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## PIMA COUNTY TENTATIVE PLAT REQUIREMENTS

A tentative plat is a map showing the existing conditions of the property and surrounding area on which proposed development is overlaid. These conditions include topography and infrastructure improvements, as well as existing structures. The tentative plat shows such information so that the designer and the members of the Subdivision and Development Review Committee (SDRC) can determine whether the project will function as designed and will comply with applicable regulations.

### I. TENTATIVE PLAT - FORMAT

- A. The information required for the tentative plat submittal shall be shown graphically or provided in general notes on the plat. The plat may comprise several sheets showing various elements of required data.
- B. The plat sheet size shall be 24" x 36" and shall include a one-inch margin on each side. This allows for standardization of material for more efficient record-keeping.

([See Example Cover Sheet](#) )

- C. All mapped data on the plat will be drawn at a standard engineering scale that will show all required details. A scale of 1" = 40' is recommended in most cases. For subdivisions with lot sizes less than 16,000 square feet, a scale of 1" = 40' is required. For subdivisions with larger lots, the scale may not be smaller than 1" = 100'. These standard scales allow for more accurate reviews. It also affords greater clarity after photographic reduction (microfilming) for record-keeping purposes.
- D. All lettering and dimensions will be no smaller than 1/8" or 12 point in size. The purpose of this requirement is to assure that the lettering is legible when reproduced or when photographically reduced (microfilmed) for record-keeping purposes. Existing conditions (i.e., topography, improvements, etc.) should be shown less prominently than proposed development. This can be accomplished by using lighter line weights or a screening process.
- E. The subdivision drawing and lettering should be oriented with north toward the top or to the right of the sheet.
- F. A small Location Map shall be provided, drawn at a scale of 3" = 1 mile. The map will be located in the upper right corner of the cover sheet. The location map will provide the following information:
  - 1. The subject property identified and centered within a one square mile area.
  - 2. Identify conditions within the square mile area, such as major streets (including subject property access), rivers, railroads, subdivisions, reservations, national forests and city, town or other jurisdictional limits. Reference recorded subdivision plats by book and page numbers. Label section corners.

3. Below the map, include a north arrow oriented with the north toward the top of the sheet; the section, township and range (G&SRM, Pima County, Arizona); and the scale, 3" = 1 mile.

(See Example Cover Sheet)

- G. A title block with the following information shall be provided in the lower right corner of each sheet of the plat:

1. The appropriate label, Tentative Plat (or Tentative Plat Revision # \_\_\_\_, if a previously approved Tentative Plat is being revised).
2. The proposed name of the subdivision.

A resubdivision cannot bear exactly the same name as its precedent subdivision. If a subdivision is recorded and subsequently re-recorded, the second plat must bear a slightly different name from the original. (i.e., Resub or II following the name). Subdivisions platted separately, but representing phases of a project can bear the same name, so long as the lot numbers are sequential.

3. Lot numbers. (i.e., Lot numbers \_\_\_\_ through \_\_\_\_). Include units or blocks if applicable.
4. List the common areas separately and alphabetically within the title block, including uses for each.
5. A brief legal description, including the section, township and range reference (G&SRM, Pima County, Arizona). If the proposed subdivision is a resubdivision of an existing plat, full information on the original plat should be shown, including which lots, blocks and common areas are being resubdivided and the recording information of the existing plat. Whenever possible, avoid using "a portion of ...".
6. The new P12 number, in bold print larger than the cross-reference numbers.

(See Example Cover Sheet)

- H. All applicable Pima County case numbers affecting the parcel must be listed on each sheet. These cross-reference numbers will be located on each sheet at the bottom right corner near, but outside the title block.

