



## DEVELOPMENT TEAM MEETING REQUEST PROCEDURES

(Electronic Version Available at: [www.casagrandeaz.gov/web/guest/devforms](http://www.casagrandeaz.gov/web/guest/devforms))

Prior to the submittal of most land use applications the applicant is required to hold a Development Team Meeting with City and outside agency review staff. The purpose of the meeting is to provide the applicant comments and information regarding the specific development requirements, application and processes applicable to the proposed development prior to the submittal of any formal application. Development team meetings are held once a week on Wednesday mornings with the following City Staff and outside agency representatives:

- ADOT (if adjacent to state highway)
- Arizona Water Company
- City Management
- Development Center/ Building Division
- Economic Development
- Fire Department
- Planning & Development Department
- Public Works

### DEVELOPMENT TEAM MEETING SCHEDULING AND SUBMITTAL REQUIREMENTS

In order to schedule a project for a Development Team Meeting the applicant needs to submit the required materials as outlined below to Ana Woodward, Development Center Secretary. This application may be mailed, emailed or delivered to the Development Center. Ana may be contacted at 520-421-8630 or [anawd@casagrandeaz.gov](mailto:anawd@casagrandeaz.gov). Upon receipt of the application and associated materials you will be scheduled for a Development Team Meeting within 14 days.

#### **The following information must be submitted in electronic format:**

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

At the conclusion of the Development Team the project Planner will provide the applicant with a set of meeting notes indicating the development issues, concerns and input provided by the City/Agency Staff at the meeting. It is expected that the formal development application submittal will appropriately address the input provided at the Development Team Meeting.