



**GENERAL PLAN 2020 AMENDMENT APPLICATION**

**Request Type** (Please indicate the type of Amendment):

Major Amendment    Minor Amendment    Text Amendment Only

**I. NAME OF AMENDMENT PROJECT** \_\_\_\_\_

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

Legal Description (*attach as a separate document*) \_\_\_\_\_

Land Area: Acres \_\_\_\_\_ Sq. ft. \_\_\_\_\_

Existing Land Use Classification(s) \_\_\_\_\_

Requested Land Use Classification(s) \_\_\_\_\_

Existing Zoning District(s) \_\_\_\_\_

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

Adjacent Land Use Classifications and Result of Proposed Amendment \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

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

**3. PROPERTY OWNER(S):**

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

*The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.*

\_\_\_\_\_  
Signature of Property Owner                      Date                      Signature of Applicant                      Date

**\*\* Applicants who are not the property owner of record are required to have the application co-signed by the property owner or provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.**

**CITY INTAKE:**

Date Accepted & Logged In: \_\_\_\_\_ Intake Staff: \_\_\_\_\_

Fee Receipt # \_\_\_\_\_ Assigned Planner: \_\_\_\_\_



## GENERAL PLAN 2020 AMENDMENT

### AMENDMENT PROCESS

From time to time, the City of Casa Grande may choose to amend the General Plan in order to respond to opportunities or for other reasons. Arizona Revised Statutes §9-461.06 allow for an annual Major Amendment to the General Plan as well as Minor Amendments, (which may occur at any time during the year). State Law defines a Major Amendment as “a substantial alteration of the municipality’s land use mixture or balance as established in the municipality’s existing general plan land use element”.

An amendment to the General Plan is initiated by a request that (1) may be submitted by the Casa Grande City Council or the Casa Grande Planning and Zoning Commission, (2) by the owner of a property within the City or its Planning Area, or (3) as a result of a determination by the City of Casa Grande Planning and Development Department that a proposed rezoning request is not in conformance with the General Plan. All requests to amend the General Plan shall be submitted to the City of Casa Grande Planning and Development Department and shall be accompanied by:

- A response to the General Plan Amendment Determination Criteria listed below.
- A map detailing the proposed location of the amendment and its’ current General Plan land use designation and the land use designations of properties within 1/4 mile of the proposed amendment.
- A map detailing the proposed change in General Plan land use designation and the land use categories of the properties within 1/4 mile of the proposed amendment.
- A map detailing the proposed change in General Plan land use designation and the land use categories of the properties within 1/4 mile of the proposed amendment. The City of Casa Grande will consider Major Amendments to the General Plan according to a Public Participation Schedule approved by City Council each year. Minor Amendments to the General Plan may be considered at any time during the calendar year.

### GENERAL PLAN AMENDMENT CRITERIA

#### MAJOR AMENDMENTS:

In conformance with Arizona State Statute, a Major Amendment to the General Plan will be required for:

1. Any rezoning request that is not in conformance with the Casa Grande General Plan 2020 Land Use Map and that meets the General Plan 2020 Major Amendment Criteria (*see General Plan 2020 Figure C-1: Major and Minor Amendment Criteria*).
2. Any request for rezoning that is not in conformance with the following Casa Grande General Plan 2020 Maps:
  - Growth Areas
  - Planned Parks, Recommended Park Sites and City Facilities
  - Roadway Classification Maps
  - Proposed Future Transit Routes.
3. Addition of new roadway classifications that result in wider lane widths, increased number of lanes and/or a reduced pedestrian or multi-modal transportation environment to Figure C-4, Roadway Classification Design Criteria, and/or the Roadway Classification Map.
4. Any proposal that is not in conformance with Figure C-4: Roadway Design Classification (*See General Plan 2020*).
5. Any changes to the General Plan 2020 land use category text in the Description, Appropriate Zoning, Density and Intensity and Transitional Land Uses sections.
6. Any changes to the Casa Grande General Plan 2020 that change the original intent of the Plan or that contradict the intent or meaning of the Casa Grande General Plan 2020 Vision, Goals, Policies, or Strategies or that would alter the density, intensity, infrastructure, or development standards described herein.



7. Any changes to the Casa Grande General Plan 2020 Glossary that substantially alters the intent, intensity, density, or meaning of a glossary definition.