Typical case numbers and subjects are:

Co7 - Comprehensive Plan	Co20 - Design Review Committee
Co9 - Rezoning	Co23 - Specific Plan
Co10 - Board of Adjustment	Co24 - HDZ Variance
P12 or Co12 - Subdivision Plat/Development Plan	

All special conditions, approvals and restrictions associated with any of these cases must be identified on the initial submittal so that staff may adequately review the proposal. With the **initial tentative plat submittal**, provide an **OFFICIAL COPY OF THE MINUTES** for any rezoning case for each of the dates that this rezoning appeared before the Board of Supervisors at a Public Hearing. These minutes are available at the Clerk of the Board's Office. If the Board minutes refer to any letters or documents, provide a copy. Also, provide a copy of the official documentation for any other county action (including but not limited to Specific Plan, Design Review Committee, etc.).

- I. The north arrow, contour interval, and scale will be placed together on each sheet, in the upper right corner of the plat.
- J. The sheet number must be noted on the bottom right corner (i.e., Sheet \_\_\_ of \_\_\_).
- K. If the plat contains more than one sheet, a small index drawing of the site showing the area represented on each sheet is to be placed on the first sheet.
- L. A legend that shows and describes all lines and symbols used on the drawing will be placed on either the first sheet of the plat or the first sheet that contains all or part of the subdivision drawing. If Key Notes are used, a complete list should be placed on the cover sheet. On subsequent sheets, show only a list of those Key Notes used on each sheet. Key Notes must be unique (i.e., A Key Note number must not define a sewer easement on one sheet and a drainageway on another sheet). Refer to the Plan Symbols in the Pima County-City of Tucson Standard Details for Public Improvements.  
  
([See Example Cover Sheet](#) and [Line Weight Guide](#))
- M. All notes on the Tentative Plat should be listed as General Notes.
- N. Individually list (if not one and the same) the name, address, zip code, and telephone number of the developer and owner of the project and the person, firm or organization that prepared the plat.
- O. The seal and signature of an Arizona Registered Professional Civil Engineer must be on each sheet of the Tentative Plat as required by the Rules of the State Board of Technical Registration, Article 3 - Regulatory Provisions, R4-30-304 Use of Seals.

## II. TENTATIVE PLAT - CONTENT, Existing Conditions

The following information shall be provided on the plat to indicate the **existing conditions** on site and within 100 feet of the site. In situations where the site is bounded by a street with a width of 100 feet or greater, existing conditions across the street will be provided.

### A. BOUNDARY INFORMATION

1. Show the Basis of Bearing and the location and method of tie to a permanent survey monument or the nearest section or quarter section corner. All boundary monuments found or set must be described.
2. **The subdivision boundary shall be delineated with a solid line and will be the boldest line on the plat.** Show the bearing and distance of each tangent section and the radius, arc length and central angle of each curve section.
3. Show the bearing in degrees, minutes, and seconds. Show distances in feet and hundredths.

### B. TOPOGRAPHY

1. Existing topography shall be shown. Provide the Basis of Elevation. The elevations of the contour lines shall be shown at frequent intervals and the topography must be clearly legible with the lines not running together.
2. For land that slopes less than one percent, contour lines shall be drawn at intervals of not more than one foot. Spot elevations at selected points, not more than 100 feet apart in all directions, must be provided if the contour lines are too far apart to provide adequate vertical information.
3. For land that slopes between one percent and fifteen percent, contour lines shall be drawn at intervals of not more than two feet.
4. For land that slopes more than fifteen percent, contour line intervals may be five feet or more.

### C. FLOODPLAIN INFORMATION

1. For each drainage course entering or leaving the development, show the 100-year discharge and the contributing drainage area. For drainage areas with flows of 100 cfs or more, show the existing 100-year floodplain limits with a dashed line and label as such.
2. For drainage areas with flows of 100 cfs or more, water surface elevations for the 100-year flow must be shown and clearly labeled. The linear distance between water surface contour intervals should not exceed 200 feet.

D. EASEMENTS

1. All existing easements shall be drawn on the plat with a dashed line, and recording information, widths, and purposes shall be included. Label each as existing public, private or specific (i.e., US West, Tucson Electric Power, Southwest Gas, Tucson Water, etc.). If the easement is not in use and/or proposed for release, so indicate.

