



HOUSING PRODUCT APPLICATION

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

1. PROJECT NAME _____
 Site Address _____
 Assessor Parcel # (s) _____
 Name and Specific Area of the PAD Development in which the Housing Product is to be used: _____

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: _____
Planner Approval for Submittal: _____



HOUSING PRODUCT REVIEW

Overview

All City of Grande Housing Product shall conform to the Residential Design Standards for Planned Area Developments as set forth by Resolution No. 2694.2., a copy of which may be attained on the City of Casa Grande Development Center Website at: <http://www.casagrandeaz.gov/web/guest/devforms>.

As an alternative to conventional zoning and development approaches and processes, the Planned Area Development (PAD) zoning district and concept is provided to encourage and promote a more creative approach to residential, commercial, recreational and/or industrial development.

Housing product review is part of a PAD development process in order to aid in fostering diversity of architecture. Diversity, sustainability, and innovation remain the primary objectives of the PAD zone.

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 within 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.

Submittal Package

Each application for Housing Product approval shall be accompanied by the following items that will be reviewed by City Staff and presented to the Planning and Zoning Commission for Final Approval:

- 1) **Project Narrative and or Graphics:**
 - a) Location of the proposed housing product (i.e. PAD name and phase number).
 - b) Average lot sizes for the proposed housing product (i.e. square footage and typical widths).
 - c) General statement regarding the number of housing products offered
 - d) Square footage of each housing plan
 - e) Architectural design/style of each housing plan
 - f) Map indicating the exact location of each housing product type
- 2) **Floor Plan and Color Elevations:**
 - a) Scaled floor plan for each housing product type showing all options (i.e. porch and garage extension, etc)
 - b) A minimum of three (3) scaled elevations, showing all four sides and all exterior options, architectural features/design, colors, and dimensions.
 - c) Manufacturers cut sheet of all proposed colors
 - d) Provide product placement on lots with dimensions.
- 3) **Roof tile:**
 - a) Roof tile cut sheets
- 4) **Stone and/or brick selection:**
 - a) Stone and or brick cut sheets



- 5) **Lighting:**
 - a) Exterior lighting fixture cut sheets
- 6) **Garage Doors:**
 - a) Garage door panel cut sheets
- 7) **Windows:**
 - a) Window cut sheets
- 8) **Streetscape scene:**
 - a) Color elevation of the streetscape scene.

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

Housing Product Review: \$55 plus \$50 per model

Technology Recovery Fee: 5% of Review Fee



HOUSING PRODUCT - APPLICATION INTAKE CHECKLIST

- | | Applicant | Planner |
|---|--------------------------|---------|
| 1) Owner's Authorization Form <i>(if applicable)</i> _____ | <input type="checkbox"/> | _____ |
| 2) Project Narrative _____ | <input type="checkbox"/> | _____ |
| 3) Housing Product Submittal Package _____
▪ <i>(2 copies – (3 ring binder/booklet)</i> | <input type="checkbox"/> | _____ |
| 4) CD containing all Housing Product Submittal items _____
▪ <i>(1 CD with all documents in PDF format)</i> | <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

Agency/ Department	Housing Product Booklet
<u>Planning</u>	X
<u>Fire</u>	
<u>DC Engineer</u>	
<u>City Engineer</u>	
<u>Traffic Engineer</u>	
<u>Community Services</u>	
<u>Sanitation</u>	
<u>Wastewater</u>	
<u>ADOT</u> ⁽¹⁾	
<u>Public Review</u>	X

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

