

Checklist Requirements

Per Chapter 18.71 of the
Pima County Zoning Code

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**PIMA COUNTY
DEVELOPMENT PLAN REQUIREMENTS
Per Chapter 18.71**

I. DEVELOPMENT PLAN REQUIREMENTS

A development plan is an engineering document, which shows the site layout for a proposed commercial project overlaid on a map of the site and the surrounding area. The plan shows the proposed building locations and footprints, parking lot layout, access and drainage facilities in their environmental context so that the designer and the members of the Subdivision and Development Review Committee (SDRC) can determine whether the project is designed in conformance with applicable regulations and will function safely.

A development plan is required in the following circumstances in accordance with Chapter 18.71 of the Pima County Zoning Code.

- Any new commercial development (defined as any development other than three residential units or less located on an individual lot).
- Any expansion of an existing site for which there has never been an approved development plan.
- Any change of use for an existing site with or without an approved development plan.
- An expansion of more than 2000 square foot of gross floor area and/or land use area for an existing site with an approved development plan. The 2000 square foot threshold is cumulative, beginning with the initial development plan approval, and has no time limit.

It is recommended that a registered professional civil engineer or registered architect prepare all development plans. A professional seal, however, is not required for projects, which meet all the following criteria:

- The site is less than one acre in size.
- Detention is not required.
- Total graded area is less than 14,000 square feet.
- New pavement area is less than 3,000 square feet.

All other projects and public improvements required as part of the development plan must be sealed by a professional civil engineer or registered architect. All development plans, including those that are not sealed by a registered architect or registered civil engineer, must comply with Pima County requirements for format and content.

A development plan must be prepared for the entire development. A development may include multiple parcels and/or a rezoning area even if the project is to be built in phases. An inclusive development plan is necessary to insure that the overall site is planned and will function as a cohesive and coordinated unit with respect to access, traffic circulation and hydrology rather than as a series of small independent developments.

Information shall be provided on the development plan 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 shall be provided.

If the project is to be developed in phases, the phase line(s) must be shown on the development plan and each phase must be able to stand alone with respect to parking, landscaping, hydrology and access. Final inspection will be performed only for complete phases as shown on the development plan. Any change to the approved phasing plan will require a revised development plan.

The development plan submittal consists of at least two sheets showing the following information. The development site plan sheet must show the following information:

- Boundary survey data
- Building footprints (with building height and square footage)
- Easements
- Setbacks
- Parking lot layout and dimensions
- Bufferyards
- Access points
- Adjacent streets and developments

The utility/hydrology plan sheet(s) must show the following information:

- Building footprints
- Drainage Basins
- Existing topography
- Sewer systems
- Septic systems
- Utilities & Utility Easements
- Details and cross sections (add separate sheet if necessary)
- Proposed spot elevations, high and low points
- Flood prone limits
- Erosion hazard setbacks

II. DEVELOPMENT PLAN FORMAT (all Sheets)

- A. The information required for the development plan submittal shall be shown graphically or provided in notes on the plan. The plan may comprise several sheets showing various elements of required data.
- B. The plan 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 Development Plan Example)
- C. All mapped data on the plan will be drawn at a standard engineering scale that will show all required details. A scale of 1" = 20' to 1" = 40' is required unless specifically waived by SDRC.
- D. All lettering and dimensions will be no smaller than 1/8" in size. The purpose of this requirement is to assure that the lettering is legible when reproduced for record-keeping purposes.
- E. The development plan drawing and lettering should be oriented with north toward the top or to the right of the sheet.
- F. The north arrow and scale will be placed together in the upper right corner of each sheet.
- G. The number of sheets must be noted on the bottom right corner (i.e., Sheet ____ of ____).
- H. If Key Notes are used, a complete and accurate list should be placed on each sheet. Do not list Key Notes that are not identified on the plan. Key Notes are **not acceptable** for the following:
- Boundary survey data
 - Building footprints
 - Easements
 - Setbacks
 - Parking lot layout and dimensions
 - Bufferyards
 - Access points
 - Adjacent streets and developments
 - Drainage Basins
 - Existing topography
 - Sewer systems
 - Septic systems

I. Provide a Title Block at the lower right corner of each sheet, consisting of:

1. Label the plan as "Development Plan."
2. Name of the development.
3. A brief legal description of the property, including lot numbers, subdivision name and recording information, section, township and range reference (G & S R M, Pima County, Arizona).
4. The new P12 number, in bold print larger than the cross-reference numbers.
(See Example Development Plan)