E. UTILITIES

1. The following information regarding existing utilities shall be provided: the location and size of water wells, water pumping plants, water reservoirs, water lines, fire hydrants, and storm sewers. Show sanitary sewers including the pipe diameter, rim and invert elevations at all manholes and cleanouts, and the Pima County Wastewater Management Department (PCWMD) sewer plan reference number. Show locations of gas lines, electric and telephone lines, poles, and on-ground junction boxes, and street lights. If water mains and sewers are not located on or adjacent to the parcel, indicate the direction, distance to and sizes of those nearest the property.

F. STREETS

1. The following information regarding the existing streets adjacent to or on the parcel shall be provided: the name, right-of-way width, recording data, type and dimensioned width of paving, curbs, curb cuts, sidewalks and whether the street is public or private.
2. For streets adjacent to the project, show the full cross section and information for the opposite side of the street, such as intersecting streets, street names and driveways.

G. OTHER CONDITIONS

1. Show existing zoning, subdivision name, recording information, and lot line and lot numbers for adjacent subdivisions.
2. Conditions on adjacent land significantly affecting the design of the subdivision shall be shown. This includes items such as the approximate direction and gradients of ground slope; character and location of adjacent development; and drainageways, arroyos, ditches, and channels.
3. Other significant conditions on the site, such as major rock outcrops, structures, fences, walls, etc., are to be shown. These elements should be indicated in a different line weight than the proposed improvements and labeled to be removed or retained.
4. If the project is a resubdivision, existing lot lines shall be shown with a dashed line and existing lot numbers ghosted-in.

### III. TENTATIVE PLAT - CONTENT, Proposed Subdivision Information & General Notes

The following information shall be shown on the tentative plat to indicate the **proposed subdivision and proposed improvements**. The information is listed by division and includes the General Notes that are required by each division to be included on the tentative plat.

#### A. ADDRESSING

##### 1. Instructions

- a. Show all proposed street names.

Approval of street names is required on the Tentative Plat if the Tentative Plat is used to issue Model Home permits.

- b. Star symbols are required to indicate general access location for corner lots if the approved Tentative Plat is used to issue Model Home Permits.
- c. The applicant's response letter provided with the revised submittal should indicate that model home permits will not be requested prior to approval of the plat if the above items have not been shown.
- d. Custom lots will be allowed to change their address in the event the house is built fronting a different vehicular access than previously indicated.

B. ASSESSOR

1. General Notes

The following General Note is required on all tentative plats.

- a. Total miles of new **public** streets is \_\_\_\_\_.  
and/or  
Total miles of new **private** streets is \_\_\_\_\_.

C. ENVIRONMENTAL QUALITY (PDEQ)

1. Instructions

- a. Construction of new on-site sewage disposal systems is prohibited where connection to a public sewer system is determined by PDEQ to be practical.
1. Connection to the public sewer system shall be made for residential and commercial properties when there is a public sewer available to serve the property within 200 feet of the nearest property line as measured along the usual or most feasible route of access.
  2. When public sewer is available up to one mile from the nearest property line, an engineer's construction cost estimate of on-site sewage disposal systems and of the installed connection to the public sewer may be required for PDEQ review and decision. (ADEQ Engineering Bulletin #12, page 7).
- b. All lots where on-site sewage disposal systems will be used must be a minimum of 43,560 square feet (one acre) including easements and one-half of abutting rights-of-way.

Show net area (area within proposed property boundaries) of each lot. In parenthesis show each lot's area including easements and one-half of abutting rights-of-way used to meet the acre requirement.

- c. For each proposed lot, show suitable locations for an on-site sewage disposal system and a reserve area for 100 percent expansion of the system. On-site sewage disposal systems may not be located in floodway areas, erosion hazard setbacks or within 50 feet of washes, whichever is more restrictive.
- d. Percolation tests and profile holes must be shown on the tentative plat. Test holes must be located in the primary disposal area.

