

Guidelines for Obtaining Existing Conditions Documents

Tucson HOA Landscape Transformation Program

The transmittal of existing conditions of the subdivision to the designer will enable the designer to create a visual representation of the starting point and constraints for the transformation process. Whatever the HOA does not provide to the Designer will become a consultant task and an additional cost built into the total design fee.

Key documents to consider include the following:

Aerial photos. Rectified (adjusted to true ground dimensions) aerial photos are not generally available nor are they really needed for this type of project. However, there are a number of no-cost sources for aerial photos available that can be adjusted by the designer to approximately fit landmarks on the ground.

Final Plat. This is the legal document that subdivides the parcel into lots, Common Areas, and Rights-of-Way (if applicable). It includes dimensions for exterior boundaries, easements, floodplain limits (depending on the age of the plat), and all internal land divisions. It does not include locations of any structures or physical improvements.

Tentative Plat (City) or Preliminary Plat (County). This is the “entitlement” document that shows what can be built and where, and includes setbacks, building envelopes (if applicable), and any required restrictions. It is the document that demonstrates compliance with rezoning requirements and City or County codes. These are probably not needed for this type of project unless new structures are anticipated.

Drainage Report. This is generally filed in conjunction with the Tentative or Preliminary Plats. It contains pre- and post-development surface water flow quantities and directions for both onsite and offsite flows, plus any required structures such as detention/retention basins. This document is not needed unless significant grading and drainage modifications are anticipated.

Public water plans. Tucson Water has “Record Drawings” of all infrastructure that they maintain. These show what was installed and where, and include valves, meters, and hydrants. If they don’t have these drawings in their files due to the age of the subdivision, they have “valve maps” that show the same thing but at a larger and un-dimensioned scale.

Sewer plans. These are probably not needed for the transformation design, but they are available through the Pima County Wastewater Management Department.

Public Electric Plans. These also are probably not needed for this type of project. Generally, primary electric lines are installed in the streets (public Right-of-Way or private Common



Area) with dedicated easements for transformers and pedestals shown on the Final Plat behind the curbline.

Private Utilities. This includes the existing irrigation system. These are not available through public sources. The original designer may or may not still have information available.

All of this, plus many more items, falls under the general category of GIS (Geographic Information System). Pima County has a large GIS database but unfortunately it doesn't include most of the information needed for this type of project. Ideally everything would all be available through a single source, but that is not the case, so a little leg work is required to track everything down.

At a minimum, the HOA should try to procure, both for their own records and for transmittal to the designer:

Aerial photo

Final Plat

Tucson Water Plans

If possible, try to track down all of the most current ***existing “as-builts”***, especially the ***existing irrigation plans***

If significant grading and drainage modifications are anticipated (for rainwater harvesting) the ***Drainage Report*** may be required.

How to find this stuff.

Aerial Photo. The Water Consumption Report prepared by Tucson Water for the subdivision will include an aerial photo. Alternately, GoogleMaps is a publicly available source for this photo.

Final Plat. This one is harder than it should be.

Go to PimaMaps on the Pima.gov website.

Click on Pima Maps-Main

Zoom in to your subdivision and then click on “Show the layer list” on the left side.

Scroll down to “Development” and click on the plus symbol.

Scroll down to “Development Instruments-Pima County” and click on the plus symbol.

Scroll down to “Pima County Subdivisions” and click the box.



On the map, click on your subdivision. A data box will pop up.

Click on “Document” in the box.

Tucson Water Plans. Email Tucson Water Mapping and Records at TWMapInfo@tucsonaz.gov with your subdivision name and your request for record drawings and/or a valve map.

Click on “Subdivision Plat Map”.

Drainage Report. If the Designer thinks it is necessary to have this, have them track it down. It requires contacting either the City or County Development Services Department with a probable referral to the respective Flood Control groups. It will also require setting up accounts and the Designer should already have done that and will be familiar with the process.

Private Irrigation Plans. The designer will need to know the starting point for reconfiguring the irrigation system. The original design plans may or may not be available, and it’s probable that modifications have been implemented over the years. The HOA can help by marking on an aerial photo all meters, valves, controllers/timers, and irrigation zones. The exhibit in Tucson Water’s Consumption Report can be used as a starting point.

Again, locating as many of these documents as possible and transmitting them to the designer will enable the designer to get a quicker start on your design and at a lower cost to your HOA.

