



Development Center

City of Casa Grande

OVERVIEW

Development within the City of Casa Grande is regulated in order to promote the health, safety and welfare of current and future citizens. Over the years, regulation and processes have been developed to establish rules for development and the manner in which they are applied.

Every project must:

- Have the proper **Zoning** for the intended use;
- Be on a properly **Platted** lot;
- Have a valid **Building Permit**;
- Be **Inspected** during Construction; and,
- Receive a **Certificate of Occupancy**

The path that your development will need to follow will depend on how many of these elements are already in place. In order to determine what that path will be, please refer to the Flow Chart for the “typical” Development Process. The City has established a **Pre-Development Team Meeting to initially meet with the City Staff and to gather preliminary information to get your project started.**

This meeting occurs prior to the submittal of any development plans to the city. The purpose of this meeting is to determine what steps you will go through and to provide you with information necessary to successfully complete each step. Pre-development team meetings are held once a week (Wednesday) on a first come first served basis.

The Development Guide has been published to help you know what you can expect during Casa Grande’s development process.

DEVELOPMENT CENTER:

The Development Center is where the City of Casa Grande project development starts. It is located at the City of Casa Grande City Hall at 510 E. Florence Blvd., Casa Grande, AZ 85222. The Development Center is created by the City in order to assist the public with their development project review and approval needs. A team of energetic staff is housed at the Development Center who will receive your project application, distribute the application to the different departments for review, and makes a recommendation of your project to the decision making body (the Planning and Zoning Commission, Board of Adjustments, Boards of Appeals, and City Council).

GETTING STARTED

In order to help our clients with their specific project needs, the Development Center put together this “Guide” to provide a better understanding of what the application review process is for a particular application. The Guide tells an applicant the step by step process of what needs to be done, and what needs to be submitted and when, to get a project reviewed by staff and gained approval.

DEVELOPMENT TEAM MEETING

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 Team Meetings are held once a week (Wednesday) on a first come first served basis. There is no fee for the Development Team meeting.

DEVELOPMENT TEAM MEETING REQUIREMENTS

The Development Team is represented by City Staff of every Department in the City that the applicant will have the chance to work as the project progresses.

The applicant needs to 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 of Conceptual Plans (folded to approximately 9” X 11”)
- 14 copies of the Cover letter or narrative describing proposed project, date and time of the Development Team Meeting
- 14 copies of other related information related to the project to familiarize City Staff prior to the Development Team Meeting.

After meeting with the Development Team, the applicant can then submit a formal application for review and approval. Incomplete applications will not be accepted. **Applications need to be submitted to the Development Center by 12:00 p.m. (noon) of the submittal deadline dates.**