



**USE PERMIT**  
**Exposed Building Illumination (Lighting)**

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)



## **USE PERMIT**

### **Outlining of Buildings/Exposed Illumination**

#### **PURPOSE**

Ordinance 583.2 adds an exception to the Sign Code to allow the partial or complete outlining of buildings with exposed illumination (lighting) to enhance the night-time architecture of buildings, subject to securing a Use Permit. The Use Permit is reviewed and granted by the Casa Grande Board of Adjustment.

#### **LIGHTING SPECIFICATIONS**

The following specifications are to be adhered to:

1. Specifications are:
  - a. Monochromatic tubing,
  - b. Not exceed a nominal power rating of 30 milliamps,
  - c. Not exceed a total maximum light output of 250 lumens per foot.
2. Types of permitted illumination are: neon, argon, incandescent lights, or other nationally listed artificial lighting.
3. Lighting shall be integrated into the physical elements of the building or development,
4. Lighting shall be harmonious with the building's architectural style,
5. Lighting shall enhance the night-time architecture of the building,
6. Lighting color shall be complementary to the building/ development,
7. Lighting shall not portray any advertising message,

#### **REQUIREMENTS FOR APPROVAL**

The applicant must show that the proposed use of exposed illumination satisfies at least 2 of the following criteria prior to consideration by the Board of Adjustment:

- a. Distinguishing architectural style,
- b. Site location,
- c. Physical scale
- d. Historical interest,

- e. Other features that represent a clear variation from conventional development.

### CONDITIONS OF APPROVAL

In addition to any conditions placed on the Use Permit by the Board of Adjustment, the following conditions shall apply:

1. Should any component of the lighting system become non-functional the entire system shall not be illuminated until repaired;
2. If the system remains non-functional and non-illuminated for more than 30 calendar days the Use Permit may be revoked;

### **Application Requirements:**

- 1) **Application Filing** – The applicant may submit a formal application for Use Permit 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**.
- 2) **Staff Review of Submitted Plans**- The complete submitted 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 by Case Planners to the applicant within approximately **two (2) week period (working days)** following complete submittal of the application. The applicant is responsible in addressing staff comments and redlines and submitting revised plans. Staff will respond to the resubmittal within approximately **5 working days**. **If third review is necessary, the case will automatically be scheduled to the following Board of Adjustment meeting date.**
- 3) **Notice of Newspaper** - The City Of Casa Grande will prepare the Notice of Public Hearing for the Use Permit.
- 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 site;
  - b) Any person or group who has requested notice in writing.\*Sample notice of public hearing is available on the web site at: <http://www.casagrandeaz.gov/web/guest/devforms> (under Forms)

The applicant shall submit a signed affidavit of mailing prior to public hearing. Failure of the applicant to provide evidence of mailing will result in a postponement of the public hearing item.

6) **Sign Posting on Project Site -**

Notice of Public hearing for the Use Permit 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) 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;
- c) The applicant must submit a signed and dated affidavit of posting, and photos of the posted signs prior to the public hearing; and
- d) Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing.

7) **Board of Adjustment Commission Hearing** – After comments/redlines have been addressed, a Staff Report will be prepared for the Board of Adjustment. The hearing will occur the second Tuesday of each month at 6:00 p.m. held at the City Hall, Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85222.

**USE PERMIT CHECKLIST  
(Check box if submitted)**

- 1. **Application** \_\_\_\_\_
- 2. **Project Narrative** \_\_\_\_\_
- 3. **Owner's Permission Form (if applicant is not owner)** \_\_\_\_\_
- 4. **Site plan (See Use Permit content requirements):**
  - **8 copies** – Blue/line or black/line prints (24" x 36") **folded** to approximately (9" x 12) Scale of not less than 1" to 100' \_\_\_\_\_
- 5. **Landscape plan** (24" x 36") folded \_\_\_\_\_
- 6. **Building Elevations/Lighting plan** (24 X 36) folded \_\_\_\_\_
- 7. **Statement of Qualifications** \_\_\_\_\_
- 8. **Pinal County Assessor Parcel Map** (8.5" x 11") (Highlight project area and provide parcel numbers) \_\_\_\_\_
- 9. **Neighborhood Notice:**
  - 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 \_\_\_\_\_
- 10. **Fees:** (See consolidated fee schedule attached or on web site) at: <http://www.casagrandeaz.gov/web/guest/feeschedule> \_\_\_\_\_

**PROJECT NARRATIVE:** Describe the project, history and/or related facts that may be helpful in understanding the request.