Percolation tests and ten foot (minimum) soil profiles are to be performed, sealed and signed by an Arizona registered professional civil engineer and the results are to be submitted to PDEQ for approval prior to tentative plat approval. There shall be a minimum of one percolation test and one soil profile per acre, or one percolation test and one soil profile per lot where lots are larger than one acre

When it can be shown by submission of other reliable data that soil conditions are such that on-site sewage disposal systems could reasonably be expected to function properly on each lot in the proposed subdivision, reduced testing may be allowed. Reduced testing must be approved by PDEQ prior to submittal. (AAC-R18-5-408)

- e. Show and label any well site on, or within 100 feet of, the proposed subdivision. Indicate depth to high seasonal groundwater level in the geology report (See ADEQ Engineering Bulletin #12, definitions).
- f. Show the locations of drywells and injection wells.
- g. Conceptual approval by PDEQ for private on-site sewage disposal systems must be obtained prior to the submittal of the Final Plat.

2. General Notes

The following General Note is required on all tentative plats.

- a. The water company that will serve this subdivision is \_\_\_\_\_.

The following General Note is required on tentative plats that will use on-site sewage disposal systems.

- b. Sewage disposal for Lots \_\_\_\_\_ through \_\_\_\_\_ will be on-site disposal systems.

The following General Notes may be required in specific situations. PDEQ will indicate which note and when the note is to be used.

- c. On-site sewage disposal systems for some lots may require design on an individual basis by an engineer registered in the state of Arizona. Some lots may require alternative on-site sewage disposal systems.
- d. On-site sewage disposal systems for all lots must be designed on an individual basis by an engineer registered in the state of Arizona. Some or all lots may require alternative on-site sewage disposal systems.

D. HYDROLOGY

1. Instructions

a. Drainage Report

A complete Hydraulic and Hydrologic Report, prepared, sealed and signed by an Arizona registered professional civil engineer, must be submitted with the first submittal of the tentative plat. The report must be prepared in conformance with the following documents:

1. Hydrology Manual for Engineering Design and Floodplain Management in Pima County,
2. Pima County Floodplain and Erosion Hazard Management Ordinance,
3. Stormwater Detention/Retention Manual, and
4. Drainage and Channel Design Standards for Local Drainage.

In addition to the above requirements, the report shall also include:

5. A list of floodplain/hydrology related rezoning conditions,
  6. A current aerial photo of project area, and
  7. A statement of compliance with Section 404 of the Federal Clean Water Act, including a list of any mitigation requirements or other conditions of the permit.
- b. The proposed drainage scheme shall be clearly shown on the plat with the technical documentation provided in the Hydraulic and Hydrologic Report. Drainage must be collected and released from the development at the locations and in the manner indicated by the original topography. Use flow arrows, where necessary, to show drainage patterns on site. Show proposed 100-year floodplain limits and associated erosion hazard setback lines. Label any proposed drainage easements as public or private.
- c. Show cross sections, with dimensions, for all proposed drainage channels. The sections should indicate how the channel slopes will be protected.
- d. Show all proposed drainage structures such as detention/retention basins, inlet and outlet structures, culverts and dip sections with all required dimensions and associated hydraulic data.

- e. Riparian habitat areas must be shown and labeled. In areas where riparian habitat will be altered, a mitigation plan in conformance with the Floodplain and Erosion Hazard Management Ordinance must be approved before the final plat can be approved.
- f. When lots are indicated to be floodprone, finished floor elevations or elevation to the lowest structural member for mobile homes must be shown and the building site indicated for each lot.
- g. Show a 50-foot linear park, to be dedicated to Pima County, adjacent to the top of bank for the following major watercourses: Canada del Oro, Santa Cruz, Rillito, and Pantano.
- h. When construction is proposed that changes the configuration of the delineated floodplain contained in the federal flood insurance study, whether upstream of, downstream from or adjacent to the development, provide a new delineation of the regulatory floodplain affected by the improvement. The new delineation and report shall be prepared in conformance with the requirements of FEMA, the Director of Water Resources and the Floodplain and Erosion Hazard Management Ordinance. Pima County will submit the required flood insurance study information to FEMA.

