for an application varies depending on the type of application. To better understand the approval process for the Town's Final Design applications, please refer to the table below.

**Table of Authority**

Submittal Type	Staff Authority	Town Council Authority
Final Site Plan	Approve	Appeal
Final Architecture – Model Home	Approve	Appeal
Final Landscape Plan	Approve	Appeal
Irrigation Plan	Approve	Appeal
Rainwater Harvesting Plan	Approve	Appeal

#### Process Overview:

Design Review is a two-part process required for all new residential and non-residential projects in the Town, comprised of a Conceptual Design and Final Design.

The Final Design process includes the submittal, review, and approval of the following:

- Final Site Plan
- Final Landscape Plan
- Final Model Home Architecture
- Rainwater Harvesting Plan
- Irrigation Plan
- Final Plat (*may be submitted with Final Design Plans on an at risk basis*)
- Grading Plan (*may be submitted with Final Design Plans on an at risk basis*)
- Improvement Plans (*may be submitted with Final Design Plans on an at risk basis*)

The intent of the Final Design is to ensure that a project's Final Plans are consistent with the Conceptual Plans approved by Town Council and the Conceptual Design Review Board, and are consistent with all applicable Zoning Code requirements and outside agencies' adopted codes and provisions.

## **Final Design – Process Description**

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

Applicants must attend a pre-application meeting with the Development Review Committee (DRC) for a preliminary review of their final design applications to discuss the required process and broad issues related to the submittal.

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

### **Step 2 – Formal Submittal**

Once the Pre-application process is satisfied, applicants may submit a formal Final Design package that includes:

- ❑ Final Site Plan
- ❑ Final Landscape Plan
- ❑ Final Model Home Architecture
- ❑ Rainwater Harvesting Plan
- ❑ Irrigation Plan
- ❑ Final Plat *(may be submitted with Final Design Plans on an at risk basis) – see Final Plat Process Guide*
- ❑ Grading Plan *(may be submitted with Final Design Plans on an at risk basis)*
- ❑ Improvement Plans *(may be submitted with Final Design Plans on an at risk basis)*

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

### **Step 4 – Staff Review and Approval**

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

### **Step 7 – Appeal**

Administrative decisions are appealable to Town Council.



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**1.2 GENERAL APPLICATION FORM**

<small>Office Use Only</small>
<b>OV Case #:</b> _____

**Application Type:**

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

**Subject Property Information:**

Address: \_\_\_\_\_ Parcel/Tax Code: \_\_\_\_\_  
 Subdivision / Commercial Center Name: \_\_\_\_\_  
 Book / Page or Sequence Number: \_\_\_\_\_ Lot Number(s) \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Section/Township/Range: \_\_\_\_\_ Area of Property: \_\_\_\_\_  
 Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

**Applicant Information:**

\* If more than one, attach list

**Applicant \*:**

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Description/Narrative:**

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

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

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

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

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

\_\_\_\_\_  
Date

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

**Submittals will be rejected if:**

- Not folded using Pima County fold & collated;
- There are missing items on the checklist unless otherwise approved by Planning and Zoning Administrator or Town Engineer.
- Re-submittals cannot be accepted without a transmittal and a written narrative summary describing the purpose of submittal.

### 1.3 Final Design Submittal Checklist

The Final Design Package is submitted in two stages:

- Post-Town Council Submittal, followed by
- Construction Documents submitted for permit

Please note additional site specific information may be required at staff discretion.

- Fees
- Response letter noting how each Town Council Condition of Approval, staff comment, and agency comment has been addressed for each plan component.

#### Submittal Type

- Final Site Plan (Only) - Size 24"X 36" **(8 copies)**
  - Provide plan in .dwg (CAD) or .shp (ESRI shape file) format.
- Final Architectural Design Plan (Only): **(4 copies)**
  - Architectural elevations – Color, Size 11" X 17",
  - Building cross sections – Black and white, Size 11" X 17"
  - Color & materials palette – Size up to 11" X 17"
  - View of Building rooftop – Color, Size up to 11" X 17"
  - Site Cross Sections – Color, Size up to 11" X 17"
- Final Landscape and Buffer yard Plans – Size 24" X 36" **(5 copies)**
- Final Irrigation Plans – Size 24" X 36" **(5 copies)**
- Rainwater Harvesting Plan – Size 24" X 36" **(4 copies)**

#### The following items must be provided as noted in approval letter:

- Conditions, Covenants & Restrictions **(3 copies)**
- Riparian Mitigation Plan **(2 copies)**
- Final Traffic Impact Analysis Report **(2 copies)**
- Geological Technical Report **(2 copies)**
- Drainage Report **(2 copies)**
- Phase 1 Environmental Assessment **(2 copies)**
- Assurances
- Title Report, current within 30 days, including Schedule B items with all associated documents **(2 copies)**
- Boundary closure calculations with coordinate reference to identifiable points **(1 copy)**

*For re-submittals and subsequent staff reviews, the number of copies shall be noted in staff comment letter, plus one copy for the file*

**The following items may be submitted after Final Site Plan Approval:**

- ❑ Final plat **(6 copies)**
- ❑ Stormwater Pollution Prevention Control Plan **(3 copies)**
- ❑ Civil Improvement Plans– Size 24” X 36” **(5 copies)**
  - Include Type 2 Grading Permit Application
  - Please see the Improvement Plan checklist for additional requirements.
  - An **AT-RISK** submittal is permitted prior to approval of the Final Site Plan and Final Architectural Design. All normal fees and review timeframes apply.
- ❑ Building Plans – Size 24” X 36” **(3 copies)**
  - Include Building Permit Application
  - Please see the Building Permit Application checklist for additional requirements.
  - An **AT-RISK** submittal is permitted prior to approval of the Final Site Plan and Final Architectural Design. All normal fees and review timeframes apply.