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

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 development plan submittal**, provide an **OFFICIAL COPY OF THE BOARD OF SUPERVISOR REZONING HEARING MINUTES** for each of the dates that this rezoning appeared before the Board of Supervisors at a Public Hearing, or a **COPY OF THE RECORDED ZONING ORDINANCE and A COPY OF THE APPROVED PRELIMINARY DEVELOPMENT PLAN** for any rezoning case applicable to the project. Board of Supervisor minutes and rezoning ordinances are available at the Clerk of the Board's Office. Also, provide a copy of the official documentation for any other county action including but not limited to Board of Adjustment, Design Review Committee, etc. Provide copies of any documents referenced in rezoning minutes. (See Distribution List)

III. COVER SHEET

- A. 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 Development Plan Example)
 4. If the plan 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.
- B. The plan notes shall be divided into two sections. The "General Notes" shall include all informational and standard notes. The "Permitting Notes" shall include all notes, which affect the issuance of any permits.
- C. 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 development plan.
- D. Provide a blank 3" X 5" block for addressing purposes, in the lower right corner of the plan adjacent to the title block. (See Development Plan Sample)
- E. Include a signature block as follows:

APPROVED BY THE SUBDIVISION AND DEVELOPMENT REVIEW COMMITTEE:

Subdivision Coordinator

Date

IV. DEVELOPMENT PLAN CONTENT

The following information shall be shown on the development plan to indicate the proposed development and improvements. The information is listed by division and includes the General Notes and Permitting Notes that are required by each division to be included on the development plan.

A. ADDRESSING

1. Instructions
 - a. Provide interior street names, if applicable.
 - b. Indicate the number of floors for each commercial building.
 - c. For apartment complexes, label building numbers and provide the unit numbering scheme on the Development Plan in accordance with county standards.
 - d. For Commercial Developments (not apartments), identify the primary exterior entrances to the shell building.
 - e. Number buildings sequentially.
 - f. For commercial retail buildings having more than 1 floor, a 24" x 36" right reading mylar of the floor plan for each additional floor is required if not able to fit on the same sheet. This sheet must be to scale.

B. CURRENT ZONING

1. Instructions

- a. The development plan boundary will be the assessor parcel or rezoning boundary.
- b. The development plan boundary shall be delineated with a solid BOLD line, which shall be the boldest line on the plan. Show the bearing and distance of each tangent section and the radius, arc length and central angle of each curve section of the boundary line.
- c. Locate the project by tying a property corner to a known point (i.e., a section corner, section line, roadway intersection, etc.)
- d. If more than one zone applies, show the zoning boundary line on the plan. Zoning boundaries shall be delineated with bearings and distances.
- e. Any existing structures or improvements on the property that are to be removed should not be shown on the plan. Any existing improvements that are to remain and be incorporated into the development plan should be shown and labeled as "existing".
- f. The development plan shall have the same layout as the landscape plan. Show and label all required landscape buffer yards by letter and width designation on the development plan and in accordance with Chapter 18.73 of the Pima County Zoning Code. Verify that no conflict with utility easements or public right-of-way exist with the placement of bufferyard elements. Bufferyards shall be identical to those shown on the landscape plan.
- g. Any use within county right-of-way or county owned property must obtain a written authorization from the Real Property Division (and the Department of Transportation if right-of-way is involved) prior to the approval of the development plan.
- h. Delineate front, side, and rear yards. Show and label zoning setbacks. Show Major Streets and Routes (MSR) and Major Streets and Scenic Routes (MSSR) building setbacks as measured from the centerline of the required right-of-way. Label the streets as MSR or MSSR accordingly.
- i. If applicable, show and label the two hundred foot (200') Scenic Route area of applicability as measured from the property line(s) adjacent to the Scenic Route(s). In accordance with Chapter 18.77 provide a color rendering of all elevations that are visible from the Scenic Route. Also provide the corresponding color paint sample(s).

