



HOUSING PRODUCT APPLICATION

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

Number of housing models to be approved: _____

I. 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 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, 520-421-8630, Ext. 3010

Keith Newman – knewman@casagrandeaz.gov, 520-421-8630, Ext. 3018

Jim Gagliardi – jim_gagliardi@casagrandeaz.gov, 520-421-8630, Ext. 3020



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. (see City of Casa Grande Development Center Website at: <http://casagrandeaz.gov/dept/planning/planning-division/pad-zone/>.)

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. In accordance with the PAD Residential Design Guidelines one housing product model shall be included per project that uses flat roof, e.g., Sante Fe or Pueblo architectural style, elements.

Pre-Application Process

Prior to the submittal of this application 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 Housing Product approval shall be accompanied by the following items in booklet format that will be reviewed by City Staff and presented to the Planning and Zoning Commission for Final Approval:

a. Project Narrative:

- 1) General description of housing product request (i.e. subdivision location and phase, total number of new and existing product, indication of the specific lots the product will be located upon)
- 2) Map indicating the location of the specific lots the product will be located upon
- 3) Product summary table that identifies the following:
 - a. Model number
 - b. First floor area
 - c. Second floor area
 - d. Gross floor area
 - e. Options
 - f. Number of parking spaces in garage
 - g. Lot coverage based on specific lot sizes
 - h. Building height

b. Typical Plot Plan for each housing product type:

- 1) Lot boundary with dimensions
- 2) House footprint including eave over hangs
- 3) Building setback line
- 4) Drive way with dimensions
- 5) Public right of way with dimensions
- 6) Fencing/walls
- 7) Ground mounted mechanical equipment

c. Floor Plan:

- 1) Interior details & dimensions
- 2) Front & rear porch's and patios
- 3) Garage extensions
- 4) Exterior dimensions

d. Color Elevations:

- 1) A minimum of three (3) scaled elevations, showing all four sides and all exterior options, architectural features/design, colors, and dimensions
- 2) Manufacturers cut sheet of all proposed colors

**e. Front Yard Landscape Plan:**

- 1) Location and size of all proposed plant materials and ground cover
- 2) Location and type of all proposed hardscape materials (i.e. sidewalks, pavers, river runs, lighting)
- 3) Note indicating type of automatic irrigation system
- 4) An indication of when, and by whom, the front yard landscaping will be installed

f. Roof tile cut sheets**g. Stone and/or brick cut sheets****h. Exterior Light Fixture cut sheets****i. Garage door cut sheets****j. Window cut sheets****Public Notice**

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners and HOA representative if applicable.

Fees

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

Technology Recovery Fee: 5% of Review Fee



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES
Completeness & Substantive Review Time Frames¹

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

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 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.

⁶ 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.

⁷Over-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 2nd 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 2nd Resubmittal.

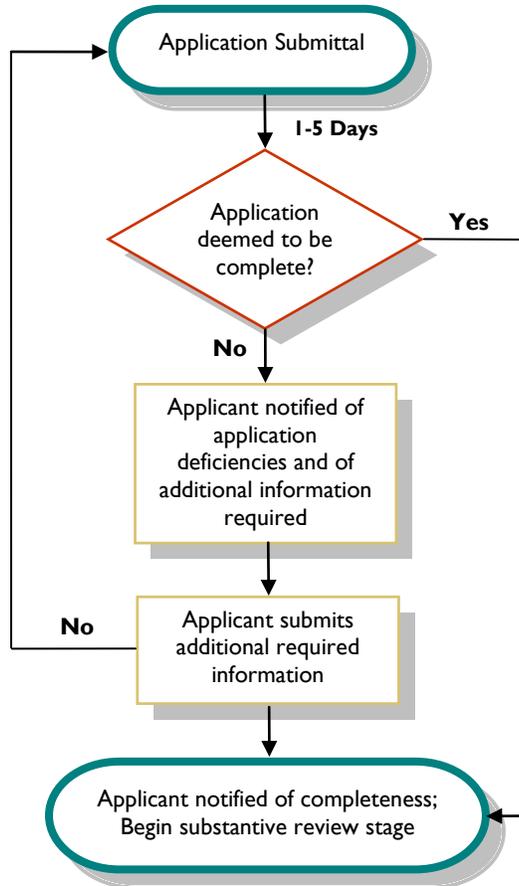
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated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