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

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

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

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

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

Fees related to:

Final Design – Residential (*Please note additional fees may apply*):

Final Site Plan	Included in Conceptual Site Plan fees
Natural Open Space	No Charge
Final Model Home Architecture (1 <sup>st</sup> Model)	\$220
Additional Models	\$100/each
Landscape Plan (up to 2 acres)	\$1000
Each additional acre	\$60
3 <sup>rd</sup> and additional reviews	50% of original plan fee
Native Plant Preservation Plan Review (up to 2 acres)	\$1000

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

Final Design Review Flow Chart

Submission	Review	Approval
<ul style="list-style-type: none"> <li>• The Final Design Review (FDR) is to ensure a project's technical design is in accordance with the Town's and outside agencies' adopted codes and provisions.</li> <li>• The formal submittal includes the review and approval of the following documents:                             <ul style="list-style-type: none"> <li>• Final Site Plan*</li> <li>• Final Public Art Plan*</li> <li>• Final Architectural Design Plan*</li> <li>• Building Plans**</li> <li>• Improvement Plans</li> <li>• Landscape Plan (Includes: Irrigation, Buffer Yard and Water Harvesting Plans)</li> <li>• Native Plan Preservation Plan (Includes: Salvage and Mitigation Plans)</li> <li>• Other documents (as applicable)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The FDR process is an administrative review unless the Planning and Zoning Administrator determines that there are significant changes that warrant additional consideration by the CDRB and Town Council.</li> <li>• A review and/or approval letter will be sent to the applicant within 20 working days of a formal submittal.</li> </ul>	<ul style="list-style-type: none"> <li>• Following an FDR approval, the DIS Department has the authority to issue permits and request financial assurances.</li> <li>• Approvals shall expire if improvements have not been started within 2 years of the date of approval of the conceptual design review.</li> <li>• Applicant may submit a request to the Town Council requesting an extension of time within two years of the date approval.</li> </ul>
<p style="text-align: center;">→</p>	<p style="text-align: center;">20 Working Days Review Period</p> <p style="text-align: center;">→</p>	<p style="text-align: center;">→</p>

Notes: \*Approvals are based upon the approved conceptual plans  
 \*\*Plans may be submitted concurrently on an at-risk basis



## **2.0 ORO VALLEY** **FINAL SITE PLAN** **CONTENT**

### **2.1 PLAN FORMAT**

#### **All Sheets**

1. The Final Site Plan must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36". Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Administrator.
2. The Final Site Plan must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - i. "Final Site Plan"
  - ii. Name of development
  - iii. "Lots \_\_\_ through \_\_\_ and Common Areas A through\_\_\_", if applicable.
  - iv. Brief legal description, i.e. "Portion of Section\_\_\_\_, T \_\_\_\_S, R\_\_\_\_E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
  - v. Scale
  - vi. Contour interval
  - vii. Date (revised plans must show date of revision)
  - viii. Town of Oro Valley case number
  - ix. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference 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 bar scale in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. Some slight rotation may be made to accommodate long narrow parcels, convenient match lines, etc., but in no case will the north arrow point downward without pre-approval.
9. If the Final Site 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.

## 2.2 PLAN CONTENT

**All information required for the Conceptual Site Plan must also be included in the Final Site Plan.**

### 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:
  - i. Provide interior street names, if applicable
  - ii. For apartment complexes, label building numbers and provide the unit numbering scheme on the Final Site Plan in accordance with County standards
  - iii. Number buildings sequentially
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. Show the bearing and distance of each tangent section and the radius, arc length, central angle, chord length and chord bearing of each curve section of the boundary line. All angles and bearings to be noted in degrees, minutes and seconds, together with distances in feet, to hundredths of a foot.
7. Locate the property by tying a property corner to two known points (i.e. a section corner, section line, roadway intersection).
8. If more than one zone applies, show the zoning boundary line on the plan. Zoning boundaries must be delineated with bearings and distances.
9. If the proposed development must be depicted on more than one plan sheet due to scale, adequate match lines must be provided where applicable (e.g. "see sheet \_\_\_\_").
10. Show and label all right-of-way dedications on or abutting the site, where applicable. Street dedications shall be in accordance with Oro Valley Town Code Section 7.9.

## 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:
  - i. Final Site Plan
  - ii. Project Name
  - iii. Oro Valley Case Number (Using format OVXXXX-XX)
2. A site plan of the entire project (scale to vary to accommodate placement on the cover sheet) is to be centered, toward the top of the page directly below the information listed above; and is to include at a minimum, the following:
  - i. North arrow
  - ii. Lot lines
  - iii. Sheet cuts
  - iv. Building pads
  - v. Building labels
  - vi. Parking
  - vii. Circulation
  - viii. Name of adjacent development (including Book and Page). Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features, such as adjacent parking, etc.
  - ix. Proposed and existing on-site and off-site roadways. Include street names and whether public or private.
3. All general notes to be numbered and listed on cover sheet. If any additional room is needed, general notes may be continued on the second sheet.
4. Each section of the plan (i.e. Site Plan, General Notes, Location Map) must be Titled and labeled in a font no less than fourteen (0.14") point.
5. If the project is located within the boundaries of a Planned Area Development (PAD), include a reduced-scale map of the PAD District on the right hand side of the cover sheet, indicating the location of the portion being developed.
6. A legend which depicts and describes all symbols used in the document.
7. 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:
  - i. The subject property identified and centered within a one square mile area
  - ii. Any adjacent conditions (i.e. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers,

railroads, National Forests, Nations, reservations, and city, town or other jurisdictional limits.)

