



## FINAL LANDSCAPE PLAN APPLICATION

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

**Request Type** (Please indicate application type):

- Final Landscape Plan (Administrative Review)**
- Final Landscape Plan in lieu of Preliminary Landscape Plan (Planning Commission Review)**
- Amendment to Approved Final Landscape Plan (Administrative Review)**

**1. PROJECT NAME** \_\_\_\_\_

Site Address \_\_\_\_\_

Assessor Parcel #(s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

Status (*Owner, Lessee, Agent, etc.*) \_\_\_\_\_

**3. PROPERTY OWNER(S):**

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER AUTHORIZATION:**

\_\_\_\_\_  
Signature of Property Owner                      Date

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](mailto:laurab@casagrandeaz.gov), 520-421-8630, Ext. 3010
- Keith Newman** – [knewman@casagrandeaz.gov](mailto:knewman@casagrandeaz.gov), 520-421-8630, Ext. 3018
- Jim Gagliardi** – [jim\\_gagliardi@casagrandeaz.gov](mailto:jim_gagliardi@casagrandeaz.gov), 520-421-8630, Ext. 3020



## Overview

A Final Landscape Plan shall be submitted for administrative review and approval prior to, or concurrently with, an application for a commercial Building Permit, or a Final Plat for single or two family residential subdivisions. The Final Landscape Plan shall be in substantial conformance with the Preliminary Landscape Plan approved by the Planning Commission. Applicants may choose to submit a Final Landscape Plan for Planning Commission approval in lieu of submitting a Preliminary Landscape Plan.

## Pre-Application Process

Prior to the submittal of an application for a Final Landscape Plan or an Amendment to an approved Final Landscape Plan the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

## Submittal Package

Each application for a Final Landscape Plan shall be filed in accordance with section 17.52.390 of the City Code and be reviewed by City Staff for final approval.

- I) Applications for a new Final Landscape Plan approval submitted with a Preliminary Plat, Final Plat, Major Site Plan/Final Development Plan or a Building Permit shall be accompanied by the following plans that will be reviewed by City Staff for final approval:
  - a. **Final Landscape Plan**
    - 1) Date of plan preparation including subsequent revisions
    - 2) Scale, north arrow, and dimensions
    - 3) Vicinity map
    - 4) Property lines, alleys, private streets, tracts and all existing and proposed improvements in the adjacent right-of-ways
    - 5) All existing and proposed easements
    - 6) Landscape statistics (in table form), indicating the following:
      - i. *Percent landscape area/open space site coverage*
      - ii. *Total # of required and provided landscape materials on-site and off-site (existing & proposed adjacent right of way)*
      - iii. *Square footage of common area landscaping and worksheet identifying the individual areas used to calculate the total square footage.*
      - iv. *Square footage of public right-of-way landscaping and worksheet identifying the Individual areas used to calculate the total square footage*
    - 7) Location of proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)
    - 8) The approximate location of all existing and proposed trees, shrubs, vegetative groundcovers, and other landscape materials and improvements, including non-vegetative groundcovers (*distinctive symbols must be used for each plant variety, groundcover and hardscape*)
    - 9) Sizes, varieties and number of landscaping materials to be used
    - 10) Site visibility triangles (see code section 17.52.450)
    - 11) Areas to be irrigated
    - 12) A note indicating landscape maintenance responsibilities
    - 13) Provisions for pedestrian walks or paths, adjacent neighborhood connections and bicycle paths
    - 14) The location of all proposed storm water drainage and retention areas showing contour lines and sections for retention basins and earthen berms
    - 15) Schematic grading design of open space areas
    - 16) Location, type and height of proposed site lighting fixtures
    - 17) Design and location of enhanced community mailboxes
    - 18) Elevations of entry monuments, all wall types, lighting, etc. (*Plans should include the location, height, type, and general design and finish*)



19) Location and specifications of playground apparatus, ramadas (*shall be shaded and lighted*) or other shade structures, benches, barbecues, ball courts (*lighted w/ shielding*), pools, etc.