ACCURATE SITE PLAN: Submit copies of a site plan/elevation map showing the size and shape of the property, footprints of existing and proposed buildings, streets, landscaping and parking areas.

BUILDING ELEVATIONS/LIGHTING INFORMATION: Submit copies of the building elevation, drawn to scale, showing the proposed location of the exposed lighting. Information regarding the specifications of the lighting is required (type, color, output, etc.)

**Final Submission:**

11 X 17 Site plan copies folded in half – 9 sets

11 X 17 Landscape plans folded - 9 sets

24 X 36 Building Elevations - 1 set

11 X 17 Building Elevations in color – 9 sets

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

BOARD ACTION:

If the Board finds that the facts presented in the matter justify approval, it may approve the request with any conditions deemed necessary to preserve the intent of the Sign Code and the Zoning Ordinance. If the Board finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. Normally, a decision is made at the same meeting that the hearing is held.

APPEALS: Must be made in writing within 10 days from the date of Board action.

# USE PERMIT APPLICATION

Application is made to obtain a Use Permit from the Casa Grande Board of Adjustment to allow the outlining of a building with exposed illumination as prescribed in Section 410.1 of City Ordinance 583.2.

Project Name:

\_\_\_\_\_

Project Address:

\_\_\_\_\_

Project Location:

\_\_\_\_\_

Applicant Information:

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Status (Owner, Lessee, Agent, etc.)

\_\_\_\_\_

Email address:

\_\_\_\_\_

I have read the Use Permit 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type Signature

\_\_\_\_\_  
Date

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

# OWNER' PERMISSION FORM

This sheet must be completed if the applicant for a Zone Change, Conditional Use Permit, Site Plan Review, Use Permit or Variance 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 a Zone Change, Conditional Use Permit, Site Plan Review, Preliminary/Final Plat, PAD Use Permit or Variance on the following described property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner(s)

\_\_\_\_\_

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

STATE OF ARIZONA )

) ss

County of \_\_\_\_\_ )

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

# USE PERMIT

## Statement of Qualifications

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

The applicant must show that the proposed use of exposed illumination satisfies at least 2 of the following criteria prior to consideration by the Board of Adjustment:

- a. Distinguishing architectural style,
- b. Site location,
- c. Physical scale,
- d. Historical interest,
- e. Other features that represent a clear variation from conventional development.

Please complete the following to assist in this determination:

1. Explain how the building(s) exhibits a distinguishing architectural style to allow the use of exposed illumination:

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2. State how the site location is a factor for the use of exposed illumination:

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3. Explain how the physical scale of the building(s) is a consideration for the use of exposed illumination:

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4. State how the historical interest of the building(s) is a factor in the use of exposed illumination:

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5. State any other features of the building(s) that exhibit a clear variation from conventional development to demonstrate the need for exposed illumination:

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

If there are any questions contact the Development Center, Casa Grande City Hall, 510 E. Florence Blvd. Casa Grande, AZ 85222, phone (520) 421-8630

Proposed 4' x 8' Sign for USE PERMIT

**CITY OF CASA GRANDE (3" tall)  
PUBLIC HEARING NOTICE (4" tall)**

**USE PERMIT (4" tall)**

**Project # \_\_\_\_\_:** (Enter project description and get info from Planner) ( 2.5" tall)

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

**Casa Grande Planning and Zoning Commission**  
Meeting: \_\_\_\_\_, 2007 @ 6:00 p.m.  
Casa Grande City Hall Council Chambers – 510 E. Florence Blvd.

**Applicant: (2.5" tall)**

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

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

Development Center  
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.

# USE PERMIT FLOW CHART

