



Overview

A Conditional Use Permit is a permit which allows the Planning and Zoning Commission to set special conditions governing the use of property in a zone where such uses are conditionally permitted to ensure that your proposed use will be compatible with the existing and permitted uses located in the area.

Pre-Application Process

Prior to the submittal of an application for a Conditional Use Permit the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines. During the pre-application stage the applicant's proposal may be scheduled for a Development Team Meeting which will allow other appropriate City/outside agency review staff to provide the applicant comments and guidance on the proposed development. The applicant should bring the following information to the pre-application meeting:

1. Project Narrative indicating the following:
 - a. Applicant information
 - b. Description of proposed development
 - c. Other information the applicant believes may be useful to allow City/Agency Staff to familiarize themselves with the project.
2. Conceptual Site Plan drawn at a readable size and scale indicating the following:
 - a. Proposed site boundaries & lot configurations
 - b. Proposed building footprints & land uses
 - c. Proposed access, parking & circulation
 - d. Proposed utility services
 - e. Proposed drainage facilities
 - f. Special site conditions

Submittal Package

Each application for a Conditional Use Permit shall be filed in accordance with Article II of the City Code. Conditional Use Permit Applications are required to be reviewed and approved by the Planning and Zoning Commission.

1. If the Conditional Use Permit involves the construction of a new building or building additions a Major Site Plan application must be filed in accordance with Article I of the City Code.
2. If the Conditional Use Permit does not involve the construction of a new building, building additions or conversion of vacant land to a developed use a Major Site Plan is not required. However, a Site Plan complying with the following shall be submitted with this application:

A. Site Plan, at a scale not smaller than one inch equals one hundred feet indicating the following:

- a) Name of project
- b) North point indicator
- c) Scale of not less than 1" to 50' for Residential (for addressing purposes)
- d) Scale of not less than 1" to 100' feet for Commercial (for addressing purposes)
- e) Vicinity map
- f) Site statistics (in table form), indicating the following:
 - Zoning & proposed use
 - Site area net & gross (show in acres and square feet)
 - Total building area (square feet)
 - Total number of required and provided parking spaces and ADA accessible parking spaces
 - Dwelling unit # and density if residential
- g) Boundary line of property with dimensions
- h) Buildings and structures
- i) Setbacks (Building and parking)
- j) Show screen wall/fence/trash enclosure elevations
- k) Exterior lighting including cut sheets
- l) Parking facilities (existing & proposed)



City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

m) Sidewalks, walkways, driveways, loading areas and docks, bikeways

Additional Submittal Requirements:

- A. Project Narrative**
- B. A Legal description and exhibit of the proposed site**
- C. Traffic Impact Analysis** meeting the requirements of the City of Casa Grande Small Area Transportation Plan Section 7.4. (if applicable)

Public Notice

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions go to (<http://casagrandeaz.gov/dept/planning/planning-division/public-process/>)*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

Fees

Conditional Use Permit - Commercial/Industrial/Office Zone: \$1,290

Conditional Use Permit - Residential Zone: \$1,290

Technology Recovery Fee: 5% of Review Fee

Sign Removal Fee (Optional): \$100



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES
Completeness & Substantive Review Time Frames¹

Administrative Completeness Review (CR) ²	Substantive Review (SR) Stage ³			
	Review of Initial Submittal ⁴	Staff Decision or Review of Resubmittal ^{5, 6}	Staff Decision based upon 2 nd Resubmittal	Over-All Timeframe ⁷
2 days	30 days	30 days	30 days	62 days

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of re-submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.

⁴ Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the 1st comprehensive review document.

⁵ Issuance of a review letter regarding resubmittal only allowed if applicant consents to extend review timeframe to resolve remaining code/policy compliance issues. Said extension shall not exceed 50% of the over-all timeframe.

⁶ Review of resubmittal shall be limited to:
 a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
 b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

⁷Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes and does not include any time involved in review of the 2nd Resubmittal. An administrative decision will be made on the permit/project application prior to the end of the Over-All Review timeframe unless the applicant and the City agree to review of a 2nd Resubmittal.