- iii. The section, township and range of the subject development
  - iv. Labeled section corners
  - v. A north arrow and scale
8. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
- i. Town Clerk
  - ii. Planning and Zoning Administrator
  - iii. Town Engineer
  - iv. Oro Valley Water Utility Director
9. List the following on the cover sheet:
- i. The name, mailing and email addresses, and phone number of:
    - a. The primary property owner of the site
    - b. The developer of the project
    - c. The registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided.
  - ii. The Arizona registrant responsible for preparing the Final Site Plan must seal all drawings and documents in accordance with Arizona Board of Technical Registration guidelines.

### **Plan Sheet(s) – General Information**

*The following general information must be provided on all plan sheets.*

1. Ensure all line types are different and clearly indicated.
2. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan. Show the bearing and distance of each tangent section and the radius, arc length, central angle, chord length and chord bearing of each curve section of the boundary line. All angles and bearings to be noted in degrees, minutes and seconds, together with distances in feet, to hundredths of a foot.
3. Locate the property by tying a property corner to two known points (i.e. a section corner, section line, roadway intersection).
4. If more than one zone applies, show the zoning boundary line on the plan. Zoning boundaries must be delineated with bearings and distances.

5. Each sheet depicting a plan must include the reference match line “See sheet\_\_\_” on edges of the plan where an abutting sheet depicts more information.
6. Show and label all right-of-way dedications on or abutting the site. If the development plan has been prepared in conjunction with a subdivision plat or is required as a condition of approval of a review process, such as a rezoning, street dedications in accordance with Oro Valley Town Code Section 7.9 may be required.

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

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

1. Existing contours at one foot intervals labeled at a five foot index frequency. Two- or five-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
2. Provide the following information for existing private or public streets, right-of way (ROW) adjacent to or within the site:
  - i. ROW width and recording information
  - ii. Edge and limits of existing pavement and striping.
  - iii. Street elements such as medians, curbs, sidewalks, and other relevant features.
  - iv. Intersecting streets and driveways within one hundred and fifty (150) feet of the project property line or functional access, whichever is greater.
  - v. Street name
  - vi. Label street as public or private
  - vii. Traffic control and mitigation facilities and features, such as signalization and signage.
  - viii. Utility locations
3. All existing easements shall be drawn on the plan with a dashed line and include recording information, width and purpose. Label each as existing public, private or specific (e.g. Tucson Electric Power, Southwest Gas). Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or has been abandoned, so indicate. However, should the easement be in conflict with any proposed building location, vacation of the easement must occur prior to approval of plan unless written permission from easement holder(s) is provided.
4. Other significant conditions on the site, such as major rock outcrops, ravines, topography, etc. on and adjacent to the site.

5. Identify any Environmentally Sensitive Lands (ESL) resources located on the site if ESL “opt in” provision is to be used.
6. Conditions on adjacent land significantly affecting the design of the project, such as the character and location of adjacent development, i.e. residential subdivisions, dwellings, etc.
7. The following existing drainage information shall be identified on the Final Site Plan:
  - i. Federally mapped FEMA floodways and floodplains
  - ii. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds
  - iii. Depth of flow in all existing channels, depth of inlet headwater for all drainage structures
  - iv. Depth and extent of ponding in existing detention basins
  - v. Depth and extent of ponding in existing water harvesting areas
  - vi. Pre-developed 100 year flow quantities ( $Q_{100}$ ) at all concentration points crossing site property boundaries or at structure outlet(s)
8. The following information regarding existing utilities must be provided:
  - i. 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
  - ii. The Pima County Wastewater Management Department (PCWMD) reference number
  - iii. The location of gas lines, electric and telephone lines, poles and communications cables
  - iv. On-ground junction boxes, and street lights
  - v. If water mains and sewers are not located on or adjacent to the tract, indicate by note the direction, distance to, and sizes of those nearest the property intended to service the project.
9. Identify the locations of all utilities and service equipment immediately adjacent to the project.
10. The following **existing** water infrastructure information must be indicated on the Final Site Plan:
  - i. Existing mains indicated with lighter dashed lines
  - ii. Connection points identified. NOTE: Systems shall be looped
  - iii. Hydrant locations
11. Show the location of all post boxes and monument type signs.
12. The following general note shall be added for properties located within the Airport Environs Zone:

- i. "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."

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

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

1. All pad elevations, building finished floor elevations, building sizes and building envelopes for each lot.
2. Provide the following information for proposed private or public streets and right-of way (ROW) adjacent to or within the site:
  - i. Proposed ROW width(s)
  - ii. Edge and limits of proposed pavement and striping
  - iii. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
  - iv. Label all streets as public or private
  - v. Proposed traffic control and mitigation facilities and features, such as signalization and signage
  - vi. Utility locations
3. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.
4. The following specifications must be provided:
  - i. Site wall and retaining wall specifications, including dimensions, materials, and proposed design and decorative features.
  - ii. Pedestrian circulation and crosswalk paving specifications, including size and type of paver, and proposed design.
  - iii. Bicycle parking specifications for both Class 1 and 2 facilities, including details of proposed parking structures.
5. Show sight visibility triangles with appropriate dimensions at all driveways and street intersections if the sight triangles encroach on the project site or if project landscaping in the street ROW is within the sight triangle. Also delineate the sight visibility triangle for all interior PAAL to PAAL and/or street intersections.

