



City of Casa Grande, Development Center, 510 E. Florence Blvd, Casa Grande, AZ 85122 (520) 421-8630

## 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](mailto:DCPermits@casagrandeaz.gov)

**Request Type :**

- Street Improvements  
  Gas Main Installation  
  Traffic Signal  
  Street Lights  
  Sidewalk  
 City/CIP Project  
  Electric  
 Other: \_\_\_\_\_

**1. PROJECT LOCATION** \_\_\_\_\_

**2. DESCRIPTION OF WORK** \_\_\_\_\_

**3. STREET CLOSURE REQUIRED**  YES **DATES** \_\_\_\_\_  NO

**4. APPLICANT**

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](mailto:lpetersen@casagrandeaz.gov), 520-421-8630, Ext. 3320  
**Cesar Adamos** – [cadamos@casagrandeaz.gov](mailto:cadamos@casagrandeaz.gov), 520-421-8630, Ext. 3019

**CITY INTAKE:**  
 Date Accepted & Logged In: \_\_\_\_\_  
 Assigned DC Engineer: \_\_\_\_\_



**Submittal Requirements:**

- 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)
- 2. **Stormwater Pollution Prevention Plan (SWPPP)**
- 3. **Reports** (1 set labeled "Draft" with initial submittal; 3 sets labeled "Final" once approved for signature)
 

	Required	Waived
a. Drainage Design Report	<input type="checkbox"/>	<input type="checkbox"/>
b. Wastewater Design Report	<input type="checkbox"/>	<input type="checkbox"/>
c. Geotechnical Soil Report	<input type="checkbox"/>	<input type="checkbox"/>
- 4. **Traffic Control Plan** (1 set with initial submittal; 3 sets once approved for signature)
- 5. **Engineer's Cost Estimate (See Attached)**
- 6. **Electronic Files in PDF Format**
- 7. **Application Review Fees**
  - a. Review Fees: \$290.00 per Civil Plan page
  - b. Final Drainage Reports: \$560.00 each
  - c. Wastewater Reports: \$560.00 each
  - d. Public Works Inspection Fee: 4% of Construction Costs
  - e. Technology Recovery Fee: 5% of Total Permit Fees

**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 \_\_\_\_\_



**Over-All Review Time-Frames for Engineering Permits <sup>1,7,8</sup>**

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal <sup>2</sup>	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter <sup>4,8</sup>	CR Review of Re-Submittal	Review of Resubmittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
Public Improvement (E-15)	2	30	2	30	64

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

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

<sup>3</sup>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.

<sup>4</sup> 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 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> 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.

<sup>6</sup>Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

<sup>7</sup> 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 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>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.

<sup>9</sup>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.

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 2<sup>nd</sup> 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 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> 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.

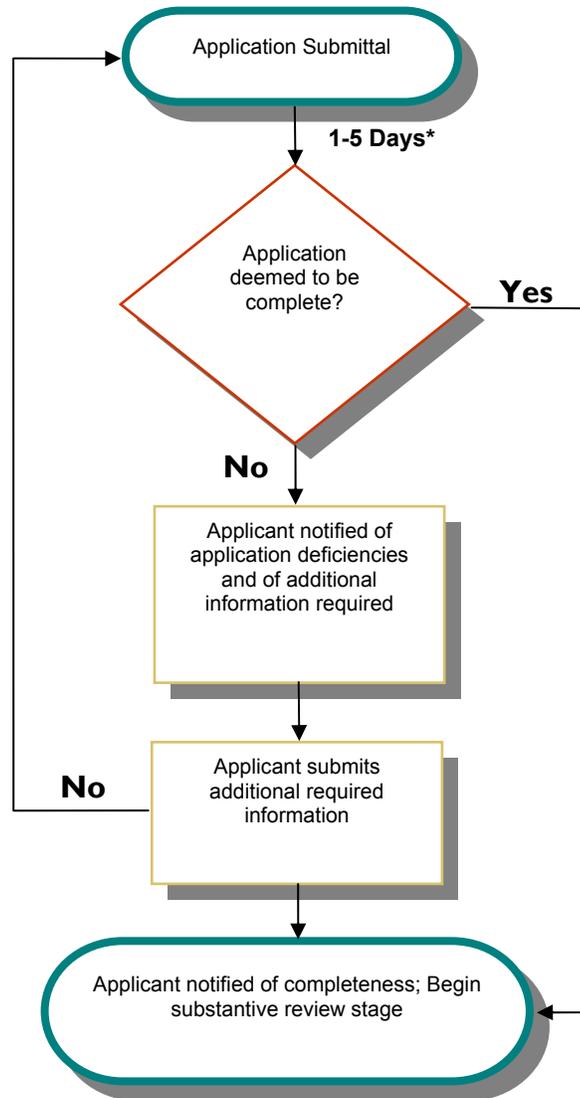
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City