## 2. General Notes

The following General Note is required on all tentative plats.

- a. All weather access will be provided to all lots within this subdivision.

E. PARKS AND RECREATION

1. Instructions

- a. Show any proposed parks or recreation areas to be established and indicate whether they are to be public or private. If parks or recreation areas are established per the lot reduction option (Section 18.09.050) or small lot option (Section 18.09.080), note as such on the plat and provide any required calculations.
- b. Show any trails or other features noted in the Eastern Pima County Trail System Master Plan. Note any proposed dedications or easements to be granted to Pima County.

F. PLANNING

1. Instructions

- a. Draw in all proposed lot lines with approximate dimensions. Identify each block or lot by number and include the approximate square footage of each.
- b. Where sheets are continued and match lines are used, ghost in adjacent lot numbers and lot lines.
- c. All zoning boundaries must conform to lot or block lines, otherwise, the zoning boundaries shall be delineated with bearings and distances.
- d. Show and label setbacks other than those required by the zone, including the Major Streets building setbacks and the 200-foot Scenic Route boundary, as applicable.
- e. Show and label the required landscape bufferyards by letter designation in accordance with Chapter 18.73. Verify that no conflict with utility easements or public right-of-way exists with the placement of bufferyard elements. If a portion of the bufferyard is proposed within the public right-of-way, provide written approval from the County Engineer. See the Landscape Plan and Preservation Plan requirements.
- f. For projects using the small lot option (CR-4/CR-5) show the required recreational facilities. Indicate whether ownership is to be public or private and provide area calculations for the 5% recreational requirement. A letter of approval from the Director of Parks & Recreation with an attached recreational area site plan shall be required prior to the approval of the Final Plat.
- g. A Plant Preservation Plan, in accordance with Chapter 18.72, must be submitted and approved before the Tentative Plat can be approved and prior to the issuance of a grading permit.

2. General Notes

The following General Notes are required on all tentative plats.

- a. The gross area of the subdivision is \_\_\_\_\_ acres.
- b. Assessors Tax Parcel # \_\_\_\_\_.
- c. The use of this plat is \_\_\_\_\_ and is permitted in accordance with Section 18.\_\_\_\_ of the Zoning Code.

(If the use is residential, indicate whether the units will be attached or detached; if both, identify the lot numbers within each category.)

- d. Existing zoning is \_\_\_\_\_ **or** Conditionally approved zoning is \_\_\_\_\_

(Use one of the above notes. If more than one zone is involved, the note should be expanded to indicate the number of gross acres of each zone and the Lot numbers within each zone.)

- e. (See Example Cover Sheet for Parking Calculation Format)

(Provide parking calculations that verify this project meets the requirements of Chapter 18.75, Off-Street Parking and Loading Standards. The note should include the uses, calculations, number of spaces required, number of spaces provided, loading zones, bicycle parking, etc.)

The following General Notes are required on tentative plats in specific situations. Include as appropriate.

If the project is subject to a rezoning, include the following note:

- f. This subdivision is subject to Board of Supervisors Rezoning Conditions as found in case number Co9-\_\_\_\_\_ as approved on  (date)  [and amended on  (dates) ]. The following conditions affect the issuance of building permits:  (list conditions verbatim) .

If the project is subject to Design Review Committee requirements, include the following note:

- g. This subdivision is subject to Design Review Committee requirements as found in case number Co20-\_\_\_\_\_ as approved on  (date)  [and amended on  dates ]. The following requirements of the Design Review Committee affect the issuance of building permits:  (list requirements) .

If the project is subject to a variance, include the following note:

- h. This subdivision is subject to the conditions of a variance approved by the Board of Adjustment as found in case number Co10-\_\_\_\_\_, approved on  (date)  [and amended on  (dates) ]. The following conditions affect the issuance of permits:  (list conditions verbatim) .

If the project is on a Scenic Route, include the following note:

- i. This plat is subject to Section 18.77.040, Scenic Routes.

