



**MINOR or MAJOR AMENDMENT TO  
PLANNED AREA DEVELOPMENT (PAD)  
APPLICATION REVIEW PROCESS**

**City of Casa Grande  
Development Center**

510 E. Florence Boulevard,  
Casa Grande, AZ 85222

Phone: 520-421-8630

FAX: 520-421-8631

[www.casagrandeaz.gov](http://www.casagrandeaz.gov)



## **Minor or Major Amendment to a Planned Area Development (PAD)**

### **What constitutes a Minor or Major PAD Amendment?**

It is considered a **Minor Amendment to the PAD** if changes to the approved PAD involve the location and placement of buildings. The planning director and city engineer may authorize these changes where unforeseen circumstances such as engineering requirements, dictate such change.

It is considered a **Major Amendment to the PAD** if changes to the approved PAD are other than the location and placement of buildings where unforeseen circumstances such as engineering requirements dictate changes. All Major Changes shall be reviewed and approved by the Planning and Zoning Commission.

Other Major Changes that need to be forwarded to the Council for final approval are the following:

- A change of land use
- Changes to the proposed arterial or collector roadway transportation circulation system
- Loss of open space
- Increase in residential density,
- The addition of cluster type development
- Any request pertaining to a Large Single Retail Use or Large Multiple Use Shopping Centers

### **CONDITIONS FOR APPROVAL**

The applicant must prove that:

1. The proposed amendment to the PAD is in conformity with the General Plan.
2. The subject property is suitable for the uses permitted in the proposed zone, in terms of access, size of parcel, and relationship to similar or related uses.
3. The proposed amendment is necessary and proper at this time and will not be detrimental to adjacent properties or residents.

**Pre-Application Process** – In order for the City to understand your type of development and associated specific requirements, we have created what we call a Development Team meeting. The Development Meetings are held once a week (Wednesday) on a first come first served basis. There is no fee for the Development Team meeting.

Contact the Development Center at 520-421-8630 to schedule a Development Team Meeting

**One week prior to the scheduled meeting** the following must be submitted to the city:

- ❑ 14 sets (11x17) of land use plan exhibit showing current or existing land uses and proposed land use. Show the current general plan on one half of the 11x17 and provide the proposed land use on the other half of the sheet defining or highlighting the subject site.
  - ❑ 14 copies of the Cover letter or narrative describing proposed project, date and time of the Development Team Meeting, include contact information with email addresses and phone numbers
  - ❑ 14 copies of other information related to the project to familiarize City Staff prior to the Development Team Meeting such as the following:
    1. Aerial map of the site if available,
    2. ALTA survey,
    3. Pinal County parcel maps,
    4. Any information from Corp of Engineers if the area has Washes,
    5. Information if the site is adjacent to State Lands or any sites of regional significance,
    6. Show any adjacent sites within 200' radius that have been approved by either the Planning Commission or City Council).
- 1) **Application Filing** – The applicant must submit a formal application for Minor or Major PAD Amendment review and approval. In order for an application to be accepted, all requirements listed on the submittal **checklist** must be met. **Incomplete applications will not be accepted.** Applications need to be submitted to the Casa Grande Development Center by 12:00 p.m. (noon) on the date specified on the **Meeting Schedule** (see the Planning and Zoning Commission meeting schedule at: <http://www.casagrandeaz.gov/web/guest/planningcommission>).
- 2) **Staff Review of Submitted Plans**- The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. City Planners review comments are sent back to the applicant approximately **four (4) weeks (20 working days)** following a complete submittal of the application. The applicant is responsible for addressing staff comments and redlines and submitting revised plans. Staff will respond to the resubmittal within approximately **10 working days**. **If a third review is necessary, the case will automatically be scheduled to the following Planning and Zoning Commission meeting date.**
- 3) **Notice of Newspaper** - The City of Casa Grande will prepare the Notice of Public

Hearing for the amendment.

- 4) **Notice to Property Owners** - For the required public hearing, the applicant must mail the Notice of Public Hearing by first class-mail at least fifteen (15) calendar days prior to the date of the hearing to the following:
- a) All property owners of record within two hundred (200') of the property boundaries of the site;
  - b) Statutory Agents of properties that are owned by any type of legal entity (including, but not limited to, corporations, partnerships, companies, etc.). Statutory Agents can be found by searching for the name of the business, LLC, Inc., etc on the Arizona Corporation Commission Website.
  - c) Any person or group who has requested notice in writing.
- \* A sample notice of public hearing is available on the website at: <http://www.casagrandeaz.gov/web/guest/devforms>.

The applicant shall submit to the Development Center a signed affidavit of mailing (first class mail) ten (10) calendar days prior to the public hearing along with a list of all property owners and statutory agents that were notified. Failure of the applicant to provide evidence of mailing will result in the postponement of the public hearing item.