6. Preliminary Grading – Provide schematic level concept grading information on the Final Site Plan. Said information shall consist of:
  - i. Proposed approximate building finished floor elevations
  - ii. Sufficient spot elevations to establish overall site drainage patterns (i.e.: spot grades at drainage break points)
  - iii. 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:
    - a. All PAAL and street intersections
    - b. 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)
    - c. Beginning and discharge inverts of drainage swales and channels, as well as identifying slope of conveyance
    - d. Inlet and outlet inverts of drainage structures
    - e. In lieu spot elevations for general graded areas, proposed schematic level contours may be provided instead
  - iv. This level of grading should be schematic only, 10 to 20% of construction level of detail. Detailed checking of grade for such items as ADA and IBC compliance will be verified at the improvement plan stage in the permit process
7. The following minimum proposed drainage and floodplain information must be delineated on every Final Site Plan:
  - i. 100-year floodplains with a discharge greater than or equal to 50 cfs.
  - ii. Sheet flooding areas with flood depths greater than or equal to one (1') foot post developed condition.
  - iii. Proposed drainage and erosion mitigation features/structures (e.g. detention basins, culverts, catch basins and storm sewers), flow arrows, lot drainage pattern type and grading breakpoints.
  - iv. All main and sub watershed boundaries per the drainage report.
  - v. Erosion Hazard Zone setback boundaries must be delineated by metes & bounds.
  - vi. Depth of flow in all proposed channels, depth of inlet headwater for all drainage structures.
  - vii. Depth and extent of ponding in proposed detention basins.
  - viii. Depth and extent of ponding in proposed water harvesting areas.
  - ix. 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).

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

14. Indicate extent of proposed paving on the site in light shading.

## 2.3 Required Notes (*in addition to conceptual site plan notes*)

### Engineering General Notes

1. Basis of Elevation (based on published datum), including identification and elevation of additional benchmark(s) used.
2. Add the following general notes:
  - i. “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”
  - ii. “Final Site Plans and Improvement Plan must be approved for commercial lots or pads prior to the issuance of any permits by the Town Engineer and/or Building Official”
  - iii. “All weather access must be provided to all lots within the subdivision”

### Drainage General Notes

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

1. Add the following general notes:
  - i. “All drainage ways will be constructed according to approved plans prior to the issuance of any permits from the Town Engineer and/or Building Official for parcels affected.” Affected parcels must be specifically identified either by number in note or by outline on the development plan.
  - 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 owners association.”
  - iv. “Drainage ways must be designed to not discharge onto paved streets, easements or parking areas.”
  - v. “Parking areas must not be used as detention basins.”
  - vi. If applicable, list the following notes and complete the blanks.
    - a. “The following lots are affected by the Town of Oro Valley Floodplain Regulations: \_\_\_\_\_.” (List the lots affected by lot number)

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

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

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



## **3.0 ORO VALLEY** **FINAL LANDSCAPE PLAN** **CONTENT**

### **3.1 PLAN FORMAT**

All Sheets
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1. The landscape plan (LP) must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36", including a page border with margins as described in 1.2.1.A.2. Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Director.
2. The LP must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - i. "Landscape Plan"
  - ii. Name of development
  - iii. "Lots \_\_\_ through \_\_\_ and Common Areas A through \_\_\_", if applicable.
  - iv. Brief legal description, i.e. "Portion of Section\_\_\_\_, T \_\_\_\_S, R\_\_\_\_E, G&SRB&M, Town of Oro Valley, Pima County, Arizona.
  - v. Scale
  - vi. Contour interval
  - vii. Date (revised plans must show date of revision)
  - viii. Town of Oro Valley case number for development plan
  - ix. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference Case Numbers (e.g. general plan amendments, rezoning, variance) shall be provided adjacent to the title block on each sheet.
7. Each sheet must bear the seal and signature of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. 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 LP 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.

## 3.2 PLAN CONTENT

### All Sheets

1. Ensure all line types are different and clearly indicated.
2. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.
3. If more than one zone applies, show the zoning boundary line on the plan.
4. Each sheet depicting a plan must include the reference match line “See sheet\_\_\_” on edges of the plan where an abutting sheet depicts more information.
5. List all keynotes on the left side of each page.
6. All meters shall have a backflow protection device installed on the customer side of the meter.

### 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:
  - i. Landscape Plan
  - ii. Project Name
  - iii. Oro Valley Case Number (Using format OVXX-XX-XX)
2. For projects that cannot fit the entire development on a single plan sheet at 40 scale, a site plan of the entire project (scale to vary to accommodate placement on the cover sheet) 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:
  - i. North arrow

- ii. Lot lines
  - iii. Sheet cuts
  - iv. Building pads
  - v. Building labels
  - vi. Parking
  - vii. Circulation
  - viii. Name of adjacent development. Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features such as adjacent parking, etc.
  - ix. Roadways
  - x. Onsite and immediately adjacent street names.
3. A legend which depicts and describes all symbols used in the document.
  4. Approval block with signature line for Planning & Zoning Administrator, and date.
  5. List the following in the lower right hand side of the cover sheet in close proximity to the Title Block:
    - i. The name, mailing and email addresses, and phone number of the primary property owner of the site, the developer of the project, registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided. The applicable registration or license number must be provided if prepared by or with the assistance of a registered landscape architect. All sealing must be consistent with Arizona Board of Technical Registration guidelines.
  6. A small project location map must be drawn in the upper right hand corner with north oriented to 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:
    - i. The subject property identified and centered within a one square mile area.
    - ii. Any adjacent conditions (i.e. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests, Nations, reservations, and city, town or other jurisdictional limits.)
    - iii. The section, township and range of the subject development.
    - iv. Labeled section corners
    - v. A north arrow and scale

