



**Santa Cruz County  
Community Development Department**

**TENTATIVE PLAT**  
Submittal Requirements Check List

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

**In order for the Planning Division to begin processing a tentative plat submittal, ALL of the following items must be submitted.**

**The Planning Division will not accept partial submittals.**

1. Two copies of a preliminary title report or a policy of title insurance, current within 60 days, with copies of all referenced documents.
2. A copy of BOS meeting minutes if part of any rezoning action.
3. Two copies of the Hydrology & Hydraulics Report.
4. Two copies of the Soils report to determine roadway engineering design criteria.
5. Two copies of the Geotechnical report to support manufactured cut and fill slope stability design criteria.
6. Two copies of either a Traffic Impact Statement or Traffic Analysis Report as determined by the County Engineer.
7. Provide copies of "will serve" letters from wet and dry utility companies, solid waste refuse disposal provider and method of collection.
8. Two (2) 24" by 36" rolled blue or blackline copies of the Tentative Plat.
9. Required fees (contact the Planning Division to determine amount).
10. Copy of this completed checklist.
11. Completed application form.
12. Proof that property taxes are current.
13. *Supplement to Intent to Subdivide Application - Consideration for Green Building* form (if required).



Santa Cruz County  
Community Development Department

INTENT TO SUBDIVIDE APPLICATION  
TENTATIVE PLAT

275 Rio Rico Drive ■ Rio Rico AZ 85648 ■ 520-375-7930

Case Number: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Location: \_\_\_\_\_ Town: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_ District # \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Acres: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Planner: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated date of Tentative submittal: \_\_\_\_\_

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

If yes, state book and page: \_\_\_\_\_

Water: \_\_\_\_\_

Septic: \_\_\_\_\_

Electric: \_\_\_\_\_

Gas: \_\_\_\_\_

Phone: \_\_\_\_\_

Fire: \_\_\_\_\_

Elementary School: \_\_\_\_\_

Jr. High School: \_\_\_\_\_

High School: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Zoning  
(if necessary): \_\_\_\_\_

**If Developer will also be the Builder  
or has a Builder as part of the  
development group, the *Supplement  
to Intent to Subdivide Application –  
Considerations for Green Building*  
form must be completed.**

PUBLIC ACCESS STATEMENT: \_\_\_\_\_

**NOTE: THE APPLICANT HEREBY CONSENTS TO SITE VISITS IN ORDER FOR PLANNING STAFF TO PREPARE THE CASE REPORT TO THE BOARD OF ADJUSTMENT, PLANNING COMMISSION AND/OR THE BOARD OF SUPERVISORS AND TO POST THE PROPERTY PURSUANT TO A.R.S. §§11-805, 11-813, 11-816, 11-829, OR 11-831.**

**I/WE herein agree to meet the minimum design standards of all applicable regulations.**

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

\_\_\_\_\_  
**Date**



**PROTECT AND ENHANCE THE SITE**

- \_\_\_\_\_ Protect ecologically sensitive land and indigenous plants.
- \_\_\_\_\_ Minimize size of development footprint
- \_\_\_\_\_ Integrate building with site topography and optimize indoor/outdoor transitions for outdoor living (i.e. courtyards, porches, canopies, etc.)
- \_\_\_\_\_ Avoid chemical herbicides, pesticides, and other ground treatments with toxic or hazardous constituents.

**ENHANCE ENERGY EFFICIENCY**

- \_\_\_\_\_ Incorporate passive solar design strategies. Orient and zone building and interior spaces for seasonal benefits (reduce energy load and maximize comfort).
- \_\_\_\_\_ Use a well insulated building envelope with internal thermal mass.
- \_\_\_\_\_ Install high-performance low-e windows.
- \_\_\_\_\_ Locate windows for natural light and cross ventilation; use external shading devices for unwanted heat gain.
- \_\_\_\_\_ Seal and insulate ducts; locate within air conditioned spaces where possible.
- \_\_\_\_\_ Select energy efficient heating/cooling equipment (min. SEER 12), lighting (fluorescents & halogens), and appliances.
- \_\_\_\_\_ Consider active solar systems (i.e.- water heating and photovoltaic/solar electric).

**USE ENVIRONMENTALLY-RESPONSIBLE MATERIALS**

- \_\_\_\_\_ Select materials that are durable and appropriate for our desert climate (won't degrade in sun/dryness).
- \_\_\_\_\_ Select products and materials of local manufactures to limit embodied energy and support local economies.
- \_\_\_\_\_ Select materials with recyclable and recycled content (reclamation and reuse of existing materials).
- \_\_\_\_\_ Select materials with low embodied energy (energy used in resource extraction, manufacturing & shipping).
- \_\_\_\_\_ Avoid materials that unduly deplete limited natural resources, such as lumber from old-growth forests.
- \_\_\_\_\_ Avoid materials made from toxic or hazardous constituents (benzene, arsenic, formaldehyde, etc.).
- \_\_\_\_\_ Avoid materials that generate pollution during manufacturing or use.

**CREATE A SAFE INDOOR AIR ENVIRONMENT**

- \_\_\_\_\_ Avoid materials and finishes with high VOC (volatile organic compound) such as particle boards, some carpets, adhesives, and paints (use materials with less than 250 grams/liter VOC).
- \_\_\_\_\_ Provide for ventilation in all occupied areas of the building.
- \_\_\_\_\_ Maximize control of the indoor environment with features like operable windows, task lighting and zoned temperature controls.