- j. For all structures that exceed twenty-four feet (24') in height within the scenic route area of applicability, provide a viewshed analysis in accordance with Sections 18.77.040.E1b.
- k. Show and label all patio and retaining walls on the development plan. Indicate height as measured from the outside of the wall.
- l. Label the footprint of each building with square footage of buildings, building height, number of stories and use. If multiple uses, label individual uses for each building footprint.
- m. Provide parking calculations, which verify that the project meets the requirements of Chapter 18.75, Pima County Zoning code. Delineate a typical parking space with dimensions. Specify the uses, calculations, number of parking spaces required, number provided, loading zones, bicycle parking, etc.
(See Development Plan Example)
- n. In cases where zoning is conditionally approved as part of rezoning, a rezoning ordinance must be adopted by the Board of Supervisors and a Certificate of Compliance must be issued by the Planning Official prior to the issuance of any building permits. The owner/agent should contact the Planning Division Rezoning Section for details in order to assure appropriate timing and processing. Failure of the owner/agent to complete the requirements on time will delay the issuance of permits. Approval of the development plan does not necessarily indicate compliance with all rezoning conditions.
- o. Prior to the approval of the development plan and prior to the issuance of grading permits, an approved preservation plan is required. Prior to the approval of the development plan an approved landscape plan is required. Consult the landscape plan and native plant plan checklists for specific requirements.

2. General Notes

The following General Notes are required on all development plans.

- a. Total area of development plan is _____ acres.
- b. Net area of development site is _____ acres.
- c. Assessors Tax Parcel (s) # _____. (or portion of)

3. Permitting Notes

a. The following Permitting Notes are required on all development plans.

1. Existing zoning is _____.

(If more than one zone is involved, the note should be expanded to indicate the number of gross acres of each zone.)

2. The use of this project is _____ and is permitted in accordance with Section 18. _____ of the Pima County zoning code.

3. Areas and spaces designated for required parking shall not be converted to other uses unless it can be demonstrated that sufficient on site parking exists.

b. The following Permitting Notes are required on development plans in specific situations. Include as appropriate

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

This project 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, if any) .

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

This project 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) .

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

This project is subject to the conditions of a variance approved by Board of Adjustment as found in case number Co10-_____, approved on (date) . (State the Board of Adjustment's decision, verbatim).

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

This project is subject to Section 18.77.040, Scenic Routes.

5. If this project is a conditional use, include the following permitting note:

This project is subject to a type ____ conditional use process in accordance with section 18 ____ of the Zoning Code.

6. If this project is located along a Gateway Corridor, include the following note:

This project is subject to Chapter 18.78 “Gateway Overlay Zone” and approved in accordance with the Design Review Committee (DRC) requirements as found in case number CO20____ as approved on _____ (date). [and amended on ____ (dates)] The following requirements of the DRC affect the issuance of building permits: (list requirements)

4. Impact Fees

The Pima County Board of Supervisors has implemented impact fees for non-residential uses. Fees are assessed at the time of building permit issuance and are based upon land use categories and square footage of same. The land use category and square footage for each category shall be shown on the development plan in a similar fashion as the parking calculations.

Referring to the Roadway Development Impact Fee Program, determine the following:

- Benefit Area (If your project is not within a benefit area, it is not subject to Roadway Impact Fees).
- Non-residential Land Use Category
- Number of Units (1000 SF equals 1 unit)

The total assessment due is determined by the fee schedule in effect at the time of building permit issuance.

Information regarding the Impact fee Program is located at the following web address: <http://www.dot.pima.gov/transsys/impactfees/faq.pdf> or by contacting the Impact Fee Program Manager in the Pima County Department of Transportation. The applicant may request an Administrative Review of the Non-Residential Roadway Development Impact Fees by submitting the required form and a copy of the development plan to the Impact Fee Program Manager in the Pima County Department of Transportation.

C. DOCUMENT SERVICES

In addition to a general review performed by the other reviewing agencies of the development plan, Document Services works with the other reviewing agencies within SDRC to coordinate the preparation of documents which include dedication of right-of-ways and granting of easements.

1. Instructions

- a. All easements, existing or proposed, shall be shown on the development plan and shall be drawn with a dashed line, not a keynote. The easements shall include the following:
 1. Label each easement as public, private or to a specific entity.
 2. Label each right-of-way as public or private.
 3. Show the dimensions of each right-of-way and each easement.
 4. Provide the purpose of the easements, i.e. drainage, slope, utility, etc.
 5. Provide the recording information for existing right-of-ways and existing easements.
 6. Indicate to whom the easement has been granted or will be granted, i.e. Tucson Electric Power, Southwest Gas, Pima County, etc.