 Applicant



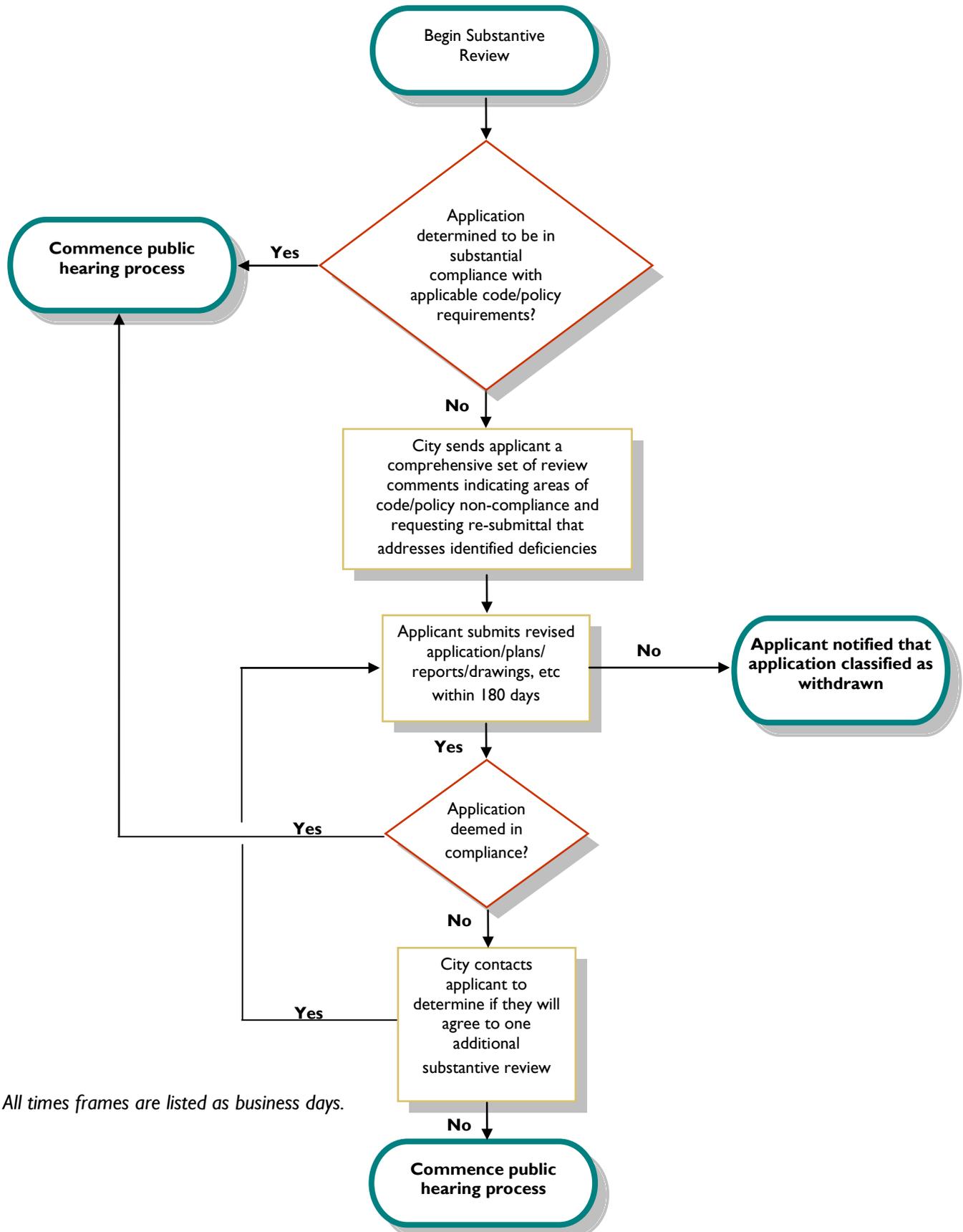
Administrative Completeness Review Process



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



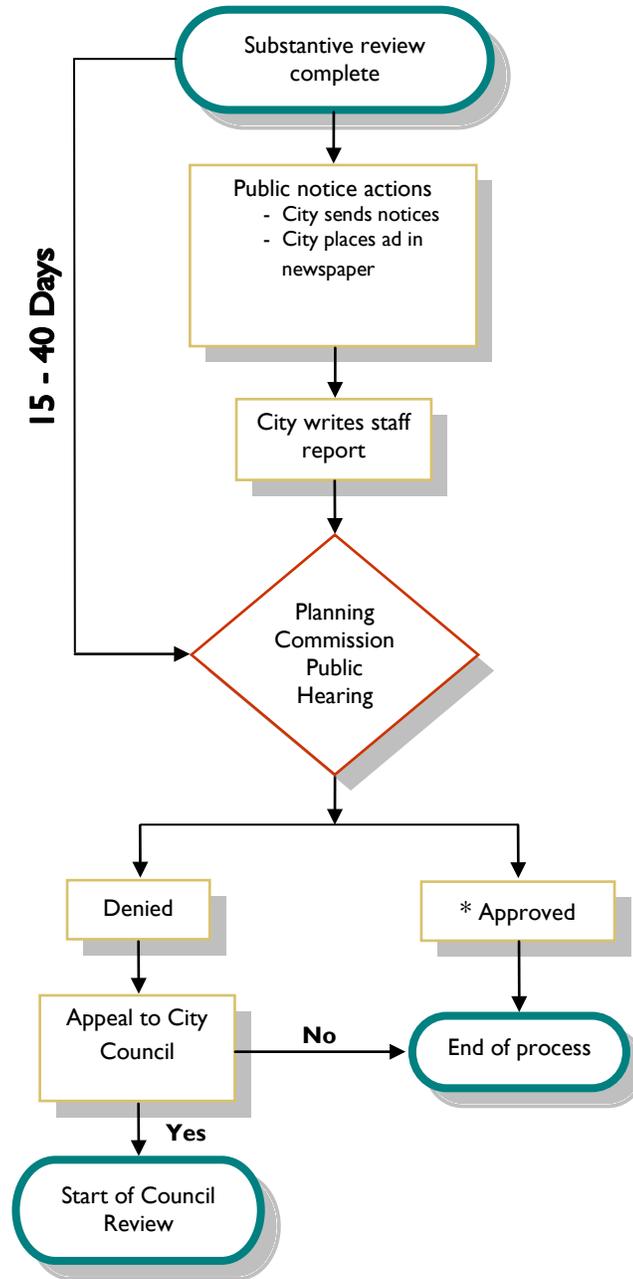
Substantive Review Process



* All times frames are listed as business days.



Planning Commission Public Hearing Process



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



APPLICATION COMPLETENESS REVIEW CHECKLIST

Planner

- 1) **Housing Product Guide** _____
 - (2 copies – (3 ring binder/booklet)
- 2) **CD containing all Housing Product Submittal items** _____
 - (1 CD with all documents in PDF format)
- 3) **Application Fees** _____