

# Subdivision and Development Plan Procedures And Requirements Checklist

(Includes Native Plant Preservation, Landscaping and Buffer Overlay Zone)

Per Chapters 18.39, 18.67, 18.72, 18.73, and 18.75 of the  
Pima County Zoning Code

This document is available on line at [www.pimaxpress.com](http://www.pimaxpress.com)

## I. SCOPE

- A. All Development Plans or Subdivision Plats submitted to Pima County for approval must have a Landscape Plan approved by Planning staff or an approved Exemption before they may be approved.
- B. Exemptions
  - 1. An Exemption may be approved if documentation is submitted to Planning staff demonstrating the following if applicable to the project:
    - a. That an administrative exception to Native Plant Preservation requirements can be granted under the provisions of 18.72.050.C (i.e, the site was graded before August 1998 and does not contain any protected plants).
    - b. If a plat, that it does not require bufferyards or other landscaping required by the Code and does not have any Native Plant Preservation mitigation requirements
    - c. If a Development Plan that is revision to a Development Plan approved prior to October 1, 1985; **and** that the proposed expansions is less than 25% of the gross floor area or site area; **and** that the project does not have any Native Plant Preservation mitigation requirements
    - d. That the project is not a development plan located within the Buffer Overlay Zone boundaries.
  - 2. Exemption Request
    - a. Submittal Requirements:
      - 1) If an exemption is requested, a letter shall be submitted in place of the Landscape Plan to the Planning Subdivision Review Section through the Subdivision Coordinator's office, following the same process as a submittal of a Landscape Plan.
      - 2) The letter must describe the project (Development Plan, Subdivision Plat), identify the location of the project, and list the reasons why a Landscape Plan is not required.
      - 3) The request shall include any associated rezoning conditions, DRC conditions, or variance decision letters, minutes, and/or ordinances.
    - b. An exemption shall be approved or disapproved by the case planner through the normal SDRC Landscape Plan review process.
    - c. If the Exemption is not approved, a Landscape Plan must be submitted for review and approval.

## II. PROCEDURES

- A. Consult the appropriate Development Plan or Subdivision Plat checklists for submittal and review procedures.
- B. Landscape Plans shall be submitted to the Subdivision Coordinator.

- C. Reviewers' comment memos shall be forwarded to the project applicant by the Subdivision Coordinator.
- D. If a Plan is not approved, a resubmittal is required.
- E. Plans shall be approved when they comply with the Zoning Code and this Checklist.
- F. Landscape Plan mylars shall be submitted for approval with the tentative plat mylars
- G. Final plat mylars will be reviewed and approved by the case planner to insure that they comply with the approved landscape plan.

### III. FILING LANDSCAPE PLANS

- A. All submittals shall be prepared in accordance with the Pima County Zoning Code Chapter 18.72 Native Plant Preservation, Chapter 18.73 Landscape, and 18.67 Buffer Overlay Zone requirements.
- B. Landscape Plans shall contain:
  - 1. A Native Plant Preservation Section,
  - 2. A Landscape Planting Section, and
  - 3. A BOZO Section (if required for a development plan that is located within the Buffer Overlay Zone Boundary)
- C. All submittals shall contain the Landscape Plan in a cad file compatible with AutoCad on a cd or dvd.

### IV. REQUIREMENTS

#### A. General Format

- 1. The landscape plan shall be contain the following:
  - a. Cover sheet,
  - b. Site Inventory sheet,
  - c. Native Plant Preservation sheets,
  - d. Landscape Plan sheets,
  - e. BOZO sheets (required only for a development plan subject to the Buffer Overlay Zone requirements)
- 2. The plan sheets shall be 24" X 36" with a one-inch margin on each side. (See Landscape Plan Sheet Example)
- 3. The plan layout will be at the same scale and orientation as the Development Plan or Subdivision Plat so that the Plan may be overlaid onto the DP or plat, unless a different scale is approved by Planning staff.
- 4. All lettering and dimensions will be no smaller than 1/8" in size to insure that the lettering is legible when the plan is scanned.
- 5. The Plan drawing and lettering should be oriented with north toward the top or to the right of the sheet.
- 6. The north arrow and scale shall be placed together in the upper right corner of each sheet.
- 7. The sheet number shall start at 1 and must be noted on the bottom right corner with the total number of sheets (i.e., Sheet \_\_\_\_ of \_\_\_\_).

