DSA- _____

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

CONDITIONAL USE PERMIT APPLICATION

(Electronic Version Available at:(http://casagrandeaz.gov/dept/planning/planning-division/devforms/

Request Type (Please indicate the type of Conditional Use Permit):
☐ Conditional Use Permit - Commercial/Industrial/Office Zone
☐ Conditional Use Permit – Residential Zone

1. PROJECT NAME _____

Site Address _____

Assessor Parcel #(s) _____

Existing Zoning _____ Acreage _____

2. APPLICANT INFORMATION:

Name _____

Address _____City_____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

3. PROPERTY OWNER INFORMATION:

Name _____

Address _____City_____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

OWNER AUTHORIZATION:

_____ _____

Signature of Property Owner *Date*

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

Applicants may receive clarification regarding the specific steps included in processing this application as well as information regarding any code, regulation or policy relevant to the processing of this application by contacting one of the following Planning staff members:

Laura Blakeman – laurab@casagrandeaz.gov, 520-421-8630, Ext. 3010
Jim Gagliardi – jim_gagliardi@casagrandeaz.gov, 520-421-8630, Ext. 3020
Joe Horn – joseph_horn@casagrandeaz.gov 520-421-8630, Ext. 3018

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

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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.

Appeal Rights:

1) A written appeal shall be taken to the city council by the applicant or any person, firm, corporation, group or association owning real property within one hundred fifty feet of the conditional use applicant's property, aggrieved or affected by the decision of the commission with respect to any conditional use.
2) The appeal shall be filed in duplicate with the zoning administrator within ten days from the date of action by the commission.
3) The appeal shall specifically state the grounds therefore and wherein the commission failed to conform to the requirements of these regulations, appellate has otherwise been aggrieved or affected by the actions of the commission.
4) The zoning administrator shall immediately transmit one copy of the appeal to the commission.
5) The zoning administrator shall inspect the appeal for defects, and validate the appeal within forty-eight hours of receipt. If the appeal is defective in any particular for noncompliance, the zoning administrator shall immediately send notice to applicant of the fact and the type and nature of the defect or defects.

Fees

Conditional Use Permit - Commercial/Industrial: $1,400
Conditional Use Permit - Residential Zone: $1,000
Traffic Impact Analysis - $560
Technology Recovery Fee: 5% of Review Fee

☐ Public Hearing Sign Removal Fee (Optional): $100

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Over-All Review Time-Frames for Projects [1,7,8]

Project Classification	Administrative Completeness Review (CR) of Initial Submittal[2]	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter[4,8]	CR Review of Re-Submittal	Review of Resumbittal[5,7,8] and Staff Decision to Approve/Deny	Over-All Review Timeframe[6,7,8]
Conditional Use Permit – Commercial/Industrial[9]	5	30	5	30	70
Conditional Use Permit – Residential[9]	5	30	5	30	70

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

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

[3]Substantive 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] 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. In this case the City may issue an additional review letter addressing the new design.

[6]Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

[7] If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

[8]The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

[9]Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

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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 an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