For CR-4 or CR-5 single family detached subdivisions, include the following note:

- j. Average lot area per dwelling unit is \_\_\_\_\_.

If Lot Reduction Option is being used (Section 18.09.050), include the following note:

- k. The Lot Reduction Option is being used on this plat in accordance with Section 18.09.050.
  - 1. The minimum lot size is \_\_\_\_\_ square feet.
  - 2. The number of undersized lots is \_\_\_\_\_.
  - 3. Lots \_\_(list Lot numbers)\_\_\_\_\_ are undersized.
  - 4. The total area of lot deficiency is \_\_\_\_\_ square feet (acres).
  - 5. The area of land provided to offset the lot deficiency is \_\_\_\_\_ square feet (acres).

If the small lot option is used, include the following note:

- l. This subdivision is using the small lot option and was approved by the Board of Supervisors on \_\_(date)\_\_\_\_\_.

For commercial and industrial subdivisions and blocks in residential subdivisions, include the following note:

- m. Prior to the issuance of any building permits, a development plan or subdivision plat will be submitted for review and approval for Lots/Blocks \_\_\_\_(list lot/block numbers)\_\_\_\_\_.

G. REAL PROPERTY

1. Instructions

- a. If any property is proposed to be dedicated as right-of-way or granted as easements to Pima County, Pima County Flood Control District, or the Public, it shall be labeled as Dedicated by this Plat or Granted by this Plat. A Commitment for Title Insurance report containing a 30- to 50-year chain of title, together with a completed "Pima County Dedication/Acquisition Property Owner Environmental Questionnaire Form" is required.
- b. Note any proposed abandonment of rights-of-way or release of easements.
- c. A Commitment for Title Insurance, current to within 60 days, is required for review with the initial submittal of the tentative plat. The title report must include a current assessor's map, assessor's print-out and the vesting deed. Also, if a corporation, partnership, or limited liability company is the title holder, a Corporate Resolution, a Partnership Agreement, or appropriate L.L.C. papers must be submitted naming the officers/partners and designating the party or parties authorized to sign all necessary documents. This authorization must be notarized.

If a Limited Liability Company (L.L.C.) is in title:

1. Furnish proper showing that the L.L.C. has been duly incorporated under the laws of the State of Arizona and is in good standing and authorized to transact business in the state.
  2. Furnish documents evidencing the chain of authority and identifying the entity and persons authorized to enter into this transaction and execute all necessary documents as successor to the interest of the L.L.C.
  3. Furnish a copy of the Articles of Organization of the L.L.C., stamped "filed" by the Arizona Corporation Commission, along with any amendments thereto.
  4. Furnish a fully executed copy of the Operating Agreement.
  5. Furnish evidence of current members.
- d. It is the responsibility of the owner/developer or his representative to supply all information and satisfy all requirements necessary for any release or exchange of easements or any abandonments of right-of-way brought about by this plat. All releases, exchanges and abandonments must be completed prior to, or concurrent with, approval of the final plat. Contact the Real Property Division for further information and proper application forms.

- e. If the project has common areas, label each common area individually with a separate letter designation for each use.
- f. The total square footage and purpose of each Common Area will be shown on the plat within the delineated Common Area.