**a. Irrigation Plan** (*if applicable*)

- 1) Date of plan preparation including subsequent revisions
- 2) Scale, north arrow, and dimensions
- 3) Vicinity map
- 4) Property lines, alleys, private streets, tracts and adjacent right-of-ways
- 5) All existing and proposed easements
- 6) Plan scale: 1"= 30' min., 1"= 20' preferred
- 7) State the water provider
- 8) Irrigation schedule indicating symbol, equipment, size and manufacturer
- 9) An irrigation legend on each plan sheet.
- 10) Indicate all plant material that will receive irrigation and the type of irrigation to be received (spray, bubble or drip)
- 11) Water point-of-connection, controller location, electrical point-of-connection, and backflow prevention unit located on plans.
- 12) Identify all irrigation lines by material, size and location

2) If applying for an Amendment to an approved Final Landscape Plan it shall be accompanied by the following plans that will be reviewed by City Staff for final approval. *All other submittal requirements shall be as stated in the application intake checklist:*

**a. Copy of the originally approved landscape plan**

**b. Copy of revised plans** (*landscape plan, Irrigation plan & details etc*);

- *Must clearly identify the portions of the plan (s) proposed to be revised with easily recognizable "clouds" and/or applicable notes. Since the amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as, the revised plan sheets together, as a complete plan.*

## **Fees**

Final Landscape Plan and Landscape Plan Amendments: \$50 per sheet; \$250 minimum

Technology Recovery Fee: 5% of Review Fee



**REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES**  
**Completeness & Substantive Review Time Frames<sup>1</sup>**

Administrative Completeness Review (CR) <sup>2</sup>	Substantive Review (SR) Stage <sup>3</sup>			
	Review of Initial Submittal <sup>4</sup>	Staff Decision or Review of Resubmittal <sup>5, 6</sup>	Staff Decision based upon 2 <sup>nd</sup> Resubmittal	Over-All Timeframe <sup>7</sup>
<b>2 days</b>	<b>30 days</b>	<b>30 days</b>	<b>30 days</b>	<b>62 days</b>

<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> Issuance 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.

<sup>6</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.

<sup>7</sup>Over-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 2<sup>nd</sup> 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 2<sup>nd</sup> Resubmittal.

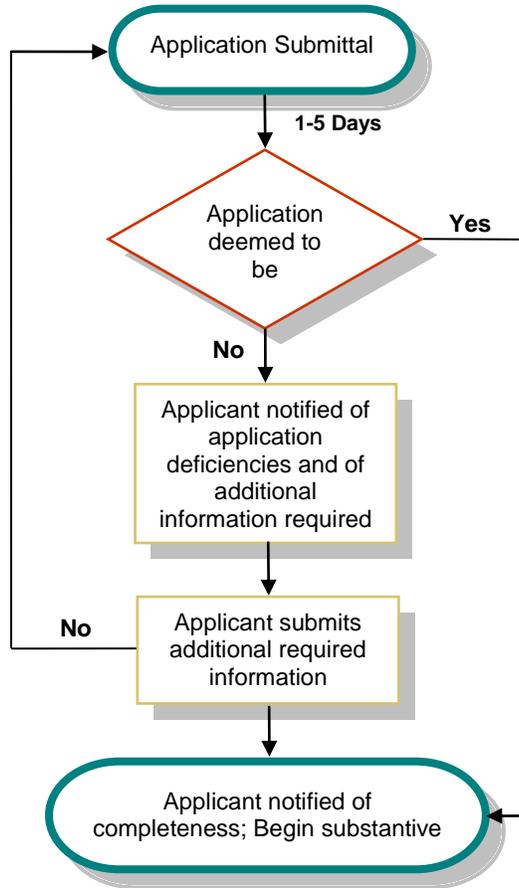
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2<sup>nd</sup> review is necessary to resolve code/policy compliance issues 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 2<sup>nd</sup> 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 2<sup>nd</sup> review of my application, if necessary, prior to making a final administrative decision.