_____ _____

Applicant Agreed to by City

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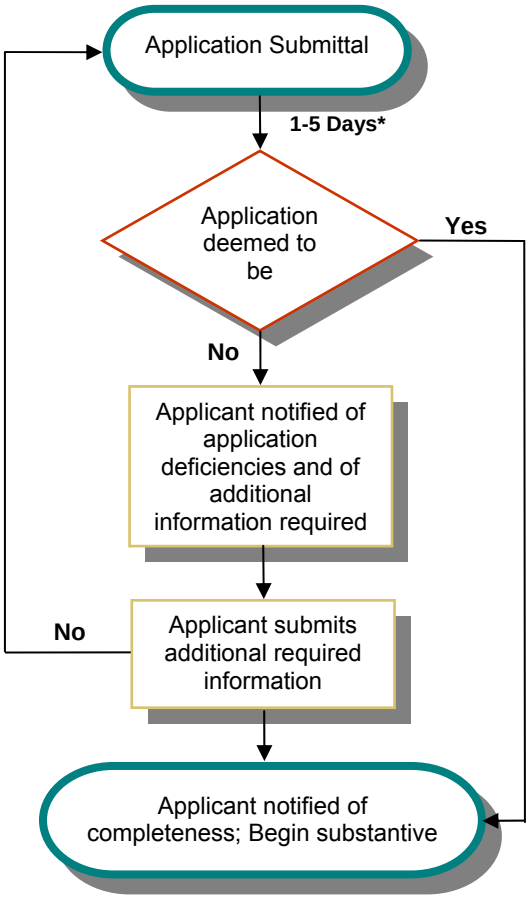
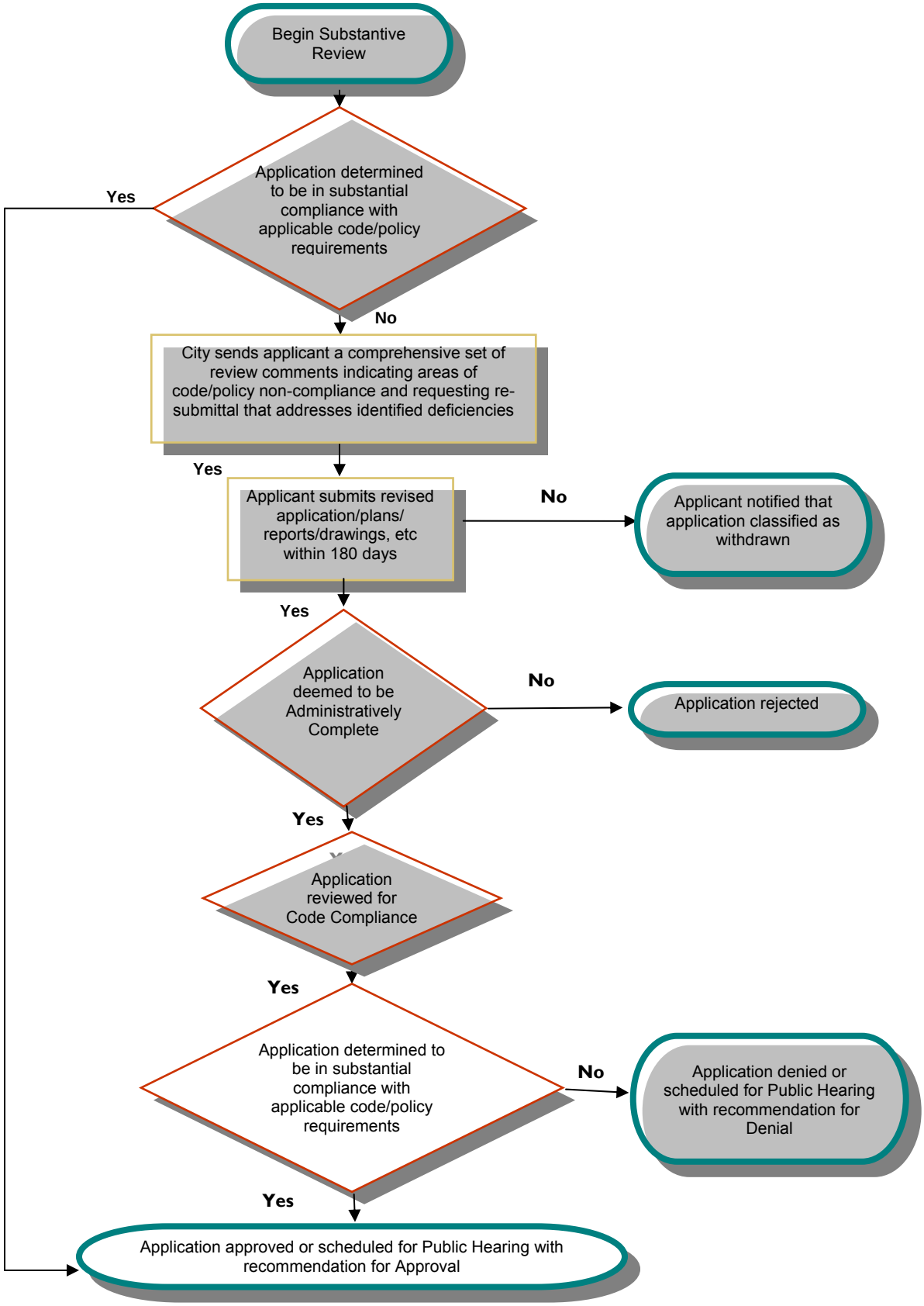
Administrative Completeness Review Process



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

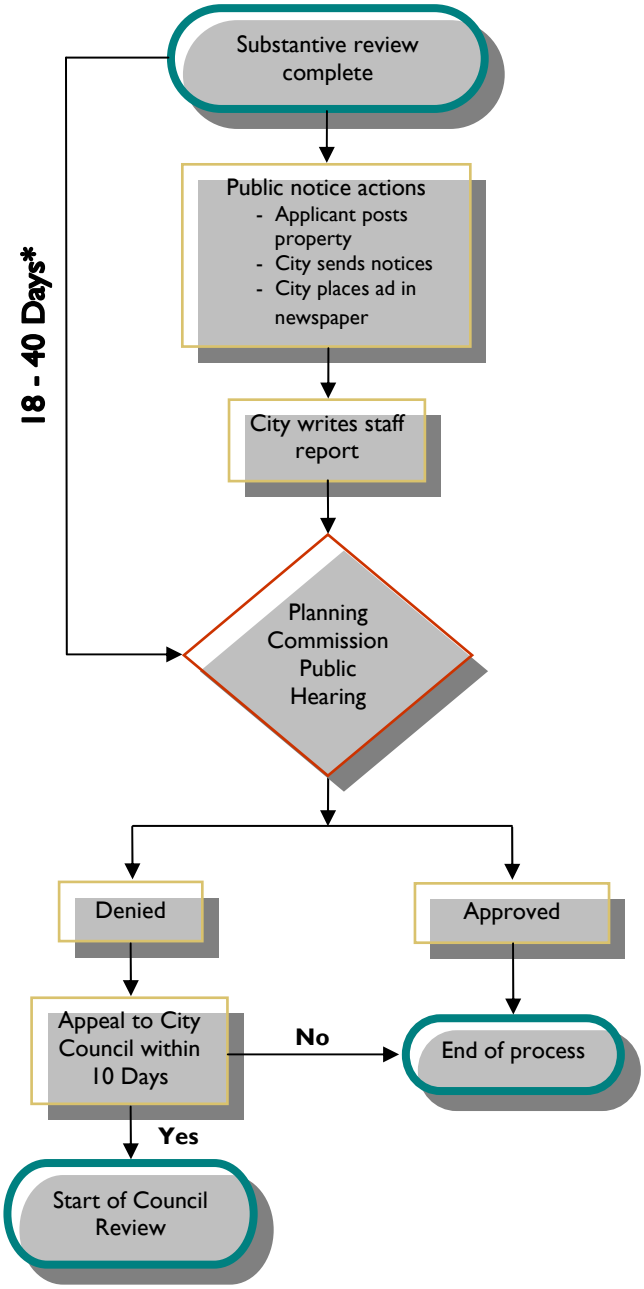
City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

Substantive Review Process



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

Planning Commission Public Hearing Process



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

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Completeness Review Intake Checklist

Planner

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

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