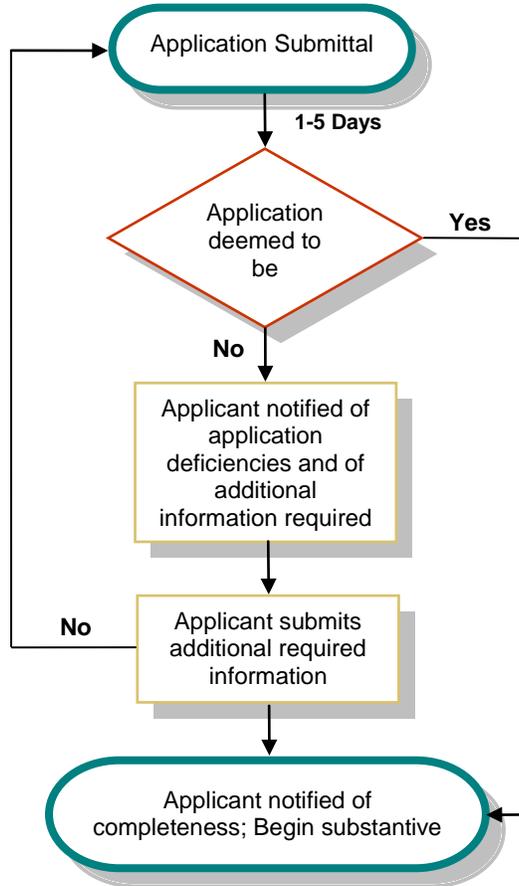
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd review if necessary, within the stated prescribed timeframe. Your consent is not required at time of application submittal. Applicants who do not sign below will be contacted by City staff if a 2nd review is determined to be necessary prior to making an administrative decision on this application. Applications denied after the completion of the review cycle are eligible for re-application to address the code/policy deficiencies which were the basis for the application denial with the payment of a fee equal to 25% of original application fee amount. Said re-application shall occur within 90 days of the application denial.

I hereby consent to a 2nd review of my application, if necessary, prior to making a final administrative decision.

 Applicant



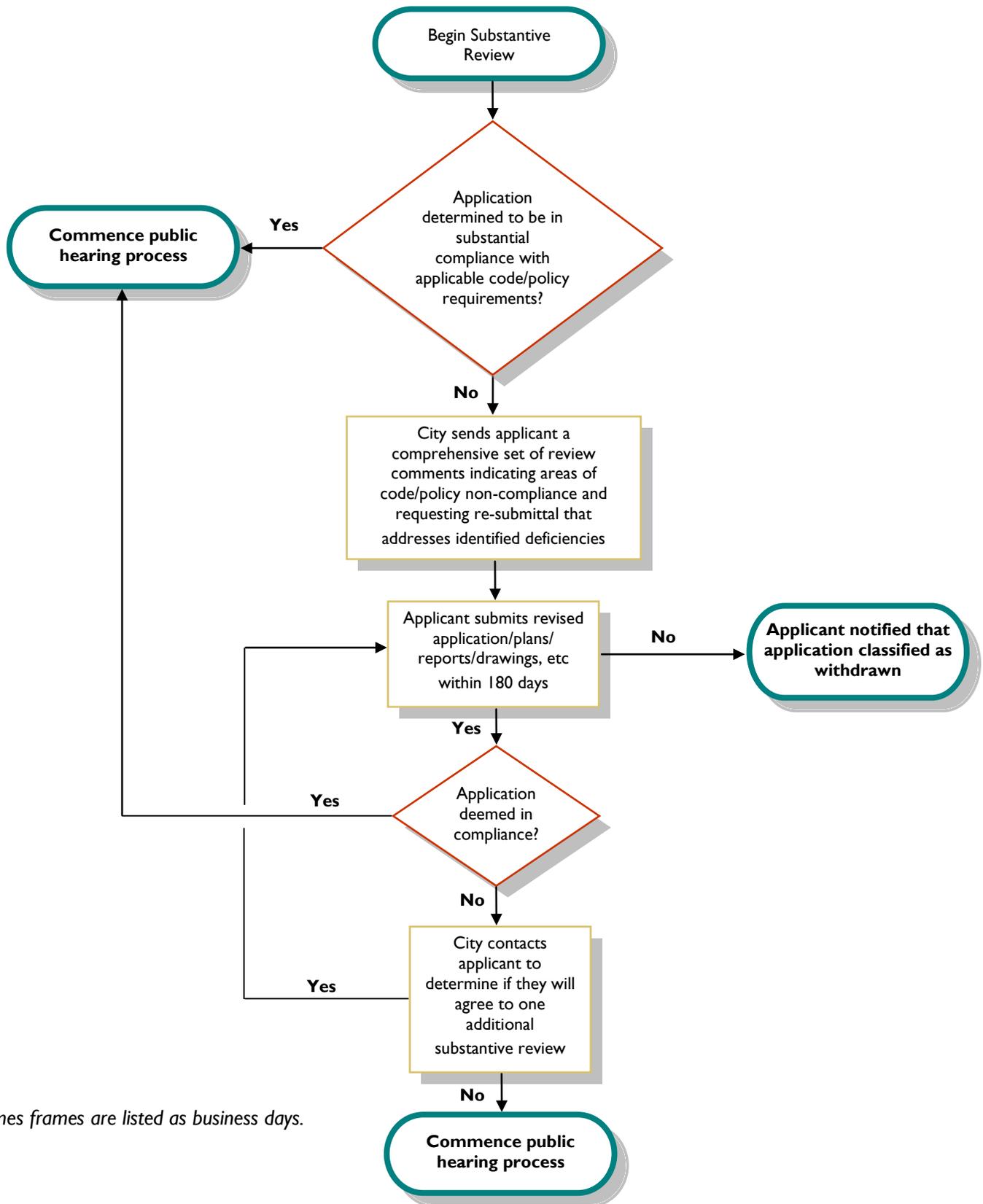
Administrative Completeness Review Process