- 5) **Sign Posting on Project Site** - Notice of Public hearing for the amendment must be posted at least fifteen (15) calendar days prior to the date of the public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
- a) Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) calendar days following the public hearing. If the sign is not removed on time, the City of Casa Grande will remove the sign and charge the applicant a removal fee;
  - b) The signs must comply with the attached sign criteria.
- \* A sample sign posting is available on the website at: <http://www.casagrandeaz.gov/web/guest/devforms>.
- c) The applicant shall submit to the Development Center a signed affidavit of posting (first class mail) ten (10) calendar days prior to the public hearing, and;
  - d) Failure of the applicant to provide evidence of posting will result in the postponement of the public hearing.
- 6) **Planning and Zoning Commission Hearing** – After comments/redlines have been addressed, a Staff Report will be prepared for the Commission. The hearing will occur the first Thursday of each month at 6:00 p.m. held at the City Hall, Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85222. At the hearing the Commission will render its decision on the request and its recommendation to the City Council.
- 7) **City Council Hearing (not required for Minor Amendment)** - Request for Council action is submitted by the Project Planner at least 21 days prior to the scheduled meeting date. Applicant needs to provide the Project Planner all the exhibits (revised or corrected copy of the PAD highlighting the changes, legal description, exhibit maps,

etc.) at least 25 days prior to the meeting. The City Council may approve, deny or table the request. If denied, no reapplication can be made for 90 days.

## **AMENDMENT TO THE PAD CHECKLIST (Check box if submitted)**

1. **Application** \_\_\_\_\_
2. **Project Narrative** \_\_\_\_\_
3. **Owner's Permission Form (if applicant is not owner)** \_\_\_\_\_
4. **Amended PAD Booklet** (see comment below)
  - 9 copies – (11" x 17") **folded** \_\_\_\_\_
5. **Site Plan Drawing (See Amended Zoning Site Plan Drawing Requirements):**
  - 9 copies – (11" x 17") **folded** \_\_\_\_\_
6. **Legal Description (8 ½ X 11 page)** \_\_\_\_\_
7. **Pinal County Assessor Parcel Map** \_\_\_\_\_   
(8.5" x 11") (Highlight project area and provide parcel numbers) \_\_\_\_\_
8. **Neighborhood Notice: (*not required for Minor Amendment*)**
  - A parcel map highlighting properties within 200 feet of subject site \_\_\_\_\_
  - Typed names, addresses and parcel numbers of all property owners identified on highlighted parcel map \_\_\_\_\_
9. **CD containing the following:** Narrative (Word); Amended PAD Booklet (pdf); and, Land Use Site Plan (pdf and/or jpg); \_\_\_\_\_
10. **Fees:** (See consolidated fee schedule on web site) at: (*no fee for Minor Amendment*): <http://www.casagrandeaz.gov/web/guest/feeschedule>
11. **Planned Area Development Booklets/Development Guide**  
PAD booklet - 9 copies (initial submittal) \_\_\_\_\_

**IMPORTANT:**

**PAD Booklet/Development Guide Criteria must show existing and proposed changes to all text, maps, graphics, and exhibits of PAD Guide.**

**Minor or Major Amendment to the PAD  
FINAL SUBMISSION REQUIREMENTS  
(Check box if submitted)**

**Planning & Zoning Commission Meeting: (*not required for Minor Amendment*)**

**For Lands use plan change**

- 10 copies 11" x 17" land use exhibit (folded) \_\_\_\_\_
- 10 PAD booklets \_\_\_\_\_
- CD containing the following: Narrative (Word); Amended PAD Booklet (pdf); and, Land Use Site Plan (pdf and/or jpg); \_\_\_\_\_

**City Council Meeting: (*not required for Minor Amendment*)**

Applicant to provide exhibits at least 21 days prior to the scheduled Council meeting.

- 15 copies 11" x 17" Zoning Site Plan Drawing Requirements (folded) \_\_\_\_\_
- 15 PAD booklets \_\_\_\_\_

**Final Submission Requirements for Digital Submission:**

All information related to the amendment must be submitted on a CD or DVD.

**Items required on CD or DVD:**

**- PAD Booklet/Guide: PDF format**

- List of property owners within 200 feet of subject site must be submitted in one of the following digital formats: comma-separated-values (.csv), Excel (.xls) or dBase (dbf). Details should include property owners parcel number, name and mailing address.

