



Development/Site Plan Submittal requirements Check List

In order for the Technical Advisory Committee to begin processing a Development Site Plan, ALL of the following items must be submitted.

1. Application
2. Fee: \$300.00
3. Development/Site Plans two (2) civil sets. Cover sheet shall be stamped by a Registered Civil Engineer: **(provide a pdf copy)**
 - a) Grading/Paving/Drainage
 - b) Improvements
 - c) Landscape
4. Two (2) copies of the following to support the project:
 - a) Soil/Geotechnical Report
 - b) Traffic Report (Level of study determined by County Engineer)
 - c) Hydrology/Hydraulic Report
 - d) Title Report (1 copy)
 - e) Exterior Lighting Plan (1 copy)
 - f) Sign Plan (1 copy)
5. Utilities (service provider letters)
 - a) Underground Electricity
 - b) Water & Sewer
 - c) Telephone & Cable
 - d) Solid Waste Removal
6. Clearances:
 - a) Assessor
 - b) Treasurer

County TAC Review Departments:

- a) Planning & Zoning
- b) Community Development
- c) Public Works
- d) County Engineer
- e) Flood Control
- f) Building
- g) Environmental Health (ADEQ may be required)
- h) Fire Dept.

Complete instructions are available in Article 15, Section 1505 and Article 19- Landscaping of the Santa Cruz County Zoning and Development Code



**SANTA CRUZ COUNTY
COMMUNITY
DEVELOPMENT
PLANNING DIVISION
275 Rio Rico Drive
Rio Rico, AZ 85648**

**TECHNICAL ADVISORY COMMITTEE
APPLICATION FOR DEVELOPMENT
(TAC)**

Project Name: _____

Date of Submittal: _____

Subdivision Name: _____

Location: _____ Town: _____

Township: _____ Section: _____ Range: _____ District # _____

Proposed size of Project: _____ Square Feet: _____ Acres: _____

Owner: _____ Contact: _____ Phone: _____

Applicant: _____ Contact: _____ Phone: _____

Engineer: _____ Contact: _____ Phone: _____

Architect: _____ Contact: _____ Phone: _____

Landscape Architect: _____ Contact: _____ Phone: _____

Project Planner: _____ Contact: _____ Phone: _____

Has this property ever been subdivided or have any other binding recorded information? _____

If yes, state book and page: _____

Current Zoning: _____

Water: _____

Septic: _____

Electric: _____

Gas: _____

Phone: _____

Fire: _____

Elementary School: _____

Jr. High School: _____

High School: _____

Proposed Zoning
(if necessary): _____

I understand that in making this application that it does not mean that said project will be approved. I understand that approval will be at the discretion of the Technical Advisory Committee (TAC), in that the project will need to meet all minimum design standards, regulations and requirements of the Zoning and Development Code. I accept the responsibility for attending the TAC meeting or will send a representative. I understand that failure to attend such meetings may result in the postponement of any action by the Technical Advisory Committee (TAC).

_____ Date _____

Applicant Signature (Agency letter required if signed by other than owner)

Fee: \$300.00 (3 reviews + 100.00 each review thereafter)



SITE PLAN CONTENT AND SPECIFICATIONS

The site plan shall be drawn at a standard engineering scale no larger than 1" = 60' on a sheet(s) no larger than 30" by 42" (24" by 36" recommended, 8 ½ by 11 minimum) and shall include at a minimum the following information:

1. North arrow and scale.
2. Property legal description and property tax parcel number.
3. Project address.
4. Location map.
5. Lot dimensions.
6. All existing and proposed buildings and structures, including location, size, height, overhangs, canopies, and use.
7. Required zoning setbacks.
8. Off street parking.
9. Existing and future sight visibility triangles (when applicable).
10. Points of egress and ingress.
11. Location, type, size, and height of existing and proposed signage.
12. Limits of the 100-year floodplain and water surface elevation (when applicable).
13. Street names (when applicable).
14. Location and orientation of existing major physical features, such as railroad tracks, drainage ways and easements.
15. Fences, walls, or vegetation for screening by type, material, height, location, and spacing. (when applicable).
16. Existing zoning of parcel and adjacent parcels, including those across streets and alleys.