- B. COVER SHEET must provide the following: (see Landscape Plan Cover Sheet Example):
1. A Title Block shall be located in the lower right hand corner containing the project name, below that the words "Landscape Plan", the project P12 number, and all applicable Pima County case file reference numbers. The project P12 number should be larger than the other case file numbers. Indicate in parenthesis below the project title which Native Plant Preservation Plan method is proposed.
  2. A small Location Map shall be provided in the upper right corner, drawn at a scale of 1": 3 miles, with the following information:
    - a. The subject property identified and centered within a one square mile area.
    - b. Conditions within the square mile area, such as major streets (including subject property access), rivers, railroads, subdivisions, state and federally owned land, and city, town or other jurisdictional limits.
    - c. Below the map, a north arrow oriented with north toward the top of the sheet; the section, township and range (G&SRM, Pima County, Arizona); and the scale.
  3. An overall layout of the site shall be provided at a scale that will allow the layout to fit on the cover sheet, showing the location of all sheets in the plan, *if* the plan is more than one sheet. The layout shall include the following:
    - a. Page number(s)
    - b. Property lines
    - c. Project boundaries
    - d. North arrow, and scale
    - e. Streets, labeled with street name,
    - f. Lot lines and numbers
    - g. Labeled common areas
    - h. Labeled NOS boundaries
    - i. Labeled regulated washes
    - j. The sheet number(s) for the area covered by each sheet
  4. A legend that shows and describes all of the lines and symbols that are used on the drawing will be placed on the first sheet of the development plan, using linetypes as approved by the SDRC.
  5. If Key Notes are used, a complete and accurate list shall be placed on each sheet.
  6. A table of contents listing each page with the page number, for example:
 

Plant Inventory Aerial .....	L-2,
Native Plant Inventory.....	L-3
Landscape Plan .....	L-4
BOZO Information.....	L-5
  7. The name, address and phone number of the firm that prepared the plan, with the name of the person qualified under 18.72.070 to prepare a Native Plant Preservation Plan, and the name of the Landscape Plan

- designer, if different.
8. Include a signature block as follows:

APPROVED BY THE SUBDIVISION AND DEVELOPMENT REVIEW COMMITTEE:

---

Subdivision Coordinator

Date

9. **A Native Plant Mitigation Summary Chart** summarizing the minimum 18.72 mitigation requirements for each protected plant onsite, showing the following:
- a. The total number of plants of each species,
  - b. The total viable plants of each species,
  - c. The percentage of viable plants of each species
  - d. The quantities TOS, PIP, or RFS of each species,
  - e. The percentage of viable plants RFS for each species,
  - f. The number of mitigation plants required by removal or transplanting
  - g. The number of PIP credits for each species
  - h. The number of supplemental plants required for mitigation for each species.
10. The following notes, consecutively numbered, are required when applicable to the project, under the appropriate heading as indicated. Be sure to modify all notes to be specific to the project and remove any that are not required:
- a. **GENERAL NOTES**
    - 1) State the zoning designation(s) of the project site
    - 2) List all tax code parcels
    - 3) List the gross area of the site
    - 4) State the land use of the site
    - 5) List any conditions imposed by the Board approved rezoning, a Board of Adjustment approved variance, or by a Design Review Committee approval. The Note(s) should be similar to the following. *“This project is subject to Board of Supervisor’s Rezoning Conditions (or Board of Adjustment Variance, etc.) found in case # Co9-xx-xx. The following conditions affect this plan:*
      - a) *Condition xx*
      - b) *Condition xx**(Note: the “xx”s” indicate that the correct numbers for the project shall be in the note, not that “xx” will appear in the note.)*
    - 6) Include the following statement or similar: “Any changes in grading limits or development layout must be submitted to the Planning Department to determine if a revised plan will be required.”
    - 7) List the area calculations for the following:

- a) Gross site area
  - b) Total area to be graded
  - c) Total Natural Open Space
  - d) Total riparian habitat on site
  - e) Total proposed riparian habitat disturbance
- 8) Include a statement that Bufferyard elements 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.
- 9) Provide any other General Notes required for the project
- b. NATIVE PLANT PRESERVATION NOTES (quotation marks indicate notes that must be substantially verbatim):
- 1) "All areas designated to be preserved, as natural open space shall be fenced for protection during construction using minimum 4-foot high orange mesh barricade fencing. Protective fencing must remain in place throughout the construction and development process."
  - 2) "All preserved in place, transplanted, and supplemental plants will be fenced at the drip line during construction. The drip line for saguaros will be at a radius of 1/4 of the height of the plant. Protective fencing must remain in place throughout the construction and development process."
  - 3) "The assigned monitor must provide a report to the Subdivision Review Section of the Planning Division that the fencing has been properly installed and that all plant tags are in place before grading permits can be issued."
  - 4) "The north side of all saguaro and barrel cacti approved for transplanting shall be marked prior to removal to ensure proper orientation in the new location."
  - 5) "The assigned monitor for this project is: \_\_\_\_\_ (*person*), \_\_\_\_\_ (*firm*) \_\_\_\_\_ phone # \_\_\_\_." (Fill in the missing information)
  - 6) Describe the maintenance and irrigation method(s) and system(s) used for the temporary nursery.
  - 7) "Mistletoe infections will be removed from specimens before transplanting."
  - 8) Add any other Construction Notes required for the project
- c. LANDSCAPING NOTES
- 1) List amenity landscaping required by 18.73.050 in a chart similar to the following:
    - a) The area amount required;

- b) The area amount provided.
- 2) Describe irrigation method(s) and system(s).
- 3) Describe how permanent maintenance of all required landscaping will be insured (CC&R, recorded agreement, etc.)
- 4) Assign the maintenance responsibility for bufferyard plants, structures, and irrigation to the HOA if the plan is for a subdivision plat, the property owner or other liable entity if the plan is for a development plan.

C. NATIVE PLANT SITE PLAN INVENTORY SHEETS must provide the following using line types as approved by the SDRC:

- 1. Complete project boundaries.
- 2. North arrow and scale (which shall be the same as the plat or development plan)
- 3. Clearly identified grading limits and Natural Open Space boundaries.
- 4. Label all Natural Open Space as NOS. All Natural Open Space required for any reason must be delineated.  
 NOTE: When NOS is required by rezoning conditions or Specific Plans with less restrictive requirements than Chapter 18.72, the NOS required by Chapter 18.72 must be delineated and labeled as "NPP NOS".
- 5. The location of proposed roads, rights of ways, bufferyards, buildings, lot lines, etc.
- 6. All lots must be numbered consistently with the plat.
- 7. All existing easements (utility, drainage, access, sewer, etc.) that will remain and any proposed new easements.
- 8. Washes must be delineated, labeled and named (if the wash is named)
- 9. Riparian habitat delineated and labeled.
- 10. 100-yr Flood plain boundaries.
- 11. Erosion Hazard Setback lines
- 12. The location of each inventoried plant located outside of any Natural Open Space boundary, identified by number and by a unique symbol for the following:
  - a. Preserved in Place (PIP),
  - b. Transplanted on Site (TOS), or
  - c. Removed From the Site (RFS) plant.
- 13. The location of the temporary holding nursery
- 14. The proposed location for the temporary holding nursery

D. NATIVE PLANT INVENTORY CHART SHEETS must contain the following line items:

- 1. A listing of each protected plant that is required to be inventoried by 18.72 with the number assigned to each individual plant on the plan sheets.
- 2. The scientific and common names of individual plant species.