## Plan Sheets(s) – Existing Conditions Content

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

1. Delineate all existing vegetative areas that shall be preserved.
2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
3. For existing streets adjacent to the project, show the following information:
  - i. Label street as public or private
  - ii. Street name
  - iii. 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 (ROW) adjacent to or within the site:
    - i. Proposed ROW width(s)
    - ii. Edge and limits of proposed pavement and striping
    - iii. Proposed street elements such as medians, curbs, sidewalks, and other relevant features
    - iv. Label all streets as public or private
    - v. Proposed traffic control and mitigation facilities and features, such as signalization and signage
    - vi. 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.
  - i. Materials within the sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface.

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:
  - i. Location and size of water wells
  - ii. Water pumping plants
  - iii. Water reservoirs
  - iv. Water lines
  - v. Fire hydrants
  - vi. 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.
  - vii. Location of gas lines, electric and telephone lines, poles and communications cables.
  - viii. On-ground junction boxes, and street lights.
13. Identify the locations of all utilities and service equipment immediately adjacent to the project.
14. The following existing water infrastructure information must be indicated:
  - i. Existing mains indicated with lighter dashed lines
  - ii. Hydrant locations
  - iii. Meters shown

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

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

1. For common areas, label each common area individually with a separate letter designation. Enclose with a solid line each area (i.e. common area, private street), that will have separate restrictions, a separate homeowners' association, or any common area that is separated by a public right-of-way.

2. Proposed landscape design including buffer yards, walls, screens, and re-vegetation plans; sidewalks, trails and recreation areas; and parking, building, patio, and courtyard areas.
  - i. Individual plant types shall be represented by standards and symbols that depict the variety of plants included in the landscape design.
3. Detailed schedule of planting information in table format with legend that includes: (see sample table below)
  - i. Identification by botanical and common name
  - ii. Quantity and size of each plant included in design
  - iii. Water use type for each plant type based on OVZCR Addendum C, Table C-3, Oro Valley Approved Plant List, "Needs" column
  - iv. "Annual use in gallons" for each plant type at maturity based on the Arizona Department of Water Resources "ADWR Low Water Use/Drought Tolerant Plant List for Irrigation Efficiency," (for document, see [http://www.orovalleyaz.gov/Town\\_Government/Planning\\_Zoning.htm](http://www.orovalleyaz.gov/Town_Government/Planning_Zoning.htm), click on "Submittal Requirements").
  - v. 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.
  - vi. Total values for monthly and annual water use (gallons) required for all specified plant material

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

4. **For residential subdivisions with mass graded front lots:** provide a separate landscape plan for each applicable grading scheme at time of preliminary plat review.
5. Indicate areas of proposed undisturbed open space with existing plants to be preserved in place.
6. Indicate re-vegetated areas, with salvaged plants and new plant materials clearly identified.

7. Note proposed treatment of all ground surfaces, including specifications for organic or inorganic mulch.
8. Cross section details for shrub and tree planting and staking.
9. Label screen walls, note height, and provide cross-section detail.
10. Elevations and layout of proposed entry features (monument walls, etc.) including dimensions and location of each.
11. Proposed types, methods, and location of slope stabilization.
12. Table for each buffer yard that notes buffer yard type, width/length, and number of required and provided trees, shrubs and accent plants.
13. Fact sheet for approval of all plants not included in Town's approved plant list.
14. For master development plans, a master landscape palette is required as part of first phase.
15. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.
16. All proposed lot lines.
17. If the project is to be phased, provide all necessary information (i.e. calculations, setbacks) to indicate that each phase complies with all requirements as a separate entity. Show and label any temporary landscape improvements that may be needed to make the site function for each phase as one entity. If such temporary improvements are off the site of the phase under consideration, a temporary easement or other legal documentation to assure legal use of the property is required. Note recording information.
18. On-site pedestrian circulation network, including proposed sidewalks along abutting right-of-way.
19. Indicate extent of proposed paving on the site in light shading.
20. Location of postal service.
21. Locations and types of proposed monument signs.
22. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.
23. Highlight and label any area of encroachment into riparian habitat protection overlay district.
24. The following sanitary sewer information must be indicated:
  - i. Preliminary sewer layout, including points of connection to existing sewers, all manhole locations, size of pipe, and proposed flow-thru locations, must be shown if applicable.
25. The following proposed water infrastructure information must be indicated:
  - i. Proposed mains shown within easements and indicated with a darker solid lines.
  - ii. Hydrant locations
  - iii. Meters shown

26. List and delineate on the plan any new proposed easements that will be needed.

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

### 3.3 REQUIRED NOTES (IN ADDITION TO CONCEPTUAL LANDSCAPE PLAN NOTES)

#### General Notes

1. Gross area of development in acres
2. Total acres of graded area
3. Area of created slopes
4. Total acres of undisturbed area
5. Total amount of open space required and provided (consistent with OVZCR Ch. 31, definition #236, open space)
6. Landscaped buffer yards appropriately labeled per OVZCR Table 27.7. Indicate type of buffer yard (A, B, or C) and location.
7. Required building setbacks along each perimeter property line.
8. Classification of each perimeter street abutting the property and type and width of street buffer yards provided.
9. List all applicable General Plan, rezoning, conditional use permit (CUP), or annexation conditions and associated case number impacting the project, including any applicable Pima County case numbers.
10. List zoning variances or modifications that are applicable to the project, such as a Board of Adjustment variance or interpretation, or state none.
11. Add the following general notes:
  - i. "Assurances for landscaping and re-vegetation bonds must be posted prior to issuance of grading permits."
  - ii. "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."
  - iii. "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."
  - iv. "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."
  - v. "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."