- b. During the initial review of the development plan, a reviewing agency may request a dedication or an easement. The Deed (prepared for right-of-ways) and Public Easement Agreements must be done by separate instrument. Document Services prepares all necessary documents for execution by the property owner. In order to prepare the documents, the following items must be submitted:
 1. Status Title Report current to within 60 days.
 2. Completed "Pima County Environmental Questionnaire".
 3. A legal description of the right-of-way or easement AND a location map, each on 8.5" x 11" paper.

Upon staff's review and approval of the above submitted documents, the legal description and location map will be attached to the Deed or the Public Easement Agreement. After the property owner has executed the documents and returned the ORIGINALS to Subdivision Coordination, they will be recorded by Pima County. The recording information will be shown on the development plan mylars.

D. ENVIRONMENTAL QUALITY (PDEQ)

1. Instructions

- a. In accordance with Arizona Administrative Code, R18-9-A309, PDEQ shall require connection to a sewage collection system if the connection is considered practical. A connection is considered practical if the sewer is located within 400 feet of the subject parcel and the cost to connect to the sewer is less \$6000, excluding permits and connection fees, and if capacity in the downstream sewer and treatment facility is available. If a sewer connection is not practical due to excessive cost, a waiver shall be obtained from PDEQ prior to construction.

Additionally, in accordance with Pima County Code, 7.21.037, if a sewer with adequate capacity is within 200 feet of the property line of the subject parcel, connection is required unless the sewer is not accessible by gravity flow, is not accessible by recorded legal access, or it can be demonstrated that the cost of connection to the sewer, excluding permit and sewer connection fees, is greater than twice the cost of constructing an on-site disposal system. In these cases, a waiver shall be obtained from the PDEQ to allow the use of an on-site disposal system.

- b. If an individual on-site sewage disposal system is proposed, the development plan shall show the following:
- Daily design flow of the facility, based on the Arizona Administrative Code, Title 18, Chapter 9, Unit Flows Table, including assumptions made
 - Results of percolation testing or soil analysis, including any limiting soil layers
 - Suitable primary and reserve disposal areas, based on the design flow and the results of the soil analysis and/or percolation testing, meeting all required setbacks
 - Any well site on or within 100 feet of the subject parcel
 - Depth to high seasonal groundwater

2. General Notes

The following General Note is required on all development plans:

- a. The water company that will serve this development is _____.

3. Permitting Notes

- a. If an on-site sewage disposal system is proposed, the following Permitting Note is required:

The proposed development will be served by an on-site sewage disposal system. Prior to construction, a Notice of Intent to Discharge shall be submitted to PDEQ in order to receive a Construction Authorization.

E. FLOOD CONTROL DISTRICT

The Flood Control District review responsibility is for Federal Emergency Management Agency (FEMA) requirements, riparian habitat impacts, offsite drainage improvements required by rezoning conditions, maintenance design requirements (private or public), and all other hydrology or drainage requirements determined by the Deputy Director of the Flood Control District. If the proposed development project is affected by any of the Flood Control District responsibilities, they should be addressed in the Hydrology Report. Two reports and Development Plans are required, one set for the Flood Control District and the other set for the Hydrology Section.

The Hydrology Report must be prepared in conformance with the Hydrology instructions. Most of the onsite drainage design concept and hydraulic details will be addressed in the Hydrology report. The report can also address many FEMA floodplain and offsite impacts or other Flood Control District responsibilities. Some responsibilities are explained in the following:

1. Instructions

- a. If the development project impacts a Federal Emergency Management Agency (FEMA) 100-year floodplain, a Conditional Letter of Map Revision (CLOMR) is recommended, and a Letter of Map Revision (LOMR) is required to address revisions to the FEMA floodplain. Floodplain impacts include, but are not limited to, encroachments and base flood determinations in FEMA Zone A. CLOMR approval by Pima County and by FEMA will expedite the future LOMR submittal. Flood Control District approval is required before submitting the CLOMR, and the FEMA-assigned Case Number shall be added to the Development Plan notes. Construction as-built drawings and a Flood Control District signature are required with the LOMR submittal to FEMA. For any CLOMR or LOMR, provide the floodplain modeling basis of elevation, NGVD 1929 or NAVD 1988.
- b. Any mapped Riparian Habitat must be shown on the Development Plan. If there is any disturbance that exceeds the ordinance requirements, a Mitigation Plan must be approved by the Flood Control District before Development Plan approval.
- c. Rezoning conditions that require onsite or offsite drainage improvements approved by the Flood Control District must be addressed and agreed upon during the Development Plan process. The actual drainage requirements may be shown on the construction improvement plans.
- d. The design of onsite and offsite drainage or flood control improvements shall be in accordance with the documents in the Hydrology instructions 1.b. The documents instruct drainage and maintenance design, including access that shall be addressed during the Development Plan process and may be shown on the construction improvement plans.

