



PUBLIC IMPROVEMENT PERMIT APPLICATION

(Permit authorizing construction of public improvements that will be dedicated to the City of Casa Grande for Ownership and Maintenance)
 (Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/>) Email: DCPermits@casagrandeaz.gov

Request Type :

- Street Improvements
 Sewer Main Installation
 Traffic Signal
 Street Lights
 Sidewalk
 City/CIP Project
 Other: _____

1. PROJECT LOCATION _____

2. DESCRIPTION OF WORK _____

3. STREET CLOSURE REQUIRED YES DATES _____ NO

4. APPLICANT/OWNER

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
 Status (Owner, Lessee, Agent, etc.) _____

5. CIVIL ENGINEER:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

6. CONTRACTOR:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____

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 review Engineers:

- Larry Petersen** – lpetersen@casagrandeaz.gov, 520-421-8630, Ext. 3320
Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:	
Date Accepted & Logged In: _____	Intake Staff: _____
Fee Receipt # _____	Expiration Date: _____
Assigned DC Engineer: _____	Assigned PW Inspector: _____
Engineer's Approval: _____	Date: _____
Inspected & Accepted by: _____	Date: _____



PUBLIC IMPROVEMENT – APPLICATION INTAKE CHECKLIST

- | | Applicant | DC Staff | | | | | | | | | | | | |
|---|--------------------------|--------------------------|--------|-------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|--|--|
| 1. Civil Plans (1 set with initial submittal; 3 sets once approved for signature; requires City of Casa Grande signature format, see attachment Note: As-Built plans for all public improvements must be provided and approved prior to city acceptance of the public improvements for city ownership and maintenance) _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |
| 2. Stormwater Pollution Prevention Plan (SWPPP) – required if more than (1) acre will be disturbed, may be waived if a SWPPP was submitted with the Site Development Permit for the project _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |
| 3. Reports (may be waived if submitted with the Site Development Permit and/or Site Plan) _____ <input type="checkbox"/>
(1 set with initial submittal; 3 sets once approved for signature) | _____ | _____ | | | | | | | | | | | | |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 35%; text-align: center;">Required</td> <td style="width: 35%; text-align: center;">Waived</td> </tr> <tr> <td>a. Final Drainage</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>b. Water/Wastewater</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>c. Geotechnical Soils</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> | | Required | Waived | a. Final Drainage | <input type="checkbox"/> | <input type="checkbox"/> | b. Water/Wastewater | <input type="checkbox"/> | <input type="checkbox"/> | c. Geotechnical Soils | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | Required | Waived | | | | | | | | | | | | |
| a. Final Drainage | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | |
| b. Water/Wastewater | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | |
| c. Geotechnical Soils | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | |
| 4. Traffic Control Plan (1 set with initial submittal; 3 sets once approved for signature) _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |
| 5. Engineer’s Cost Estimate (See Attached) _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |
| 6. Electronic Files in PDF Format _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |
| 7. Application Review Fees _____ <input type="checkbox"/> | _____ | _____ | | | | | | | | | | | | |

FEES DUE AT TIME OF SUBMITTAL:

- Review Fees: \$247.50 per Civil Plan sheet
- Engineering Inspection Fee: 4% of construction cost
- Final Drainage Reports: \$560.00 each (no fee if a Final report was recently approved and on file with the City.)
- Water/Wastewater Reports: \$560.00 each (no fee if a Final report was recently approved and on file with the City.)
- Traffic Report: \$560.00 (no fee if a Final report was recently approved and on file with the City.)
- Technology Recovery Fee: 5% of Total Permit Fees

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 Applicant Date

Contact Person Phone/Email



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES

Completeness & Substantive Review Time Frames¹

Administrative Completeness Review (CR) ²	Substantive Review (SR) Stage ³			
	Staff Decision or Review Letter on Initial Submittal ⁴	Staff Decision or Review Letter on Initial Submittal ^{5, 6}	Staff Decision based upon 2 nd Resubmittal (Approve or Deny)	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.

⁴Review 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.

⁵Issuance 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.

⁶Review 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



REQUIRED SIGNATURE BLOCK FORMAT

City of Casa Grande Plan Approval Recommended

Civil Engineer _____
Date: _____ Expiration Date: _____
The City approves these plans in concept only. The City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer _____
Date: _____ Expiration Date: _____
The City approves these drawings in concept only. The City accepts no responsibility for errors or omissions.

“As-Built Certification”

Accepted by:

City Engineering Inspector _____ Date _____

City Engineer _____ Date _____