### **MINOR AMENDMENTS:**

Minor Amendments to the Casa Grande General Plan 2020 may be processed at any time and in accordance with the City's usual Planning and Zoning hearing schedule. A Minor Amendment to the General Plan is considered as:

1. Any rezoning request that is not in conformance with the Casa Grande General Plan 2020 Land Use Map and that meets the General Plan 2020 Minor Amendment (see *General Plan 2020 Figure C-1: Major and Minor Amendment Criteria*).
2. Updates to statistics, descriptions and summary text that reflect changing conditions and new facts.
3. Addition of new roadway classifications that result in narrower lane widths, reduced number of lanes and/or an enhanced pedestrian or multi-modal transportation environment to Figure C-4, Roadway Classification Design Criteria, and/or the Roadway Classification Map except in those areas Designated City Center on the Land Use Map.
4. Other changes determined by the City of Casa Grande Planning and Development Department staff to constitute a minor amendment to the Casa Grande General Plan 2020 or not described herein as a Major or Minor Amendment.

**\*\* See General Plan 2020 for referenced exhibits**

### **GENERAL PLAN AMENDMENT DETERMINATION CRITERIA:**

A determination to make a Major or Minor Amendment to the Casa Grande General Plan 2020 shall be based on the following criteria:

1. Describe how the proposed amendment furthers the General Plan Vision.
2. Describe how the proposed amendment furthers Smart Growth principles to:
  - Mix land uses
  - Take advantage of compact building design
  - Create a range of housing opportunities and choices
  - Create walk able neighborhoods
  - Foster distinctive, attractive communities with a strong sense of place
  - Preserve open space, farmland, natural beauty, and
  - critical environmental areas
  - Strengthen and direct development towards existing communities
  - Provide a variety of transportation choices
  - Make development decisions predictable, fair, and cost effective
  - Encourage community and stakeholder collaboration in development decisions
  - Further the sustainable use of resources and materials.
3. Describe how the proposed amendment enhances or has no net impact on future water supplies.
4. Describe how the proposed amendment enhances or has no net impact on mobility and traffic congestion.
5. Describe how the proposed amendment enhances or has no net impact on the quality and quantity of publicly accessible open spaces and trails.
6. Discuss if the proposed amendment will result in a higher net cost to the City or its residents for City Services.
7. Does the proposed amendment require public investment or financing
8. Describe how the proposed amendment enhances or has no net impact on the natural environment, including air and water quality.
9. Describe how the proposed amendment enhances or has no net impact on the rural character of the City.
10. Describe how the proposed amendment results in the creation of jobs for Casa Grande residents.
11. Describe how the proposed amendment provides enhanced educational opportunities for Casa Grande residents.
12. Discuss how the specific goals, policies and strategies are furthered by the proposed amendment.



## **CONDITIONS FOR APPROVAL**

The applicant must prove that:

1. The proposed land use(s) is in conformity with the intent of the General Plan.
2. The subject property is suitable for the proposed land uses in terms of access, size of parcel, and relationship to similar or related uses.
3. The proposed General Plan Amendment is necessary and proper at this time and will not be detrimental to adjacent properties or residents.

## **PUBLIC PARTICIPATION**

Public participation shall be encouraged for all General Plan Amendment requests. In conjunction with the City, applicants shall make efforts to encourage public participation by:

1. Providing an adequate number of application materials to disseminate to the public.
2. Posting signs as required by this application.
3. Making the City aware of public comments received by the applicants.
4. Participating in public hearings and any additional meetings and/or workshops that may be required to assist in gathering public input.
5. Giving thoughtful consideration to public comments.

The City shall encourage public participation by complying with Arizona Revised Statute requirements for General Plan Amendments. The expanded application requirements and application process for Major Amendments will allow for effective, early, and continuous public participation from all geographic, ethnic, and economic areas of the City. Public notices will be published in a newspaper of general circulation in the City and will also be posted as deemed appropriate in other locations throughout the City. Public comment will be welcomed and taken into consideration.

## **PRE-APPLICATION PROCESS**

***In order for the City to better understand your proposal, 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 (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 Land Use Site 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.*

*1. After meeting with the Development Team, the applicant can then submit a formal application for review and approval. Incomplete applications will not be accepted.*

***2. PUBLIC HEARING DATES:*** *Dates will be set for public hearings before the Planning Commission and City Council, and you will be notified. Requests for Major Amendments to the General Plan are only considered once each year per Arizona Revised Statutes.*



## **APPLICATION PROCESSING**

- 1) **Application Filing** – The applicant must submit a formal application of the amendment for 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 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 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 re-submittal 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) **Planning and Zoning Commission Hearing**– After comments/redlines have been addressed, a Staff Report will be prepared for the Planning and Zoning Commission. See Meeting Schedule for dates and times. The applicant or his authorized representative must be present to answer any questions concerning the application. If there are extenuating circumstances why you cannot attend, these must be submitted in writing at the time of the application. The Planning and Zoning Commission shall render its recommendation to the City Council. For Major Amendments, the recommendation shall be rendered at the second Planning and Zoning Commission public hearing on the request. The hearing will be held at the City Hall, Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.
- 4) **City Council Meeting**– After comments/redlines have been addressed, a Request for Council Action (RCA) will be prepared and the project will be scheduled for consideration by the City Council. The City Council may approve, deny or table the request. The City Council meets the first and third Monday (except holidays) of every month at 7:00 p.m. held at the City Hall, Council Chamber, 510 E. Florence Blvd. All applicants or his/her representative whose cases are included on the agenda shall be present at the meeting.