2. General Notes

The following General Notes are required on all development plans that impact a FEMA 100-year floodplain.

- a. This project is impacted by the FEMA 100-year floodplain Zone __ as shown on Flood Insurance Rate Map (FIRM) panel number _____ with effective date _____.
- b. (If applicable) A Conditional Letter of Map Revision (CLOMR) with FEMA case number _____ was submitted to FEMA on date.
- c. The basis of elevation for the CLOMR (if applicable) and LOMR floodplain modeling is _____ (NGVD 1929 or NAVD 1988).

3. Permitting Note

The following Permitting Note is required on all development plans that will require construction work in a 100-year floodplain, regulatory or FEMA.

- a. A Floodplain Use Permit is required before any grading or construction work within a 100-year floodplain. The Floodplain Use Permit will require an Elevation Certificate for any structure within the FEMA floodplain.

F. HYDROLOGY

1. Instructions

Drainage Requirements:

If the site is not affected by 100-year flows of 100 cfs, or greater, a Drainage Statement sealed by a professional registered civil engineer is required.

- a. A Drainage Statement is a brief description of the site drainage conditions. The objective is to demonstrate adequate site drainage and to establish finished-floor elevations, which assure the all structures are free from flooding during a 100-year flood. The statement should also address detention and/or retention requirements, if necessary.

On the development plan, use flow arrows to show existing drainage patterns on site. The proposed drainage scheme should be clearly shown, with drainage being collected and released from the development at the locations and in the manner indicated by the original topography.

If the site is affected by a significant watercourse and 100-year flows of 100 cfs, or greater, a Hydrology Report is required.

- b. 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 development plan. The report must be prepared in conformance with the following documents:
 - Hydrology Manual for Engineering Design and Floodplain Management in Pima County,
 - Pima County Floodplain and Erosion Hazard Management Ordinance,
 - Stormwater Detention/Retention Manual
 - Drainage and Channel Design Standards for Local Drainage.
 - Standards Manual for Drainage Design and Floodplain Management in Tucson, Arizona.

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

- A list of floodplain/hydrology related rezoning conditions,
 - A current aerial photo of project area
 - 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.
- c. The proposed drainage scheme should be clearly shown on the development plan 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.
- d. Show cross sections, with dimensions, for all proposed drainage channels. The sections should indicate how the channel slopes would be protected.
- e. 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.
- f. 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 development plan can be approved.
- g. When construction is proposed that changes the configuration of a delineated floodplain - regulatory or FEMA - whether upstream of, downstream from, or adjacent to the development, provide a new delineation of the floodplain affected by the drainage improvement. The new delineation and report shall be prepared in conformance with the requirements of the Floodplain and Erosion Hazard Management Ordinance, the Director of Water Resources, and the National Flood Insurance Program if a FEMA floodplain.
- h. Show and label the Section 404 jurisdictional waters as defined by the U.S. Army Corps of Engineers.

- i. For land in the FEMA 100-year floodplain, show the flood limits with a dashed line (different line type than the county regulatory floodplain) and label as the FEMA 100-year floodplain with the appropriate FEMA Zone.

- j. For drainage areas with 100-year flows of 100 cfs or more, the 100-year water surface elevations and regulatory flood limits must be shown and clearly labeled. The linear distance between water surface contour intervals should not exceed 200 feet. For FEMA floodplains show the existing base flood elevations (as shown on the current FIRM panel) and proposed 100-year water surface elevations that may be further than 200 feet apart.

G. LANDSCAPE AND NATIVE PLANT PRESERVATION

1. INSTRUCTIONS

a. Landscape Plans

A landscape plan is required for every development plan with the following qualifications:

1. If the development plan is an expansion of less than 25% of a previously approved development plan, a landscape plan must be prepared for the entire project, however, only the landscaping associated with the expansion must meet current code requirements. The 25% expansion threshold is cumulative beginning with the original development plan.
2. If the development plan is an expansion of 25% or more of a previously approved development plan, a landscape plan must be prepared for the entire project and the entire site must meet current code requirements.

b. Native Plant Preservation Plan (NPP)

A native plant preservation plan is required for all development plans unless a waiver has been attained by demonstrating the historical use of the property prior to August, 1998 has left the property without any plants protected by Chapter 18.72 of the Pima County Zoning Code.

