



SITE DEVELOPMENT PERMIT APPLICATION

(Permit authorizing the construction of site improvements including any of the following)

1. Construction of new retention or other drainage facilities.
2. Grading of areas in excess of 4350 square feet.
3. Construction of new utility underground infrastructure.

(Electronic Version Available at: <http://casagrandeaz.us/dept/planning/building-division/engineering-permits/> Email: DCPermits@casagrandeaz.gov)

Request Type:

- Full Site Development** (per approved Site Dev. Plan)
 Preliminary At Risk Site Grading¹
 Final Grading
 Site Drainage Facilities
 Parking Lot & Drive Aisle Construction
 Site Utility Infrastructure^{2,3}
 Located in Public Right of Way (Include Right of Way Encroachment Plan Note)
 Other (specify): _____

¹ At Risk grades are subject to modification with approval of the Final Grading Permit. This application for a grading at owner's risk permit is made prior to plan approval and is done solely at the risk of the owner. Any changes required by the plan review process will be complied with by the owner at his expense. Owner hereby agrees to hold the City of Casa Grande harmless from any and all actions of any kind which result from the issuance of this permit.

² Water mains for public water supply requires the filing of an ADEQ Approval to Construct Drinking Water Facilities to accompany this application form. City of Casa Grande has Delegated Authority for the approval of this ADEQ form.

³ Wastewater mains designed to carry more than 3000 gpd, include manholes or lift stations requires the filing of an ADEQ Notice of Intent to Discharge Sewage Collection System to accompany this application form. City of Casa Grande has Delegated Authority for the approval of this ADEQ form.

1. PROJECT NAME: _____

2. SITE LOCATION: _____

3. APPLICANT:

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

4. CIVIL ENGINEER:

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

5. 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: _____
 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 private site development improvements must be provided and approved prior to City final approval and issuance of Certificate of Occupancy unless otherwise waived by the Public Works Inspector).
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. Water Design Report	<input type="checkbox"/>	<input type="checkbox"/>
d. 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. **Floodplain information, including the following:**
 - a. Flood area designation and the regulatory flood elevation if located within a special flood hazard area: _____
6. **Engineer's Cost Estimate (See Attached)**
7. **Electronic Files in PDF Format**
8. **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: 2% of Construction Costs; \$10,000 maximum
 - 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 ^{1,7,8}

Permit 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 Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Site Development (E-16)	2	30	2	30	64

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 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.

⁶Over-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.

⁸The 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.

⁹Indicates 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 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.

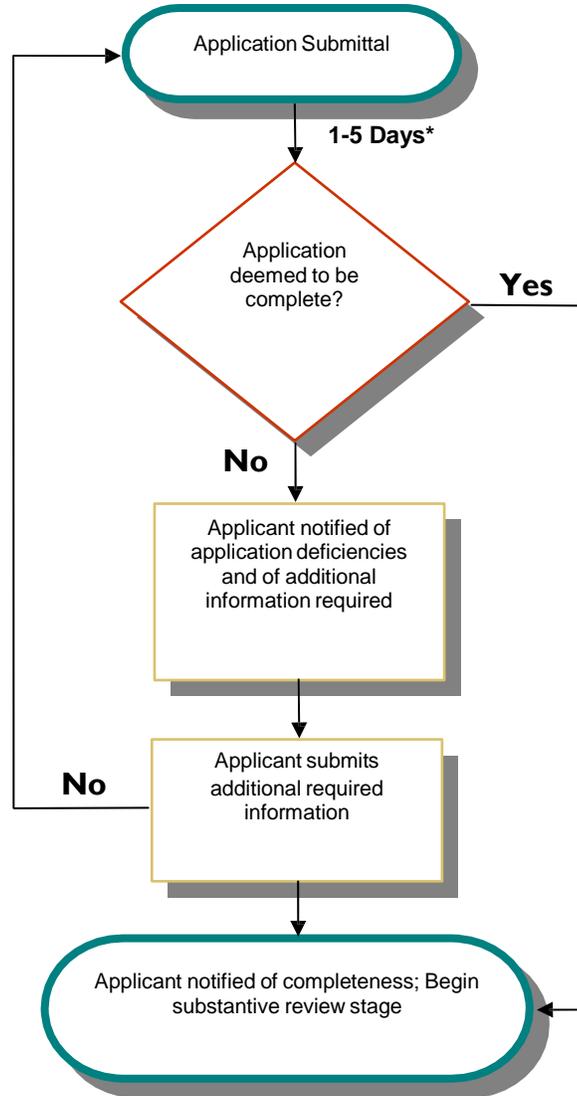
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