## **PUBLIC NOTICE**

- 1) **City Staff will provide the applicant the following notification items 21 days prior to the hearing:**
  - a) Map and Addresses of all property owners to be sent notices
  - b) Notification Template
  - c) Hearing Sign Template
  - d) Sample Mailing and Posting Affidavits
  - e) List of local sign companies who can manufacture the required site posting signage.
- 2) **Notice of the Paper-** City staff will prepare the Notice of Public Hearing for the Zone Change.
- 3) **Sign Posting-** The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the following specifications and requirements:
  - a) The sign must comply with the hearing sign template provided by the City.
  - b) The applicant must submit a signed and dated affidavit of the sign posting, and submit photos of the posted signs to the project planner at least ten (10) days prior to the public hearing.
  - c) The applicant must remove all signs within ten (10) days following the public hearing. Signs not removed will be removed by the City and be subject to a removal fee.
- 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 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.
- d) 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.*

## **FEES**

Major General Plan Amendment- \$2,500

Minor General Plan Amendment- \$1,250

## **LAND USE SITE PLAN REQUIREMENTS**

### General:

1. Name of project/development, and proposed use(s)
2. Location of project/development (include street address if known)
3. Location map, including area within one-half mile of site
4. Site statistics (in table form), indicating the following:
  - existing & proposed land uses
  - Site area (net/gross, in acres and square feet)
5. Name and mailing address of developer/owner
6. Name and mailing address of engineer/architect/surveyor
7. Date of plan preparation
8. North point indicator

### Site Plan(s), including:

1. The existing land use designation(s) on the left side and the proposed land use designation(s) on the right side
2. Boundary line of property with dimensions
3. Location, identification and dimension of existing and proposed data, to a distance of 100 feet unless otherwise stated:
4. The proposed location of the amendment and its' current General Plan land use designation and the land use designations of properties within 1/4 mile of the proposed amendment.
5. The proposed change in General Plan land use designation and the land use categories of the properties within 1/4 mile of the proposed amendment.
6. The proposed change in General Plan land use designation and the land use categories of the properties within 1/4 mile of the proposed amendment.





## GENERAL PLAN AMENDMENT INITIAL SUBMITTAL CHECKLIST

- |   | Applicant                | Planner |
|---|--------------------------|---------|
| 1. <b>Owners Authorization Form</b> _____   | <input type="checkbox"/> | _____   |
| 2. <b>Project Narrative</b> ( <i>Determination Criteria Response explained here</i> ) _____ | <input type="checkbox"/> | _____   |
| 3. <b>Legal Description (8 1/2 x 11 page)</b> _____   | <input type="checkbox"/> | _____   |
| 4. <b>Land Use Site Plan</b> _____  | <input type="checkbox"/> | _____   |
| ▪ 5 copies – Color prints (11" x 17") folded  |                          |         |
| 5. <b>CD Containing all submittal documents</b> _____                                       | <input type="checkbox"/> | _____   |
| ▪ (2 CD's with all documents in PDF format)   |                          |         |
| 6. <b>Application Fee</b> _____   | <input type="checkbox"/> | _____   |

## GENERAL PLAN AMENDMENT FINAL SUBMITTAL CHECKLIST

(For Development Center Use only, check box if submitted)

### Final Submission Requirements for Planning & Zoning Commission Meeting:

- |   |                          |       |
|---|--------------------------|-------|
| 1. <b>Land Use Site Plan (color rendered)</b> _____   | <input type="checkbox"/> | _____ |
| ▪ 10 copies – Color prints (11" x 17") folded         |                          |       |
| 2. <b>CD Containing all Submittal Documents</b> _____ | <input type="checkbox"/> | _____ |
| ▪ (2 CD's with all documents in PDF format)           |                          |       |

### Final Submission Requirements for City Council Meeting:

- |   |                          |       |
|---|--------------------------|-------|
| 1. <b>Land Use Site Plan (color rendered)</b> _____ | <input type="checkbox"/> | _____ |
| ▪ 12 copies – Color prints (11" x 17") folded       |                          |       |

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



## FLOW CHART FOR GENERAL PLAN 2020 AMENDMENTS