3. The viability rating (high, medium, or low) for each listed plant using the criteria from Chapter 18.72.
4. Comments explaining non-viability ratings.
5. The transplantability ratings for each viable plant, with explanatory comments.
6. The proposed disposition of each plant (one of the following: PIP, TOS, or RFS).
7. If the subdivision will not be mass graded and the mitigation for disturbance of plants on individual lots will be calculated for those lots at the time building permits are submitted, the inventory must show inventoried plants for each lot.
8. Protected plant Mitigation and Credit Calculations. An Excel spreadsheet is available to assist with calculations.

E. LANDSCAPING PLAN SHEETS must include the following:

1. General Information:
  - a. Property lines, project limits, topographic lines and elevations;
  - b. Roadways, buildings, parking lots;
  - c. Label roads as public or private.
  - d. Label the names and rights of way widths of adjacent roads
  - e. Label major and scenic routes if applicable.
  - f. Post-construction erosion hazard setback lines;
  - g. Riparian habitat boundaries;
  - h. Zoning and land use of the subject project;
  - i. Zoning and land use of all adjacent properties.
  - j. All existing easements that will remain and any proposed easements.
2. Bufferyards (should be in common areas on plats).
  - a. Bufferyards must graphically depict the following:
    - 1) Boundaries, with each separate section labeled by letter type, width and length.
    - 2) Bufferyard elements: plant symbols (including any existing plants that will remain), sidewalks, berms, walls (with heights), etc.
  - b. Provide a chart showing the width and length of each bufferyard section.
  - c. Bufferyards containing any drainage structures shall include a representative cross section, showing the following ( NOTE: slopes requiring bank protection cannot be located within bufferyards):
    - 1) All drainage structures,
    - 2) Bufferyard boundaries
    - 3) Plants,
    - 4) Property lines,
    - 5) Walls, berms, or fences.
  - d. When the adjoining property owner is able and willing to provide area for the required bufferyard as allowed by 18.73.040.F.2-3,

a recorded agreement is required. A copy of the recorded agreement must be provided to the Planning Department, through the Subdivision Coordinator's office before final approval of the Landscape Plan.

3. Amenity landscaping.
  - a. Label all amenity landscape areas with the square footage of each area. The following is required in an Amenity Landscape Table Note:
    - 1) Total site area,
    - 2) Building and/or storage yard footprint square footage,
    - 3) Gross parking and driveway area,
    - 4) Amenity landscaping square footage required; and,
    - 5) Amenity landscaping provided.
4. Where required, show any required parking area screening and planting, per Chapter 18.75.
5. Landscaping required by 18.39.
6. Plant list and legend with individual listings for the following:
  - a. Scientific name of each plant species,
  - b. Common name of each plant species
  - c. Plant size,
  - d. Plant symbol, with unique symbols indicating which plants are transplanted and which are preserved in place; in conformance with the approved native plant preservation sheets.
  - e. Individual plant quantities for the following, if applicable:
    - 1) Preserved in Place (PIP) plants, from approved native plant preservation requirements,
    - 2) Transplanted on Site (TOS) plants, from the approved native plant preservation requirements,
    - 3) Proposed new plants required by 18.72 and 18.73 landscape requirements.
    - 4) Total quantities for each plant species.
7. All easements that will remain and any new proposed easement (utility, drainage, access, sewer, etc.). Provide copies of recorded or proposed easements. In the case of conflicts with the bufferyard use and utility easement one of the following may be required:
  - a. revisions to recorded easements, or other action(s), may be required to insure protection of all bufferyard elements in perpetuity
  - b. written permission from the easement holder is required to use an easement to satisfy bufferyard requirements
  - c. the easement may be relocated outside of the bufferyard
  - d. A letter may be provided from the landscape architect or engineer who has sealed the plans that the landscape plants, required, and irrigation devices do not impair the repair, maintenance, or removal of any or all of the public utility fixtures
    - 1) The following note shall be placed on the development plan (or plat) that the "(Insert name of

landscape architect or engineer who has sealed the plans) verifies that the landscape plants, required structures, and irrigation located in (identify location of bufferyard) do not impair the repair maintenance or removal of any or all of the fixtures located within the utility easement that is located coincidentally with the bufferyard.”