- 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. "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."

12. 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

13. For areas designated as common space or open space, specifically indicate ownership, purpose, restrictions, and maintenance responsibilities.

**Planning General Notes**

1. Indicate graphically, where possible, compliance with conditions of any General Plan amendment, rezoning, Conditional Use Permit (CUP), annexation, or variance conditions.
2. 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.
3. Contractor notes should be located at back of plan set.

**Plan Sheets – Site Resources Inventory (SRI) & Native Plant Preservation, Salvage and Mitigation Plan**

*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. SRI- Identify all Significant Vegetation (SV), as defined in Section 27.6.B of the Zoning Code
2. Native Plant Preservation, Salvage and Mitigation Plan - Provide an inventory of, and specifications for, the proposed treatment of all protected native plants, listed

in Addendum C, Table C-1 and Table C-2 of the Zoning Code, which are being disturbed due to development. The inventory shall apply to the entire site.

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



## **4.0 ORO VALLEY** **FINAL IRRIGATION PLAN** **CONTENT**

### **4.1 PLAN FORMAT**

#### All Sheets

1. The irrigation plan (IR) must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36", including a page border with margins as described in 1.2.1.A.2. Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Director.
2. The IR must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - i. "Irrigation Plan"
  - ii. Name of development
  - iii. "Lots \_\_\_ through \_\_\_ and Common Areas A through \_\_\_", if applicable.
  - iv. Brief legal description, i.e. "Portion of Section\_\_\_\_, T \_\_\_\_S, R\_\_\_\_E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
  - v. Scale
  - vi. Contour interval
  - vii. Date (revised plans must show date of revision)
  - viii. Town of Oro Valley case number for development plan
  - ix. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference Case Numbers (e.g. general plan amendments, rezoning, variance) shall be provided adjacent to the title block on each sheet.
7. Each sheet must bear the seal and signature of the registered professional who prepared the plan in the lower right hand corner near the title block.

8. Show north arrow in the upper right corner of each page that include the site layout. Every effort must be made to have north oriented toward the top of the sheet. 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 IR 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.

## 4.2 PLAN CONTENT

### All Sheets

1. Ensure all line types are different and clearly indicated.
2. The development exterior site property boundary line must be delineated with a solid **BOLD** line, which must be the boldest line on the plan.
3. If more than one zone applies, show the zoning boundary line on the plan.
4. Each sheet depicting a plan must include the reference match line "See sheet \_\_\_" on edges of the plan where an abutting sheet depicts more information.
5. List all keynotes on the left side of each page.
6. All meters shall have a backflow protection device installed on the customer side of the meter.

### 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:
  - i. Irrigation Plan
  - ii. Project Name
  - iii. Oro Valley Case Number (Using format OVXX-XX-XX)
2. For projects that cannot fit the entire development on a single plan sheet at 40 scale, a site plan of the entire project (scale to vary to accommodate placement on the cover sheet) 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:
  - i. North arrow
  - ii. Lot lines
  - iii. Sheet cuts

- iv. Building pads
  - v. Building labels
  - vi. Parking
  - vii. Circulation
  - viii. Name of adjacent development. Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features such as adjacent parking, etc.
  - ix. Roadways
  - x. Onsite and immediately adjacent street names.
3. A legend which depicts and describes all symbols used in the document.
  4. Approval block with signature line for Planning & Zoning Administrator, and date.
  5. List the following in the lower right hand side of the cover sheet in close proximity to the Title Block:
    - i. The name, mailing and email addresses, and phone number of the primary property owner of the site, the developer of the project, registrant(s), and other person(s), firm(s), or organization(s) that prepared the development package documents must be provided. The applicable registration or license number must be provided if prepared by or with the assistance of a registered landscape architect. All sealing must be consistent with Arizona Board of Technical Registration guidelines.
  6. A small project location map must be drawn in the upper right hand corner with north oriented to 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:
    - i. The subject property identified and centered within a one square mile area.
    - ii. Any adjacent conditions (i.e. subdivisions, non-residential development, un-subdivided land, schools, existing zoning, major streets, rivers, railroads, National Forests, Nations, reservations, and city, town or other jurisdictional limits.)
    - iii. The section, township and range of the subject development.
    - iv. Labeled section corners
    - v. A north arrow and scale

Plan Sheets(s) – Existing and Proposed Conditions Content
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1. Existing and proposed sidewalks, roadways, pavement, curbs, walls, and parking areas (lighter line weight).
2. Existing and proposed storm drainage facilities.