2. REQUIREMENTS

- a. Consult the separate Landscape Plan and Native Plant Preservation Plan checklists for submittal requirements.

H. PARKS AND RECREATION DEPARTMENT

The Parks and Recreation Department reviews development plans for compliance with Sections 18.71.030C of the Pima County Zoning Code. This section of the code includes a minimum requirement of 460 square feet per unit and must include recreational facilities and structures for apartments and condominiums. Section 18.71.030.D states commercial developments will construct a segment of a trail corridor if the trail is listed on the trail system master plan and abuts the project.

1. Instructions

a. Residential Apartment Houses

For every new development of residential apartments, a new residential recreation area shall be created. The recreation area must include 460 square feet per apartment unit and must include recreational facilities and structures. The developer shall submit a proposed recreation Area plan (RAP) with the development plan. The RAP must depict all recreational facilities and structures to be developed, which may include, but are not limited to the following: turfing areas, swimming pool, paths, ramada, recreational center, tot play lot. The RAP must be approved by Pima County Natural Resources Parks & Recreation Department as a condition of development plan approval.

b. Commercial Developments

Commercial Developments that encompass or abut trail corridors listed on the Eastern Pima County Trails System Master Plan, including linear park corridors, shall provide space to accommodate the subject trail corridor, and shall construct the segment of the trail or linear park, consistent with the standards and requirements of the Pima County Natural Resources Parks & Recreation Department.

c. Trail Easements

If a trail is required, the applicant shall submit the legal description and location map of the trail easement, each on 8.5" x 11" paper to the Subdivision Coordination Office. Staff will review and approve the documents, attach the documents to the Public Non-Motorized Trail Easement, which will be prepared and recorded by Pima County. The easement describes the construction, width, materials and maintenance of the trail. Once the trail has been recorded, the recording information must be shown on the development plan.

I. TRANSPORTATION

1. Instructions

- a. Paved legal access from a paved public road to the site must be provided. If the site is not adjacent to a public street an easement of sufficient width to provide paved, two-way access is required.
- b. For existing streets adjacent to the project, show the following information:
 - ROW recording information
 - ROW width
 - Pavement width
 - Cross section elements such as medians, curbs and sidewalks
 - Intersecting streets and driveways on the opposite side of the street
 - Intersecting streets and driveways within 150 feet on the same side of the street
 - Label street as public or private
 - Street name
- c. The Arizona Department of Transportation must approve all proposals involving State right-of-way. It is the developer's responsibility to coordinate with Arizona Department of Transportation (ADOT).

An approval letter from ADOT for the location and design of any driveways to state highways or other work in state ROW must be provided prior to the approval of the development plan.

- d. Show all proposed access points in conformance with the zoning code spacing requirements and/or rezoning requirements.
- e. Show parking lot layout to scale and fully dimension all PAALs, parking spaces and driveways.
- f. Show, by light shading, the extent of paving on the site. Show the proposed pavement section(s) and driveway details such as aprons or returns.
- g. 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.

2. Permitting Notes

The following permitting notes are required on all development plans.

- a. Prior to the request for final inspection, a letter certifying completion in conformance with the approved plans, sealed by a registered professional engineer or architect must be submitted to the development review division.

Note: If the project consists of modular unit construction only, change “final inspection” to “building permits.”

- b. No building permits shall be issued until a type 2 grading permit is issued.

The following Permitting Notes are required on development plans in specific situations. Include as appropriate.

If the project includes any construction in state ROW, add the following note:

- c. Prior to the request for final inspection, written approval from ADOT for all construction in State ROW must be provided to the Development Review Division.

If sight visibility triangles are shown on the development plan, include the following permitting 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.

If off-site improvements are being constructed in conjunction with the project, include the following permitting note:

- e. There will be no Final Inspections until improvements to _____ have been completed, and accepted by Pima County Department of Transportation and Flood Control District.