## H. TRANSPORTATION

### 1. Instructions

- a. All streets will be designed in conformance with the design standards in Section 18.69.040 of the Pima County Zoning Code and Ordinance #1989-142, Subdivision Street Standards. To demonstrate conformance with these requirements, the following must be shown on the plat:
  1. Typical street sections, including pavement, shoulders, curbs, sidewalks, right-of-way, and maintenance easements, if required.
  2. The centerline radius for all horizontal curves.
  3. Show sufficient information to demonstrate conformance with the following code requirements:
    - a. Centerline offsets for street jogs.
    - b. Angle of street intersections.
    - c. Property line curve returns.
    - d. Length of cul-de-sacs.
  4. Intersection sight visibility triangles.
- b. Indicate whether the proposed streets are to be public or private.
- c. Show any right-of-way dedications required by the Major Streets and Routes Plan or the rezoning conditions. Projects bounded by streets having only a portion of the right-of-way width dedicated will be required to dedicate right-of-way, up to one-half, to complete the street width.
- d. All areas with existing natural slopes that are 15% or greater shall be clearly delineated by shading or other acceptable means. If the plat contains areas with natural slopes of 15% or greater, provide average cross slope calculations and any calculations required to show that the project is in conformance with the grading requirements of section 18.61.050 of the Pima County Zoning Code. Show and label HDZ natural areas, and restricted peaks and ridges where applicable.
- e. In certain instances, a preliminary grading plan showing cut and fill slopes, limits of grading and other data may be required. The need for such a plan will be determined by the Development Review Division during initial review of the tentative plat.

## 2. General Notes

The following General Note is required on all tentative plats.

- a. (Street name) \_\_\_\_\_ is the nearest paved access maintained by Pima County which serves this subdivision. It is \_\_\_\_ miles/feet away from (or adjacent to) this subdivision.

The following General Notes are required on tentative plats in specific situations. Include as appropriate.

If the plat is for residential uses, add the following note:

- b. Gross density is \_\_\_\_\_ RAC.

If the project site has natural slopes of 15% or greater, add the following note:

- c. This project is subject to the Hillside Development Overlay Zone.

If sight visibility triangles are shown on the tentative plat, include the following note:

- d. Materials within sight visibility triangles shall be placed so as not to interfere with a visibility plane described by two horizontal lines located 30 inches and 72 inches above finished grade of the roadway surface.

For CR-4 and CR-5 residential subdivisions, add the following note:

- e. Carport/garage shall be setback a minimum of 20' from the sidewalk.
- f. If off-site improvements are required, add a note stating the nature and extent of the required improvements.

# I. WASTEWATER

## 1. Instructions

- a. The proposed sewer layout must be shown on the tentative plat.
- b. Public sewers should be located beneath paved rights-of-way (i.e., paved streets, alleys, etc. that will remain clear) to provide unrestricted 24-hour all-weather access for sewer maintenance vehicles. The location of public sewers in areas other than those stated above will only be allowed on a case by case basis with specific written approval of the Pima county Wastewater Management Department. Where wash or open space crossings cannot be avoided, the involved manholes must be positioned to allow easy vehicular access.
- c. Public sewers will be designed to Pima County Wastewater Management Department Standards based on their Manual of Engineering Standards and Procedures and the Pima County/City of Tucson Standard Specifications for Public Improvements (latest edition).
- d. Private sewers will be designed based on the Uniform Plumbing Code, the requirements of the governing jurisdiction and the Department of Environmental Quality.
- e. All lines will be designed to provide gravity flow, unless approval is received from Wastewater Management.
- f. Public sewers may be in public or private streets, but private sewers may not be in public streets.
- g. Construction plans for all public sewers will be submitted to Development Review Division for review and approval prior to commencement of any construction activity on the project.

## 2. Proposed Sewer Layout Requirements

- a. Proposed sewer layout, including points of connection to existing sewers.
- b. Proposed rim and invert elevations at **all** manhole locations. Label manholes new or existing.
- c. Length and percent of grade between manholes.
- d. Size of pipe.
- e. Proposed flow-through locations, if applicable.

- f. County plan number and size of adjacent existing sewer lines.
- g. Acute angles will be avoided.
- h. Routing sewers across lots will be avoided, where possible.
- l. Sewer lines will be located as far away from the perimeter property line as they are deep.
- j. Sewer lines will be located within the pavement prism, and away from curbs.
- k. Where the sewer line crosses a culvert, the invert elevations for the culvert will be shown.
- l. Sewer manhole covers may not be used as survey monuments. The sewer layout shall be designed so that manholes will not interfere with street survey monuments. Survey monuments must be located a minimum of five feet from a sewer manhole.