3. Existing and proposed buildings, patios, and any other structures.
4. Existing and proposed water lines.
5. Graphically depict details and location of system for underground, automatic irrigation to all landscaped areas in plan with legend, including:
  - i. Drip irrigation, low flow bubblers, or similar components
  - ii. Self timing devices
  - iii. Meter locations
  - iv. Areas where irrigation will be discontinued after five years.
6. Irrigation Plan must also include:
  - i. Irrigation valve, pipe and emitter schedule
  - ii. Specifications for irrigation system tubing, such as polyvinyl chloride (PVC)
  - iii. Inspection schedule for irrigation system
  - iv. Irrigation control schedule on plan in table format
7. Provide Landscape Water Plan in table format (see example below) on Landscape Plan and in Microsoft Excel file, and include:
  - i. Water use reduction schedule in accordance with OVZCR Section 27.6.D.3.e. and f., that begins implementation three (3) years after issuance of the first certificate of occupancy.
  - ii. The total values for monthly and annual irrigation water use (gallons) that are indicated in the Plant Material Schedule on the landscape plan must be incorporated.
  - iii. Phased reduction plan shown by month, so that by the end of three years, the "Total water at maturity" value is achieved. By the end of five years, the amount of metered irrigation water used at the site must be fifty (50%) percent of the ADWR "Total water use at maturity" value.
  - iv. As part of the reduction plan, the amount of irrigation water received by plants in buffers, medians, and ROWs must equal zero at five (5) years.
  - v. Delineation of project phases, if applicable, and associated water use for each phase.
  - vi. LWP should include monthly irrigation values for years 4 and 5. The values should reflect a gradual decrease in irrigation from the end of year 3 to the end of year 5. Seasonal variation in irrigation needs should also be incorporated.

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

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

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

## 4.3 REQUIRED NOTES

### General Notes

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



## **5.0 ORO VALLEY FINAL RAINWATER HARVESTING PLAN CONTENT**

### **5.1 PLAN FORMAT**

#### All Sheets

1. Rainwater Harvesting plan (RHP) must be drawn to a scale of one inch equals forty feet (1"= 40') on sheets measuring 24" x 36", including a page border with margins as described in 1.2.1.A.2. Scale to be the same for all sheets. Different sheet size or scale must be pre-approved by the Town Engineer and Planning and Zoning Administrator.
2. RHP must include a page border, 1/16" (0.0625 inches) width, with one-half (1/2") inch margins on the top, bottom and right hand sides of the page; and a two (2") inch margin on the left hand side of the page.
3. Margins are to only contain the name of the project in the lower right hand corner below the Title Block.
4. All lettering and dimensions must be the equivalent of twelve (0.12") point font or greater in size.
5. In the lower right corner of each sheet, provide an enclosed Title Block which includes:
  - i. "Rainwater Harvesting Plan"
  - ii. Name of development
  - iii. "Lots \_\_\_ through \_\_\_ and Common Areas A through\_\_\_", if applicable
  - iv. Brief legal description, i.e. "Portion of Section\_\_\_\_, T \_\_\_\_S, R\_\_\_\_E, G&SRB&M, Town of Oro Valley, Pima County, Arizona
  - v. Scale
  - vi. Contour interval
  - vii. Date (revised plans must show date of revision)
  - viii. Town of Oro Valley case number for development plan
  - ix. Sheet \_\_\_ of \_\_\_ (total pages)
6. Reference Case Numbers (e.g. general plan amendments, rezoning, and variance) shall be provided adjacent to the title block on each sheet.
7. Each sheet must bear the seal and signature of both the Landscape Architect preparing the associated Landscape Plan and the Civil Engineer preparing the associated Grading Plans in the lower right hand corner near the title block.

8. Show north arrow in the upper right corner of each page that includes the site layout. Every effort must be made to have north oriented toward the top of the sheet. 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 RHP 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.

## 5.2 PLAN CONTENT

### All Sheets

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

### Cover Sheet

1. The following is to be centered at the top of the cover sheet in bold lettering with a font of forty (0.40") point or greater:
  - i. Rainwater Harvesting Plan
  - ii. Project Name
  - iii. Oro Valley Case Number (Using format OVXX-XX)
2. For projects for which the entire development will not fit on a single plan sheet at 40 scale, a site plan of the entire project (scale to vary to accommodate placement on the cover sheet) must be centered, toward the top of the page

directly below the information listed above; and include at a minimum, the following:

- i. North arrow
  - ii. Lot lines
  - iii. Sheet cuts
  - iv. Building pads
  - v. Building labels
  - vi. Parking
  - vii. Circulation
  - viii. Name of adjacent development. Graphically depict abutting lot lines, include entire residential lot(s) and significant land use features such as adjacent parking, etc.
  - ix. Roadways
  - x. Onsite and immediately adjacent street names
3. A legend which depicts and describes all symbols used in the document.
  4. An approval block is to be listed on the cover sheet with signature lines for the following individuals:
    - i. Planning and Zoning Administrator
    - ii. Town Engineer

#### Plan Sheets(s) – Existing Conditions Content

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

1. Delineate all existing vegetative areas that shall be preserved.
2. Existing contours at 1-foot intervals labeled frequently. Two-foot or 5-foot contours may be used in special cases. Extend contours 100 feet outside the property line.
3. For existing streets adjacent to the project, show the following information:
  - i. Label street as public or private
  - ii. Street name
  - iii. Utility locations
4. All existing easements shall be drawn on the plan with a dashed line, and recording information, widths and purposes must be included. Label each as existing public, private or specific (i.e. Tucson Electric Power, Southwest Gas). If

the easement is not in use and/or proposed for release, so indicate. Blanket easements should be listed as notes, together with recordation data and their proposed status. Should an easement not be in use and be proposed for vacation or have been abandoned, so indicate.