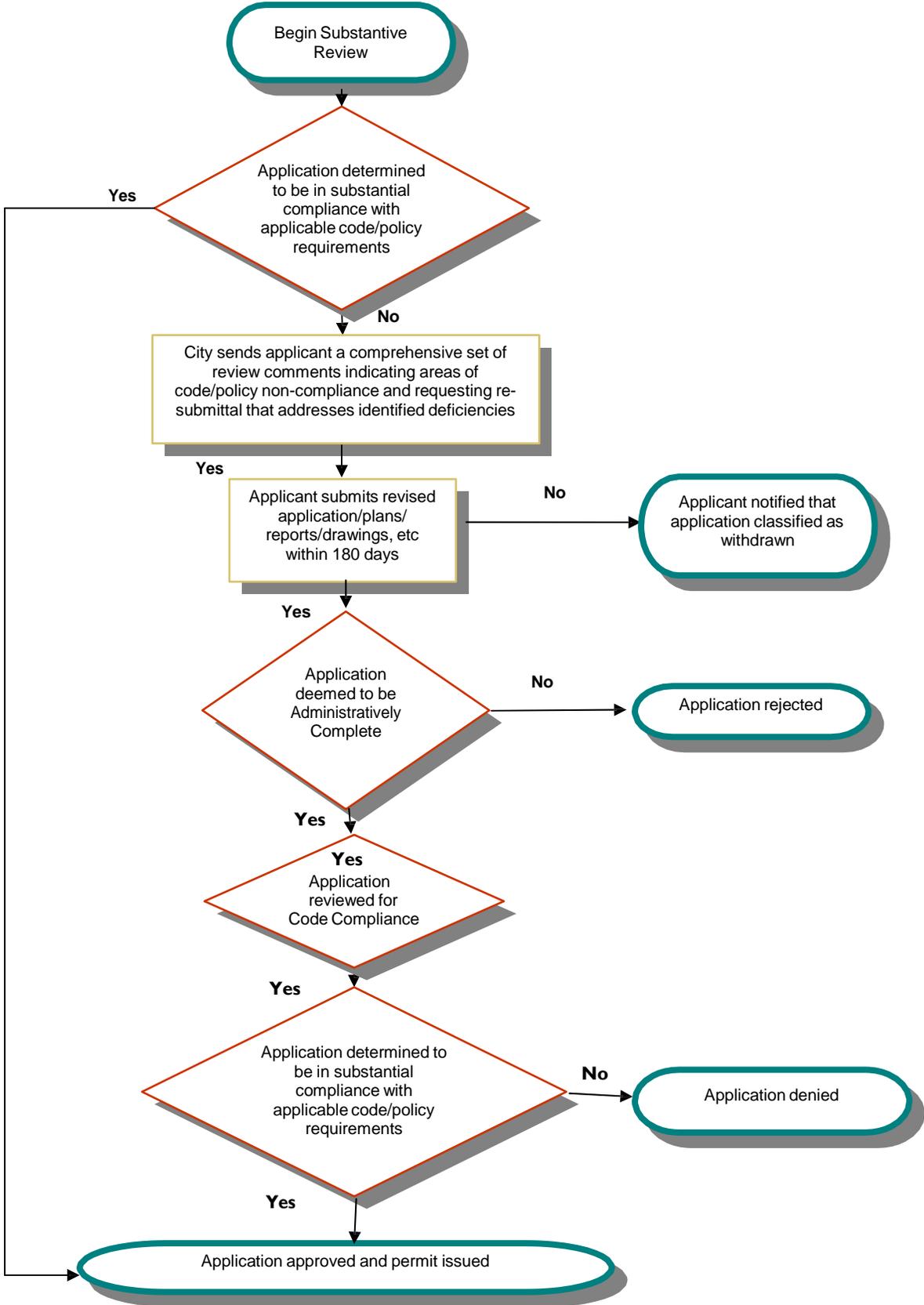
Administrative Completeness Review Process



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



Substantive Review Process





APPLICATION COMPLETENESS REVIEW CHECKLIST

		DC Engineer
1)	Civil Plans: <i>(One set)</i>	<input type="checkbox"/>
2)	Drainage Design Report	<input type="checkbox"/>
3)	Wastewater Design Report	<input type="checkbox"/>
4)	Water Design Report	<input type="checkbox"/>
5)	Geotechnical Report	<input type="checkbox"/>
6)	Stormwater Pollution Prevention Plan (SWPPP):	<input type="checkbox"/>
7)	Floodplain information	<input type="checkbox"/>
8)	Line Item Cost Estimate for all improvements: (signed by contractor)	<input type="checkbox"/>
9)	Traffic Control Plan: (if applicable)	<input type="checkbox"/>
10)	Road Closure Plan:	<input type="checkbox"/>
11)	ADEQ Application to Construct Water Facilities (if applicable)	<input type="checkbox"/>
12)	ADEQ Notice of Intent to Discharge Sewage (if applicable)	<input type="checkbox"/>
13)	CD of all Civil Drawings and Reports:	<input type="checkbox"/>
14)	Application Review Fees	<input type="checkbox"/>
	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: 2% of Construction Costs; \$10,000 maximum	
	e. Technology Recovery Fee: 5% of Total Permit Fees	