- All Amended materials or site plans must be submitted in one of the following digital formats: .TIF, .JPG, .PDF, OR ESRI shape file (.SHP) from a personal geodatabase

in MDB format), AutoCAD file (.DWG) or a .MIF file. Please refer to the Digital Submission Guidelines located on the website at:

<http://www.casagrandeaz.gov/web/guest/devforms>

**Checklist:**

- 1 CD or DVD of all information referring to Amendment \_\_\_\_\_
- 1 hard copy of detailed list of what is provided on the CD or DVD \_\_\_\_\_
- 1 hard copy of the list of property owners. \_\_\_\_\_
- 1 hard copy of Amended PAD Guide \_\_\_\_\_

**NOTE: FAILURE TO PROVIDE ANY OF THE ABOVE ITEMS WILL RESULT IN A DELAY IN SCHEDULING YOUR REQUEST FOR A HEARING.**

## **Amended Zoning Site Plan Drawing Requirements**

### General:

Project Narrative (Attached to site plan):

Name of project/development, and proposed use(s)

Location of project/development (include street address if known)

Description of proposed zoning district and uses; and how the project complies with the General Plan and any other adopted plans or zoning requirements

Site Plan Drawings are to be completed on 11" x 17" paper, and include the following information:

1. Location map, including area within one-half mile of site
2. Location of project/development include address or closest cross streets
3. Site statistics (in table form), indicating the following:
  - Zoning:
  - Existing & proposed uses
  - Site area - net/gross in square feet
  - Site area - net/gross in acres
  - General Plan land use designation
4. Name and mailing address of developer/owner
5. Name and mailing address of engineer/architect/surveyor
6. Date of plan preparation (to include any dates of subsequent revisions)
7. Legal Description
8. North point indicator, scale and dimensions
9. Boundary line of property with dimensions
10. Location, identification and dimension of existing and proposed data, to a distance of 100 feet unless otherwise stated:
  - a. Adjacent streets, street rights-of-way and easements to a distance of 150 feet, except for sites adjacent to major arterial streets where the distances shall be 200 feet
  - b. On-site streets and rights-of-way
11. Planned Area Development booklet shall include exhibits, open space, lots sizes, PAD standards (see checklist requirement for more details)
12. Highlight all the changes proposed and put a strikethrough on text that are being changed
13. Highlight on the site plan, maps, exhibits, if applicable, and enhance the existing and proposed changes.



**MINOR or MAJOR AMENDMENT TO PAD APPLICATION**

**1. PROPERTY:**

Street Address: \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

Legal Description (Section, Township & Range) \_\_\_\_\_

\_\_\_\_\_

Size: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

**2. ZONING AND LAND USE:**

Existing Zone \_\_\_\_\_

Requested Zone \_\_\_\_\_

Existing Use of the Property \_\_\_\_\_

Proposed Use of the Property \_\_\_\_\_

**3. APPLICANT INFORMATION: (Please Print)**

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

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

Status (Owner, Lessee, Agent, etc.) \_\_\_\_\_

Email address: \_\_\_\_\_

**4. PROPERTY OWNER(S) (If different than above):**

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

Mailing Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_

**\*If more than one owner, attach additional sheet with names and addresses.**

**NOTE: APPLICANT MUST ATTEND THIS MEETING!**

I have read the Minor or Major Amendment to the PAD application and packet and understand that if my application is not complete in all respects, it will not be scheduled until such time as it is complete.

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Signature

Date

Print or Typed Signature: \_\_\_\_\_

**OWNER ' S PERMISSION FORM**

This sheet must be completed if the applicant is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to \_\_\_\_\_

to act on my/our behalf for the purpose of obtaining approval of the Minor or Major Amendment to the PAD on the following described property:

Owner(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Signature

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Owner(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Signature

Address \_\_\_\_\_

Telephone \_\_\_\_\_

STATE OF ARIZONA            )  
  )  
County of \_\_\_\_\_ )

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On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.  
My commission expires:

\_\_\_\_\_  
Notary Public

# Criteria for Major Amendment Hearing Sign *(not required for Minor Amendment)*

(Dimension 4'x8')

## **CITY OF CASA GRANDE (3" tall) PUBLIC HEARING NOTICE (4" tall) MAJOR AMENDMENT TO PAD**

**(Project number)** (3" tall)

Project Planner will provide project description and location to be included on the sign (2" tall)

**Current Land Uses** (2" tall)

**Proposed Land Uses** (2" tall)

**Public Hearing Dates:** (2.5" tall)

**Casa Grande Planning and Zoning Commission**

Meeting: \_\_\_\_\_, 2009 @ 6:00 p.m.  
Casa Grande City Hall Council Chambers – 510 E. Florence Blvd.

**City Council**

Meeting: \_\_\_\_\_, 2009 @ 7:00 p.m.  
Casa Grande City Hall Council Chambers – 510 E. Florence Blvd

**Applicant:** (2.5" tall)

(name) \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

**City Contact: (2.5" tall)**

Planners Name  
520-421-8630

Please contact the City and/or applicant for more detailed information on these requests.

## **Colors: Body to be Brilliant Yellow board and lettering to be Flat Black**

- Height of the sign must be 8' feet from finished grade to the top of sign.
- 3 Signs must be installed on site at least 15 calendar days prior to public hearing date.
- Call Project Planner for locations.
- Applicant must remove signs within 10 working days after the final action.

Major Amendment to the PAD Flow Chart (*not applicable for Minor Amendment*)