* All time frames are listed as business days.



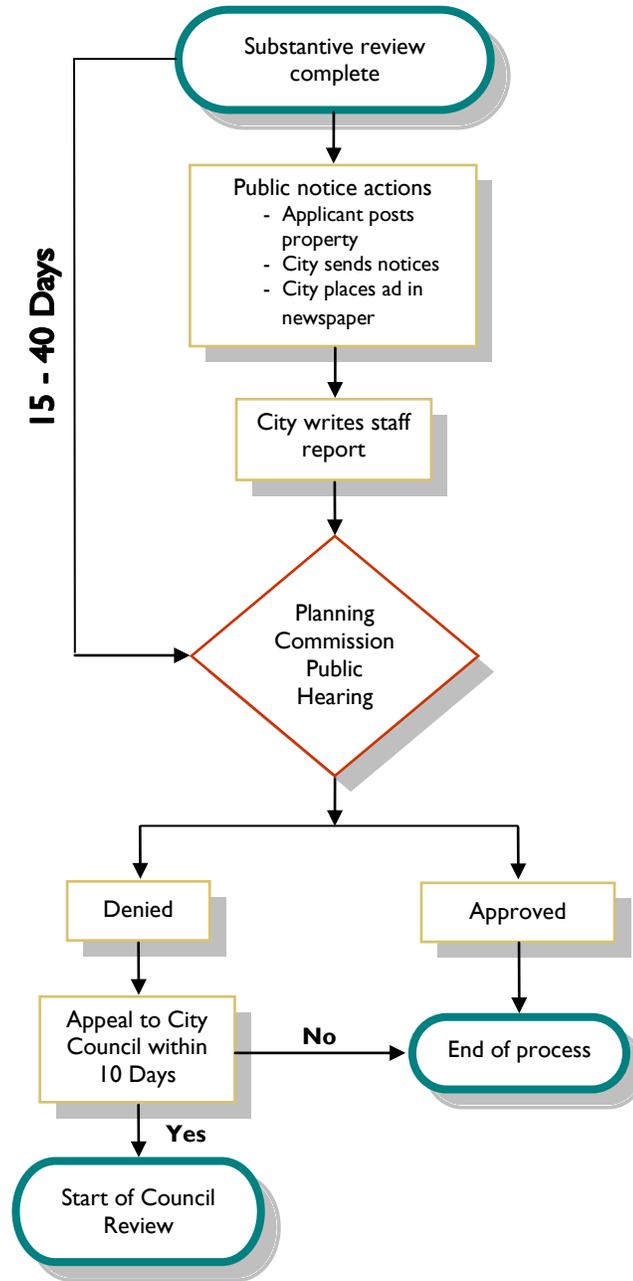
Substantive Review Process



* All times frames are listed as business days.



Planning Commission Public Hearing Process



** All times frames are listed as business days.*



Completeness Review Intake Checklist

- | | Planner |
|---|--------------------------|
| 1) Notarized Owner Signature _____ | <input type="checkbox"/> |
| 2) Project Narrative _____ | <input type="checkbox"/> |
| 3) Site plan <i>(only applicable for CUP's that DO NOT require a Major Site Plan)</i> _____
• <i>(2 Copies – (24" x 36" folded)</i> | <input type="checkbox"/> |
| 4) Traffic Impact Analysis <i>(if applicable)</i> _____
• <i>(2 Copies in booklet or letter format)</i> | <input type="checkbox"/> |
| 5) CD containing all Submittal Items _____
• <i>(1 CD with all documents in PDF format)</i> | <input type="checkbox"/> |
| 6) Application Fees _____ | <input type="checkbox"/> |