



GENERAL PLAN AMENDMENT APPLICATION

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

Request Type (Please indicate the type of Amendment):

Major Amendment Minor Amendment Text Amendment Only

I. PROJECT NAME _____
 Site Address _____
 Land Area: Acres _____ Sq. ft. _____
 Existing Land Use Classification(s) _____
 Requested Land Use Classification(s) _____
 Existing Zoning District(s) _____
 Proposed Use of the Property _____

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/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 Property Owner Date Signature of Applicant Date

**** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.**

CITY INTAKE:
 Date Accepted & Logged In: _____ Intake Staff: _____
 Fee Receipt # _____ Assigned Planner: _____
Project # to be amended: _____ **Planner Approval for Submittal:** _____



GENERAL PLAN AMENDMENT

Overview

From time to time, the City of Casa Grande may choose to amend the General Plan in order to respond to opportunities or for other reasons. Arizona Revised Statutes §9-461.06 allow for an annual Major Amendment to the General Plan as well as Minor Amendments, (which may occur at any time during the year). State Law defines a Major Amendment as “a substantial alteration of the municipality’s land use mixture or balance as established in the municipality’s existing general plan land use element”.

An amendment to the General Plan is initiated by a request that (1) may be submitted by the Casa Grande City Council or the Casa Grande Planning and Zoning Commission, (2) by the owner of a property within the City or its Planning Area, or (3) as a result of a determination by the City of Casa Grande Planning and Development Department that a proposed rezoning request is not in conformance with the General Plan.

Pre-application Process

Prior to the submittal of a General Plan Amendment Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines. During the pre-application stage the applicant’s proposal may be scheduled for a Development Team Meeting which will allow other appropriate review staff to provide the applicant comments and guidance on the proposed amendment. A plan reflecting the proposed General Plan Amendment shall be submitted to the Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting. Said plan shall indicate the following:

- 1) Existing and proposed land use designation of the subject site and all properties within ¼ mile of the proposed amendment
- 2) A site statistics table showing:
 - Existing use of land
 - Existing zoning of the subject area
 - Site area (net & gross, in acres and square feet)
- 3) Boundary line of property with dimensions
- 4) Adjacent streets/rights of ways

Application Processing

- 1) Staff Review of Submitted Plans - The complete application will be routed to City Staff and agencies that are involved in the review process for their comments. Review comments will be sent back to the applicant no more than 28 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days.
- 2) Planning and Zoning Commission Hearing – After comments/redlines have been adequately addressed a staff report will be prepared and the application forwarded to the Planning & Zoning Commission for consideration. Planning & Zoning Commission hearings are held on the first Thursday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.
- 3) City Council Meeting - After comments/redlines have been addressed, a Request for Council Action (RCA) will be prepared and the project will be scheduled for consideration by the City Council. The City Council meets the first and third Monday (except holidays) of every month at 7:00 p.m. held at the City Hall Council Chambers, 510 E. Florence Blvd.



Submittal Package

All requests to amend the General Plan shall be submitted to the City of Casa Grande Planning and Development Department and shall be accompanied by the following:

- 1) **Narrative:** A description of the proposed amendment & justification for same.
- 2) **Land Use Exhibit indicating the following:**
 - a) Name of project/development
 - b) Date of preparation
 - c) North point indicator
 - d) Vicinity map
 - e) Site statistics (in table form), indicating the following:
 - Existing use of land
 - Existing zoning of the subject area
 - Site area (net & gross, in acres and square feet)
 - f) Existing and proposed land use designation of the subject site and all properties within ¼ mile of the proposed amendment
 - g) Boundary line of property with dimensions
 - h) Adjacent streets/rights of ways

Public Notice

- 1) City Staff will provide the applicant the following notification items 21 days prior to the hearing:
 - a) Sign Posting Instructions
- 2) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 3) Sign Posting- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions. (<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

Fees

Major General Plan Amendment: \$1,690

Minor General Plan Amendment: \$845

Technology Recovery Fee: 5% of Review Fee



General Plan Amendment - Application Intake Checklist

	Applicant	Planner
1. Owners Authorization Form (If applicable) _____	<input type="checkbox"/>	_____
2. Project Narrative _____	<input type="checkbox"/>	_____
3. Land Use Site Plan _____ <ul style="list-style-type: none"> ▪ 8 copies – Color prints (11” x 17”) folded 	<input type="checkbox"/>	_____
4. CD Containing all submittal documents _____ <ul style="list-style-type: none"> ▪ (1 CD with all documents in PDF format) 	<input type="checkbox"/>	_____
5. Application Fees _____	<input type="checkbox"/>	_____

****Prior to submittal the applicant is required to meet with the Project Planner to confirm the complete submittal of all required items.****

Plan Review Distribution

<u>Agency/ Department</u>	Land Use Plan
<u>Planning</u>	x
<u>Fire</u>	x
<u>DC Engineer</u>	x
<u>City Engineer</u>	x
<u>Traffic Eng.</u>	x
<u>Community Services</u>	x
<u>Sanitation</u>	
<u>Wastewater</u>	x
<u>ADOT (1)</u>	x
<u>Public Review</u>	x

(1) Required for projects adjacent to State or Interstate Highways