**PROVIDE FOR EFFICIENT WATER USE**

- \_\_\_\_\_ Use low-flow plumbing fixtures (i.e. dual flush toilets) and water efficient appliances (i.e. horizontal axis washing machines).
- \_\_\_\_\_ Incorporate an efficient hot water delivery system (i.e. tankless, recirculating, centrally located of water heater).
- \_\_\_\_\_ Provide or convert to desert responsible landscaping (xeriscape).
- \_\_\_\_\_ Consider graywater usage, which takes the waste water from such locations as bathroom sinks, showers, bathtubs and laundry rooms, and uses it for landscape irrigation.
- \_\_\_\_\_ Collect and/or direct rainwater for irrigation.

**REDUCE GENERATION OF SOLID WASTE**

- \_\_\_\_\_ Sort construction and demolition waste for recycling (job site bins for wood, metals, wallboard, etc.).
- \_\_\_\_\_ Purchase building material in required dimensions to minimize waste.
- \_\_\_\_\_ Reuse as many discarded materials as possible in the building process.
- \_\_\_\_\_ Donate reusable materials to local non-profit building supply companies or other community groups where they can be used to build or improve housing stock.



**Santa Cruz County**  
**Community Development Department**  
**Planning & Zoning and Building Department**

275 Rio Rico Drive • Rio Rico, AZ 85648 • 520-375-7930

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## **Applicant's Certification and Acknowledgement**

TAX PARCEL NUMBER \_\_\_\_\_

By signing below, I hereby certify and acknowledge that:

I am the Owner, or authorized agent of the Owner, of the property being developed.

My submitted application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment or both. A.R.S. §13-2310

I understand that an incomplete or inaccurate permit application or site plan, or failure to respond to requested corrections, may result in delays, additional permit and plan review fees, return of the submittal, or denial of the application.

I request all meetings, reviews or inspections that are necessary to process my application, and if my permit is approved and issued, I request all inspections necessary to monitor progress, and document completion at all stages of the work related to my permit.

My application is subject to an administrative completeness review of fifteen (15) business days, during or after which time I will receive written or electronic notice that my application is complete, or, in the case of an incomplete application, a list of deficiencies that I need to correct. My application will not be transmitted for substantive review until all deficiencies have been corrected and my revised full application has been submitted to the County.

If the county does not issue a written or electronic notice of administrative completeness within fifteen (15) business days, per A.R.S. §11-1605(F), my application will automatically be deemed administratively complete and transmitted for substantive review.

I understand that I have thirty (30) business days to respond to a Notice of Deficiencies during the administrative completeness phase. My failure to respond within this timeframe may result in my permit application being voided. I have the right to re-apply if my permit application is voided. A.R.S. §11-1605(F)

I understand and acknowledge that the total County review timeframe during the administrative completeness review phase is a total of forty-five (45) business days.

My application is subject to a substantive review period of forty-five (45) business days. I will receive written or electronic notice if my permit is approved or if corrections or additional information are needed. My permit will not be approved or issued until all additional information is provided, all requested corrections are completed and all permit fees have been paid.

I understand that I have sixty (60) business days to respond to a Request for Corrections or to a Request for Additional Information during the substantive review phase. My failure to respond within this timeframe may result in my permit application being denied. I have the right to re-apply if my permit application is denied. A.R.S. §11-1605(G)

I understand and acknowledge that the total County review timeframe during the substantive review phase is a total of one-hundred-five (105) business days.

I understand and acknowledge that my permit application, with a combined administrative completeness review and the substantive review, have a total potential overall County permit application processing time of one-hundred-fifty (150) business days. If my application cannot be approved within this timeframe, or within a written mutually agreed upon extension timeframe, my application may be voided or denied. A.R.S. §11-1605(I) & (J)

I acknowledge that my total response timeframe during the administrative completeness phase is a total of sixty (60) business days, and during the substantive review phase a total of one-hundred-twenty (120) business days. If I request the full extensions allowed for my response of an additional ninety (90) business days, my permit application may have a total potential overall applicant response time of two-hundred-seventy (270) business days. If I am unable to complete my application within this timeframe, my application may be voided or denied. A.R.S. §11-1605(G)

I understand that the substantive review time frames and overall time frames do not include the time required for an applicant to obtain other non-county licenses or to participate in meetings as required by law. A.R.S. §11-1605(C)(9)

I am aware that all required permits, including required permits from outside agencies MUST be obtained before the County will issue my requested permit. Failure to obtain required permits from outside agencies may result in fines or other penalties. I understand that it is my responsibility to plan for outside agency timeframes for necessary approvals or permits.

If my permit application is denied, I can appeal this decision, in writing, to the Santa Cruz County Zoning Inspector at the Santa Cruz County Community Development Department, 275 Rio Rico Drive, Rio Rico AZ 85648, 520-375-7930. An appeal must be received at the Santa Cruz County Community Development Department within thirty (30) business days from the issuance of the permit, or written or electronic notice of permit denial. I acknowledge that my appeal request must include a justification of my appeal. A.R.S. §11-1605(J)(2)

I may have other rights and obligations in the Regulatory Bill of Rights, as set forth by A.R.S. §11-1602-1610, including the right to request, in writing, a clarification of this statute, as applied by the County, to my permit application.

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Signature

Date

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Print Name/Company

Owner

Agent (see below)

If Agent, Owner must complete the following, or submit a letter of authorization.

I, \_\_\_\_\_, Owner of the property for which this application is being submitted,

APN \_\_\_\_\_, do herein authorize \_\_\_\_\_

to submit Zoning applications and Building Permits on my behalf.

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Owner Signature

Date

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Owner Printed Name