J. WASTEWATER:

1. Instructions:

- a. Provide a letter from Pima County Wastewater Management Department (PCWMD) Planning Services; written within the past 90 days, stating that treatment and conveyance system capacity for the project is available. PCWMD Planning Services may be contacted regarding this matter.
- b. The Applicant may propose that public or private sewage collection lines or a combination of both serve the development. Pima County staff will determine what portion, if any, of the proposed sewage collection lines will be accepted into the public sewer system, pursuant to Pima County Code Title 13.20.030.A.1. The on-site sewage collection lines are typically required to be private when flow-through is not required. The Building Connection Sewer (BCS) lines are always required to be private.
- c. Pima County staff may require public flow-through sewage collection lines pursuant to Pima County Code Title 13.20.030.A.1.
- d. Design all public and private sanitary sewers for gravity flow. Sewage pump stations and force mains will be allowed only when no alternative is deemed viable by Pima County staff. Private lift stations must meet the requirements of Pima County Code Title 13.20.040.A.5
- e. Design all private sanitary sewage collection lines with design flows equal to or greater than 3000 gpd in accordance with Arizona Administrative Code, Title 18, Chapter 9. Design all proposed private sewers with design flows less than 3000 gpd (including BCS lines) in accordance with the Uniform Plumbing Code.
- f. Design all public sanitary sewers in accordance with Arizona Administrative Code, Title 18, Chapter 9, Pima County Code Title 13, and the latest editions of PCWMD's Manual of Engineering Standards and Procedures and the Pima County/City of Tucson (PC/COT) Standard Specifications and Standard Details for Public Improvements.
- g. Design all public and private sanitary sewers with the manholes and sewer lines in the parking area access lanes (PAALs) and access drives to the maximum extent possible.
- h. Do not restrict PCWMD's vehicular access to existing manholes in the public sewer system, or encroach into any existing public sewer easements. PCWMD's sewer maintenance vehicles have a 35' minimum inside turning radius, and 55' outside turning radius. Design the PAALs accordingly, if any public sewers are to be on-site.

- i. Design all landscaping over existing or proposed public sewer lines in accordance with PC/COT Standard Detail WWM A-4.
- j. Design all public and private sanitary sewers to minimize the amount of rainwater runoff entering the public sewer system. Sewer lines will not be allowed in drainageways, or within 10' of the top edge of a retention/detention basin, if an alternative alignment can be used. Manholes must not be located in rainwater runoff pathways.
- k. Design all public sewer easements to lie on the fewest possible number of parcels or lots possible, and in accordance with Pima County Code Title 13.20.030.A.1 and PC/COT Standard Details WWM 109, WWM 110, and WWM 111. Pima County staff will determine the required width and configuration of any necessary **public** sewer easements on a case-by-case basis.
- l. Show the public and private sewer lines using different line-types, so that they can readily be distinguished from each other.
- m. Show the existing sewer lines with thinner, or shaded, lines to distinguish them from the proposed sewer lines.
- n. Label all existing public and private sanitary sewer lines with their size and plan number as shown on PCWMD's section or base maps. These maps are available on-line at www.wwm.co.pima.az.us/smap.htm. These maps also show some, but not all, private sewer lines.
- o. Show all existing and proposed public and private sewer easements, labeled with their width, type (public or private) and recording information.
- p. Provide a legal description and location map of all proposed public sewer easements (on 8½" x 11" paper, in the format required by the Pima County Recorder's Office for recording) for review and acceptance. **Note:** This requirement does not pertain to private sewer easements.
- q. Show the location and method of connection to existing public or private sanitary sewers, including the manhole rim and invert elevations of any new or existing manhole that will be the point of connection. Label existing manhole(s) that are, or will be, the point of connection to public sewer system, as shown on PCWMD's section or base maps.

- r. Show all PCWWM wastewater fixture unit equivalent calculations (calculated using Table 13.20.040(F)(1) in Pima County Code 13.20.040(F).) and private sewer design flow calculations (calculated using the Unit Flows Table found at the end of Arizona Administrative Code, Title 18, Chapter 9).
- s. Show the size (diameter), length (in feet, to two decimal places) and slope (percent of grade, to two decimal places) of each proposed public or private sewer line. These values must be shown in labels within the drawings.
- t. Show the manhole rim and invert elevations (in feet, to two decimal places) of all proposed manholes. These values must be shown in labels within the drawings.
- u. Show one sewer flow direction arrow between each set of manholes.
- v. Show all existing building connection sewer (BCS) lines that will remain in use after development is complete. Label each of these existing BCS lines with its size and the letters, EX BCS. Do not show any BCS lines that will be abandoned and plugged.
- w. Show all proposed BCS lines, labeled with their size and the letters, BCS.
- x. Show 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.