\_\_\_\_\_ Applicant



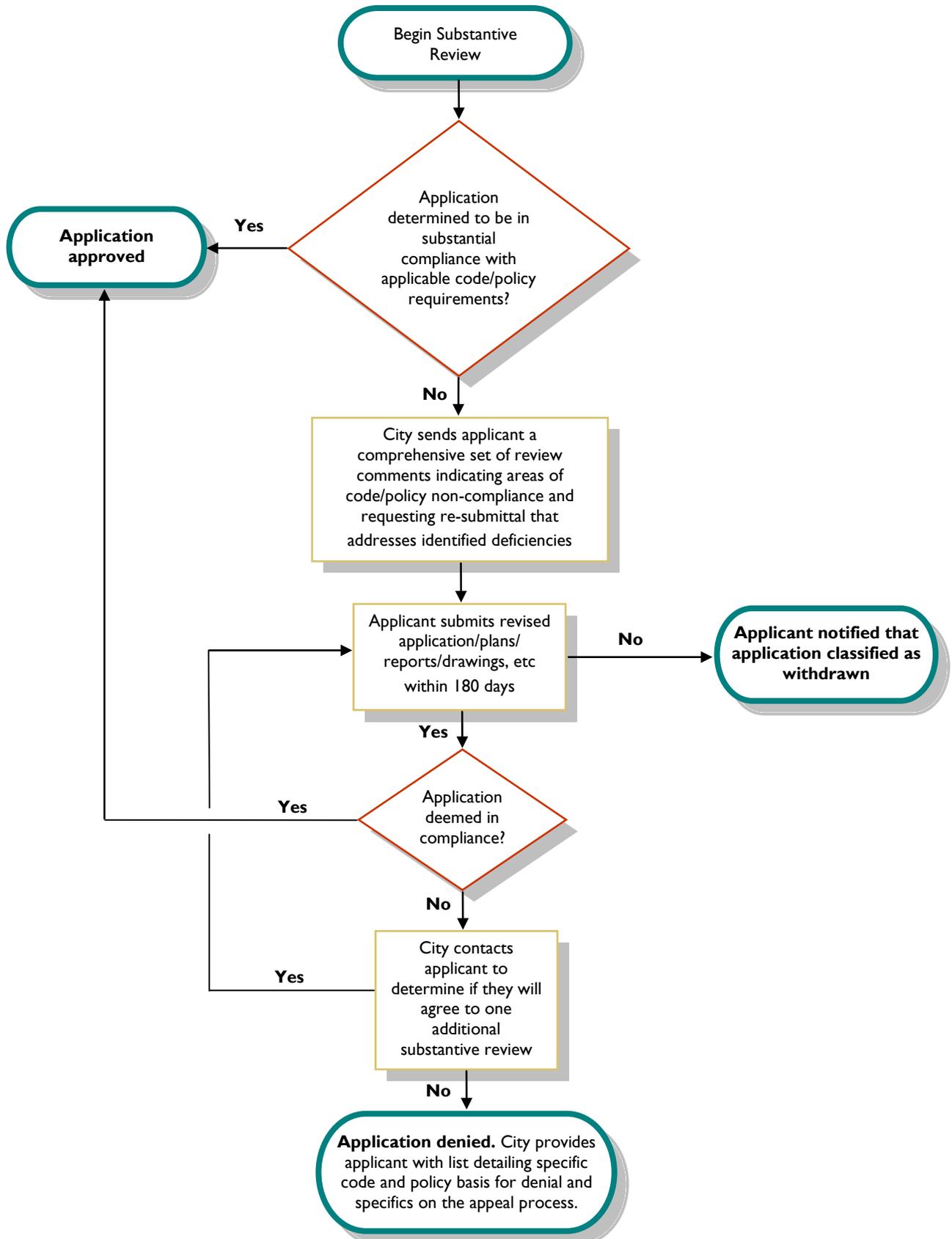
## Administrative Completeness Review Process