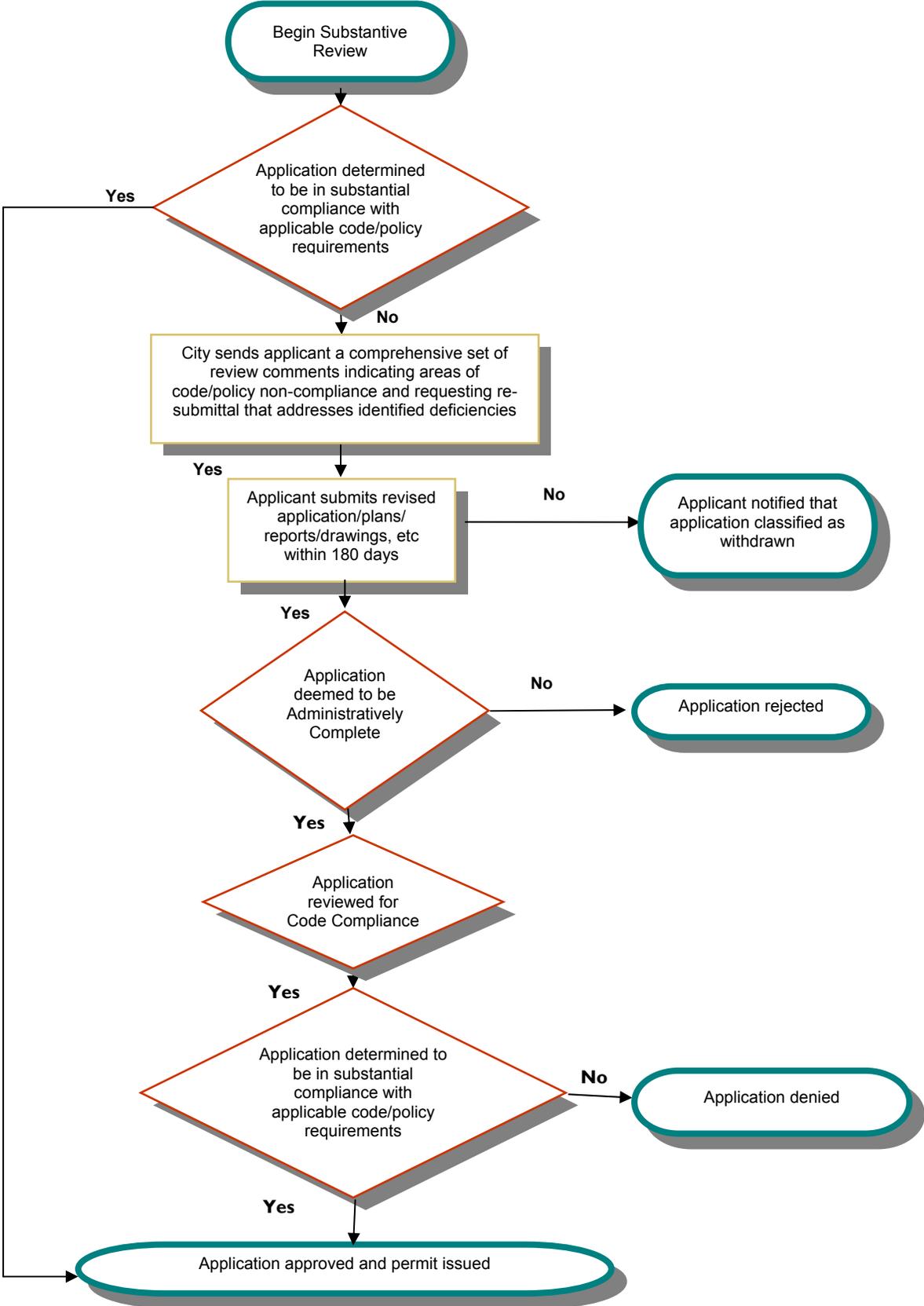
## Administrative Completeness Review Process



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



### Substantive Review Process





## APPLICATION COMPLETENESS REVIEW CHECKLIST

		DC Engineer
1)	<b>Site Plan:</b>	<input type="checkbox"/>
2)	<b>Civil Plans:</b> <i>(One set)</i>	<input type="checkbox"/>
3)	<b>Drainage Design Report</b>	<input type="checkbox"/>
4)	<b>Wastewater Design Report</b>	<input type="checkbox"/>
5)	<b>Geotechnical Report</b>	<input type="checkbox"/>
6)	<b>Stormwater Pollution Prevention Plan (SWPPP):</b>	<input type="checkbox"/>
7)	<b>Line Item Cost Estimate for all improvements: (signed by contractor)</b>	<input type="checkbox"/>
8)	<b>Traffic Control Plan: (if applicable)</b>	<input type="checkbox"/>
9)	<b>Road Closure Plan:</b>	<input type="checkbox"/>
10)	<b>ADEQ Notice of Intent to Discharge Sewage (if applicable)</b>	<input type="checkbox"/>
11)	<b>CD of all Civil Drawings and Reports:</b>	<input type="checkbox"/>
12)	<b>Application Review Fees</b>	<input type="checkbox"/>
	a. <b>Review Fees: \$290.00 per Civil Plan page</b>	
	b. <b>Final Drainage Reports: \$560.00 each</b>	
	c. <b>Wastewater Reports: \$560.00 each</b>	
	d. <b>Public Works Inspection Fee: 4% of Construction Costs</b>	
	e. <b>Technology Recovery Fee: 5% of Total Permit Fees</b>	