



May 1, 2023

**Re: PARTIAL LOT RELEASE REQUEST**

This letter establishes the guidelines and expectations that will allow a group of lots to be released from an established third-party trust form of subdivision assurance prior to the full release of the subdivision assurances required by A.R.S. §9-463.01 and Marana Town Code Section 17-5-4. It also outlines the expectations and limitations of the Partial Lot Release (PLR) policy.

**Guidelines:**

1. A maximum of 30 lots per release.
  - a. A group of lots is defined as contiguous to one another and/or directly opposite a subdivision street or common area from one another. Situations outside this guideline will be evaluated on a case-by-case basis by Development Services.
2. Major infrastructure improvements have been constructed that include at a minimum the roadway, curb, and drainage improvements that serve the lots.
3. The major utilities, at a minimum sewer and water, that service the lots have been installed and stubbed to the property line. The sewer discharge authorization and water approval of construction has been provided to Development Services.
4. The Engineers' certification letter shall address the infrastructure to serve the lots. The letter can address all available lots that can be released from the Assurance Agreement and used for subsequent releases.
5. Bonds shall be a substitute form of the subdivision assurances as outlined in Section 17-5-4 of the Marana Town Code. The amount of the bond must be approved and received by the Town for the planned improvements that will not be constructed until the final inspection of the home. Such improvements shall include at a minimum the construction of the sidewalk that serve the lot and any drainage improvements such as the swales for rear draining lots.

**Expectations:**

1. 20% of the lots will remain in the Assurance Agreement until the full release is accepted by Mayor and Council.
2. Once the lots are released from the Assurance Agreement, they cannot be added back to the Assurance Agreement.
3. Bonds will remain with the Town until all lots released from the Assurance Agreement have the required improvements constructed.



4. Reduction of the bond amount shall be completed by two approved methods:
  - a. 25% increments at any time during construction;
  - b. 30 days prior to the renewal of the bond for all work completed, no minimum percentage is required.
5. Inspection of the bonded improvements will be completed when the full release of the bond is requested.
6. If the bond provided does not cover all the lots within the subdivision, the bond can be increased should additional lots need to be released from the Assurance Agreement.

Please do not hesitate to contact us with any questions at 520.382.2600 or [DevEng@maranaaz.gov](mailto:DevEng@maranaaz.gov).