2. Required General Notes:

- a. The following General Note is required on the first sheet of all development plans, including those where the proposed development is served by existing or proposed on-site wastewater treatment and disposal (septic) systems:
 - 1. Any relocation, modification, etc., of the existing utilities and/or public improvements required by this development will be at no expense to the public.
- b. The following General Note is are required on the first sheet of all development plans showing a new or existing connection to Pima County's public sewer system:
 - 1. This project has _____ proposed and _____ existing wastewater fixture unit equivalents, per Table 13.20.040(F)(1) in Pima County Code 13.20.040(F).

Note: A formal Sewer Service Agreement for the project may be required when the total number of wastewater fixture unit equivalents exceeds 144.

- c. The following General Note is required on the first sheet of all development plans showing commercial or industrial developments discharging to Pima County's existing public sewer system:
 - 1. 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).

- d. If no new BCS or on-site or off-site sewage collection lines are proposed, and the proposed development will be served by the existing on-site private sewer lines, show the following note on the first sheet of the development plan:
 - 1. The on-site sewers are existing and private. No new sewers are proposed.

- e. If new BCS lines or private on-site sewage collection lines are proposed, show the following General Note on the first sheet of the development plan:
 - 1. On-site sanitary sewers will be private and will be constructed, operated and maintained on a private basis, and in accordance with an approved operation and maintenance plan, if required. 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.

- f. If existing or proposed public sewage collection lines are on-site, and new BCS or private on-site sewage collection lines are proposed, show the following General Note on the first sheet of the development plan:
 - 1. On-site sanitary sewers, except public sewers within public sewer easements or rights-of-way, will be private and will be constructed, operated and maintained on a private basis, and in accordance with an approved operation and maintenance plan, if required. 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.

- g. If the proposed on-site sewage collection lines will be public, show the following General Note on the first sheet of the development plan:
 - 1. The on-site sanitary sewage collection lines will be public and designed and constructed to Pima County Wastewater Management Department standards. All building connection sewers will be privately maintained.

h. If any off-site public sewage collection and/or transmission lines are proposed, show the following General Note on the first sheet of the development plan:

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

Note: This note should be omitted when the off-site public sewer line is in the streets or easements immediately adjacent to the proposed development.

3. Required Permitting Notes:

a. The following Permitting Note must be shown on the first sheet of all development plans showing a new or existing connection to Pima County's public sewer system:

1. A project construction permit must be secured from Pima County Wastewater Management Department before beginning any work on this project.

b. If the proposed on-site sewage collection lines will be public, or the design flow of the proposed private sewage collection lines is equal to or greater than 3000 gpd, using the Unit Flows Table found in Arizona Administrative Code, Title 18, Chapter 9, the following Permitting Note must be shown the first sheet of the development plan:

1. Construction authorization from the Pima County Department Of Environmental Quality is required before beginning any work on this project. Approval of this development plan does not constitute construction authorization.

c. If any new or existing public sewer easements are shown, the following Permitting Note must be added to the first sheet of the development plan:

1. No permits shall be issued for any permanent structures to be built within the public sewer easements shown hereon without separate written authorization from the Pima County Wastewater Management Department.

d. If any new or existing public sewer easements are shown, the following Permitting Note must be added to the first sheet of the development plan:

1. All landscaping within the public sewer easements shown hereon shall be in accordance with the planting guidelines contained within Pima County / City of Tucson Standard Detail WWM A-4.

4. Additional Information:

- a. All necessary public and private sewer easements for the development must be created by separate instrument and recorded prior to approval of the Mylars of the development plan, so that the recording information can be shown on the Mylars and verified by Pima County staff.
- b. In those instances where a formal Sewer Service Agreement has been required, the three signed and notarized originals of the Agreement must be returned to this office prior to the approval of the Mylars of the development plan.
- c. In those instances where a Joint Use, Maintenance and Access Agreement has been required for a shared private sewer line, it also must be reviewed and approved by Pima County staff, and recorded prior to the approval of the Mylars of the development plan.

K. UTILITIES

1. Instructions

- a. Utilities are to be shown only on the utility/hydrology sheet.
- b. Show and label all existing and proposed utility easements per the Document Services Section requirements of this document.
- c. Please contact the individual utility companies that will serve this project for easement location and other requirements.