### 3. Sewer Easements

- a. Public sewers must lie within public sewer easements or rights-of-way, such as dedicated areas, streets and common areas. Where a public sewer is located within a common area designated as "Natural Open Space", a specific public sewer easement must be provided.
- b. An 8-inch line with ten feet or less of cover will require a minimum twenty-foot easement. The sewer line must be centered within the easement unless the easement contains other utilities.
- c. Wider easements will be used for larger and/or deeper lines, based on width equal to twice the depth of pipe. The Wastewater Management Department will determine the required width on an individual basis.
- d. Where sewers must be located in easements that are between or across lots, the sewer and easement will be located entirely on one lot, if possible.
- e. No permits will be issued for any structure (walls, fences, etc.) proposed to be built within a sewer easement unless written permission is granted by Wastewater Management.
- f. Sewer lines and easements will be extended to the plat boundary when providing for future flow-through.
- g. Easements located between or across lots will not be allowed to dead-end unless the sewer and easement is being provided for future flow-through.

- h. All off-site easements will be recorded by separate instrument. The necessary Public or Pima County easement documents will be prepared by the Real Property Division upon written request of Wastewater Management and submittal by the engineer of the legal descriptions and location maps on 8½" X 11" paper, which have been approved by the Development Review Division.
- i. Label any existing public sewers and easements to be abandoned.

4. Additional Items That May Be Required

- a. A basin study for future upstream and/or downstream development. This will be required for trunk lines.
- b. Metering and sampling manholes will be provided in accordance with Pima County Ordinance #1977-60.

5. General Notes - PUBLIC SEWERS

The following General Notes are required on all tentative plats with PUBLIC sewers:

- a. On-site sanitary sewers will be public and will be designed and constructed to Pima County Wastewater Management Department Standards and must be accepted and released for service by Pima County Wastewater Management prior to the issuance of sewer connection permits.
- b. A Project Construction Permit must be secured from Pima County Wastewater Management Department before beginning any work on this project.

The following General Notes will appear on tentative plats with PUBLIC sewers in specific situations. Include as appropriate.

If the tentative plat is for the development of a **commercial or industrial** subdivision, include the following note:

- c. Any wastewater discharged into the public sanitary sewerage system shall meet the requirements of the Industrial Waste Ordinance (Pima County Ordinance No. 1991-140, as amended).

If **off-site public sewer construction** is required, include the following note:

- d. The required off-site public sanitary sewer line will be designed and constructed to Pima County Wastewater Management Department Standards.

If **off-site public sewer augmentation** is required, include the following note:

- e. The required off-site public sanitary sewer augmentation will be designed and constructed to Pima County Wastewater Management Department Standards.



6. General Notes - PRIVATE SEWERS

The following General Notes are required on all tentative plats with PRIVATE sewers:

- a. On-site sanitary sewers will be private and will be constructed, operated and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans.
- b. A Project Construction Permit must be secured from Pima County Wastewater Management Department before beginning any work on this project.
- c. A property owners' association will be formed to accept responsibility and liability for construction, maintenance, operation, and control of all private sewers.

If no property owners' association is being formed, as in the case of an apartment or commercial development, use the following note instead:

- d. Maintenance and operation of the private sanitary sewer to its point of connection to the public sanitary sewer is the responsibility of the property owner.

The following notes will appear on tentative plats with PRIVATE sewers in specific situations. Include as appropriate.

If **PUBLIC and PRIVATE** sewers will be constructed **or if PUBLIC sewers are EXISTING and PRIVATE sewers will be constructed**, include the following note instead of 6.a, above:

- e. On-site sanitary sewers, except public sewers within public sewer easements or rights-of-ways, will be private and will be constructed, operated and maintained on a private basis. The location and method of connection to an existing public sanitary sewer is subject to review and approval by the Pima County Wastewater Management Department at the time of submittal of plumbing or building plans.

If the tentative plat is for the development of a **commercial or industrial** subdivision, include note 5.c, above.

If **off-site public sewer construction or augmentation** is required, include note 5.d or 5.e, above.