5. Existing sidewalks along abutting right-of-way.
6. Existing storm drainage facilities (i.e. detention basins, dykes, dams) on and adjacent to the site.
7. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc. These elements must be indicated in a different line weight than the proposed improvements and labeled to be removed or retained.
8. 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.
9. The locations and footprints of all existing structures. Label heights, dimensions and uses within the building footprint.
10. The following information regarding existing utilities must be provided:
  - i. The location and size of water wells
  - ii. Water pumping plants
  - iii. Water reservoirs
  - iv. Water lines
  - v. Fire hydrants
  - vi. 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.
  - vii. The location of gas lines, electric and telephone lines, poles and communications cables.
  - viii. On-ground junction boxes, and street lights.
11. Identify the locations of all utilities and service equipment immediately adjacent to the project.
12. The following existing water infrastructure information must be indicated on the development plan:
  - i. Existing mains indicated with lighter dashed lines
  - ii. Hydrant locations
  - iii. Meters shown

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

1. Delineate the following information for all Single Family and Townhouse Residential developments:
  - i. Detail typical front yard grading scheme(s) of individual lots in schematic form utilizing flow arrows, grade break points and relative spot elevations.
  - ii. Indicate proposed plant materials by symbol for front yard of each applicable grading scheme.
  - iii. In schematic form, identify the following grading information for recreation areas, common areas and buffer yards:
    - a. Flow direction of the design grading by the use of flow arrows
    - b. Grade break points
    - c. Drainage sub-area watershed boundaries supplying each rainwater harvesting feature. Specify the size of each sub-area watershed.
  - iv. If project is phased, delineate the above information separately for each phase.
2. The landscape planting design with all plant designation symbols as depicted on the landscape plan.
3. In a darker line weight, show the locations and footprints of all proposed structures. If more than one building is being proposed within the development, provide a naming/numbering system that clearly identifies each new building.
4. All proposed lot lines.
5. If the project has common areas, label each common area individually with a separate letter designation. Enclose each area (i.e. common area, private street) that will have separate restrictions or a separate homeowners' association, or any common area that is separated by a public right-of-way, with a solid line.
6. Delineate proposed natural open space.
7. List all proposed uses and use categories on the property.
8. 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.

9. On-site pedestrian circulation
10. In light shading, show extent of proposed paving on the site.
11. 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.
  - i. Materials within the sight visibility triangles must be placed so as not to interfere with a visibility plane described by two horizontal lines located thirty (30) inches and seventy two (72) inches above finished grade of the roadway surface.
12. Proposed sidewalks along abutting right-of-way.
13. Location of postal service.
14. Locations and types of proposed monument signs
15. Any encroachment into the 100 year floodplain limits must be in conformance with the most current Oro Valley Floodplain Management Ordinance.
16. Sanitary sewer information:
  - i. 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.
17. Water infrastructure information:
  - i. Proposed mains shown within easements and indicated with a darker solid lines
  - ii. Hydrant locations
  - iii. Meters shown
18. List and delineate any new proposed easements.
19. All access roads and any proposed changes to existing driveways.

### 5.3 REQUIRED NOTES

General Notes
---------------

1. Add the following general notes for all Single Family and Townhouse Residential developments:
  - i. “Only the lot grading scheme(s) identified within the Applicable Grading Scheme table shall be offered to the individual home buyer for each lot listed.”
  - ii. “All rainwater harvesting measures shown on this plan shall be integrated into both the landscape installation as well as the site grading construction.”
2. Add the following table to the general notes section for all Single Family and Townhouse Residential developments:

Applicable Grading Scheme Table	
Lot Number	Applicable Grading Scheme



## 6.0 SUPPLEMENTARY DOCUMENTS

### 6.1 ADDITIONAL NOTIFICATION

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

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

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

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

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

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

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

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

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

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

APPLICANT NAME: \_\_\_\_\_  
CONTACT PHONE AND ADDRESS: \_\_\_\_\_  
SITE LOCATION: \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_

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

\_\_\_\_\_  
Date

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



## 6.2 ARCHAEOLOGICAL RECORDS OFFICE PROCEDURES

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

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

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

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

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

### Archaeological Records Fees

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

### Permit Fees

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

Make checks payable to The University of Arizona



## **7.0 ORO VALLEY** **FINAL ARCHITECTURE** **CONTENT**

**Final Architectural is one of the three primary elements of the Final Design Review submittal and is a required element of all non-residential projects in Oro Valley as specified in the Oro Valley Zoning Code Revised. Please review Oro Valley Zoning Code Revised Section 27.3 to learn of all public art**

**Final architecture is reviewed by Town Staff for conformance with the Conceptual Architecture approved by the Conceptual Design Review Board and all applicable zoning code standards. Final architecture may be administratively approved by Town Staff.**

**7.1 Plan Format:** Submittals must include printouts on paper no larger than 11"x17". **All submittals must be folded to 8 ½" X 11" and collated. Also, an electronic version of all submittal materials in PDF format are required.**

**7.2 Plan Content: 3 copies** of the following (except as indicated):

- Narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met
- Color Renderings of all buildings, structures, and elevations clearly depicting overall building composition, façade design elements - Size 11"x17" folded to 8 ½" x 11" in size **(3 copies)**
- Preliminary Color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc. Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted **(3 copies)**
- Vignettes of the following:
  - Overall building composition
  - Entry building and other structures
  - Architectural features and façade design elements
- Building cross sections with floor elevation and heights (including roof, parapet, screening, and architectural features)
- Site cross sections depicting overall topography in relation to neighboring property and existing grade line
- Site photographs of the project site and adjacent properties illustrating the relationship between proposed development and adjacent development/properties **(3 copies)**
- Electronic version of all submittal material in PDF format **(1 copy)**