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

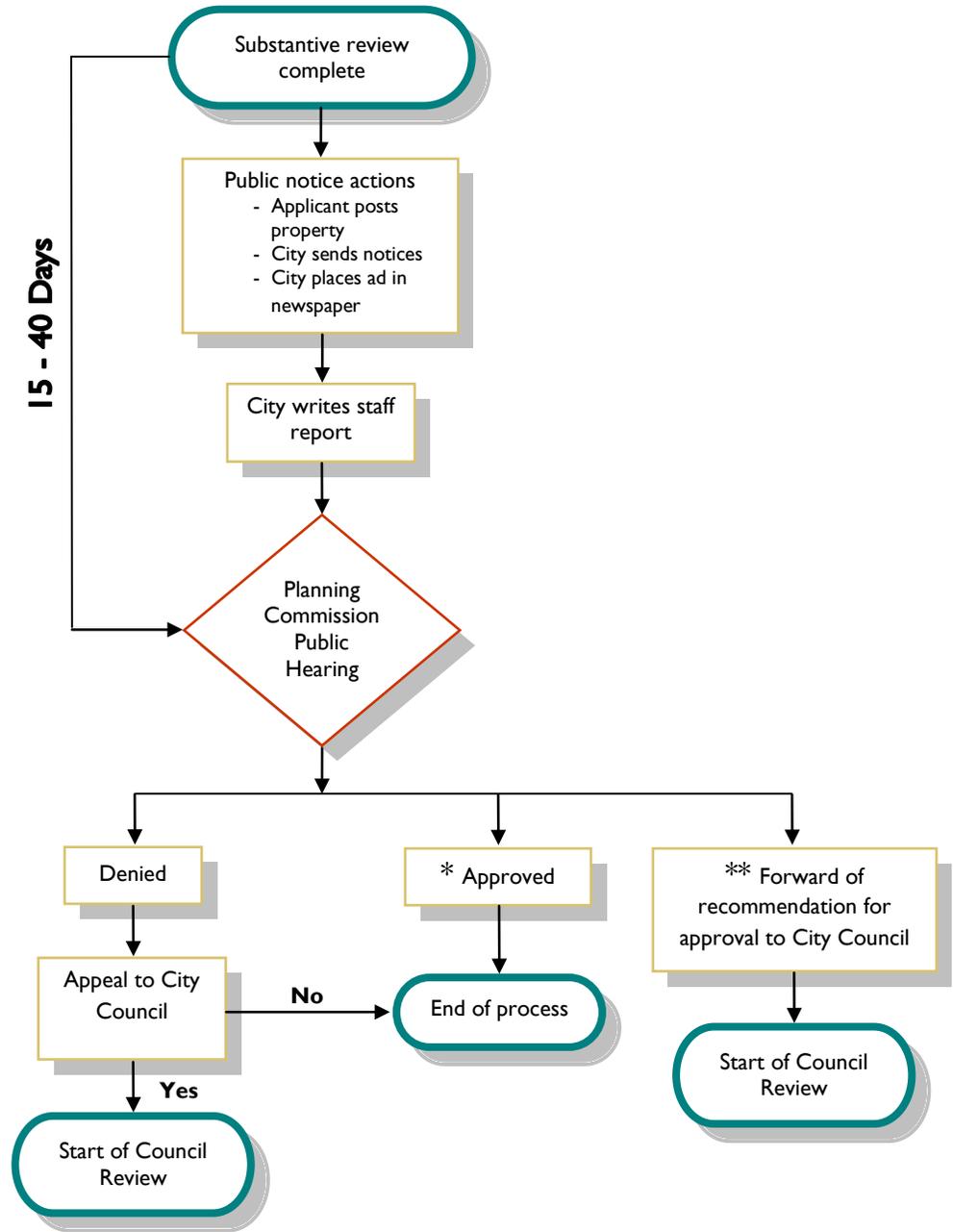


## Substantive Review Process





## Planning Commission Public Hearing Process (if applicable)



\* All times frames are listed as business days.



## APPLICATION COMPLETENESS REVIEW CHECKLIST

- |  | <b>Planner</b>           |
|--|--------------------------|
| 1) <b>Previously Approved Final Landscape Plan</b> _____ | <input type="checkbox"/> |
| ▪ (1 copy – (24"x36") folded)                            |                          |
| 2) <b>Final Landscape Plan</b> _____                     | <input type="checkbox"/> |
| ▪ (2 copies – (24" x 36") folded)                        |                          |
| 3) <b>Irrigation Plan</b> _____                          | <input type="checkbox"/> |
| ▪ (2 copies – (24" x 36") folded)                        |                          |
| 4) <b>CD containing all Submittal Documents</b> _____    | <input type="checkbox"/> |
| ▪ (1 CD with all documents in PDF format)                |                          |
| 5) <b>Application Fee</b> _____                          | <input type="checkbox"/> |