- 2) The original letter from the landscape architect or engineer shall be part of the P12 file and shall be a part of the landscape plan sheets, either as a separate page or reproduced in its entirety on one of the pages.
8. When landscaping for bufferyards is located within or near sewer easements, elements such as walls, fences, boulders and trees should be placed so as not to interfere with access to manholes and sewer lines. Contact Pima County Wastewater Department for their requirements when bufferyards are proposed within sewer easements. Trees must be located at least 7' from a sewer line easement centerline.
9. Sight visibility triangles: landscape materials must be selected and placed so as not to interfere with drivers' visibility within cross corner sight distance triangles and within a visibility plane described by two horizontal lines located 30 inches and 72 inches above finished grade of the roadway surface (see the IV.B.8.a.7) Cover Sheet Notes section).
10. If the project is phased, or a portion of an overall previously approved landscape plan, show the following:
  - a. The boundary limits of each phase, clearly labeled, and,
  - b. The boundaries of the entire lot.
  - c. The plant selection and design of subsequent phase must consistent with the overall plan.
11. Plant materials with intrusive root systems shall not be placed within drainage basins with engineered bottoms.

F. BOZO PLAN SHEETS shall show the following:

1. Property lines, project limits, topographic lines and elevations;
2. 150' or 300' setbacks from public preserves
3. Roadways, buildings (label building heights), parking lots;
4. Water lines, electric lines, and sewer lines with manholes
5. Label the names and rights of way widths of adjacent roads
6. 100 year floodplain boundaries;
7. NOS areas with boundaries and square footage
8. Functional Open Space with boundaries and square footage
9. Erosion hazard setback lines;
10. Riparian habitat boundaries;
11. All existing easements that will remain and any proposed easements.
12. Bufferyards

13. Sidewalks, berms, walls (label heights), etc.
14. Drainage structures and bank protection,
15. Property lines,
16. Outdoor lighting locations
17. Outdoor lighting fixture detail
18. A chart showing the amount of NOS required and provided and the amount, if any of functional open space used to meet NOS requirements
19. Manufacturers paint chips for buildings, roofs, and walls (including retaining walls)
20. Trails and trail heads
21. Any mitigation plans required by 18.67.050K2

G. Other Submittal Requirements:

1. Required Notes: the following notes shall appear on any development plan or subdivision plat, modified to be specific for the subject project:
  - a. This Development Plan (Subdivision) is subject to an approved Landscape Plan
2. Draft copy of the CC&R's
  - a. When required for subdivision, the submittal shall include a copy of the language that will be recorded with the CC&R's in satisfaction of all Code landscape requirements.

I. REMINDERS

1. Structures, parking, paved areas (except for sidewalks or trails when the proposed bufferyard width option provides sufficient space) etc, are not allowed within the bufferyards.
2. Any sign proposed within a required bufferyard must also be reviewed and approved by the Design Review Committee. All signs require separate review, approval, and permits in accordance with Chapter 18.79.
3. No more than four parking spaces are allowed in a single row of parking spaces without a canopy tree and appropriate groundcover. No more than eight parking spaces are allowed in a double row without at least one canopy tree. Parking aisles must have at least one 48" planter containing a minimum of one canopy tree and appropriate groundcover.
4. Tentative plats shall contain a general note that they are subject to approved landscape plans.
5. Final plats and development plans shall require a note in the permitting notes section to indicate that they are subject to approved landscape plans.
6. Specific notes and CC&R language may be required when subdivision plats include Natural Open Space or required landscaping on individual lots.
7. Please note: "The Tucson Cactus and Succulent Society, Inc. (TCSS) is a 501(c)3 non-profit educational organization that as part of its

activities works with developers to rescue native plants. Development projects present an opportunity to protect native plants in excess of Chapter 18.72 requirements prior to site grading, supporting Pima County's efforts to achieve sustainable development. For further information, contact Noe Mayotte, TCSS Community Relations, at 520-820-2049 or visit [www.tucsoncactus.org](http://www.tucsoncactus.org) for more information."