



## MAJOR SITE PLAN/PAD FINAL DEVELOPMENT PLAN APPLICATION

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

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

**New Major Site Plan/PAD Final Development Plan (17.68.010. A)**

**Major Amendment to approved Major Site Plan/PAD Final Development Plan (17.68.090.C)**

**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/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:** \_\_\_\_\_



## Pre-Application Process

Prior to the submittal of an application for a Major Site Plan/PAD Final Development Plan or a Major Amendment to an approved Major Site Plan/PAD Final Development Plan 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 development. A Concept Plan and Project Narrative shall be submitted to Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting. The Concept Plan shall indicate the following:

- 1) Proposed land uses
- 2) General internal parking and circulation
- 3) Proposed access
- 4) Property boundaries
- 5) Existing land uses on adjacent properties
- 6) Special site conditions or problems
- 7) A computation table showing proposed land use allocations in acres and percent of total site area.

## 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.

## Submittal Package

Each application for a Major Site Plan/PAD Final Development Plan shall be filed in accordance with section 17.68.030 of the City Code and be reviewed by City Staff and presented to the Planning and Zoning Commission for final approval.

- 1) If applying for a Major Amendment to an approved Major Site Plan/PAD Final Development Plan it shall be filed in accordance with the following code requirement:

Section 17.68.090.C:

*Amendments to Major Site Plans/PAD Final Development Plans previously approved by the Planning and Zoning Commission may be approved by the Planning Director and the Chairperson of the Commission upon finding by the Planning Director and Chairperson of the Commission that the amended site plan is in substantial compliance with the originally approved site plan. **If it is determined that the amended site plan is not in substantial compliance with the originally approved site plan, the application shall be resubmitted and shall be subject to Sections 17.68.030, 17.68.050 and 17.68.070 of this chapter.***

**\*\* Major Amendment applications shall be accompanied by the following plans that will be reviewed by City Staff and presented to the Planning and Zoning Commission for Final Approval. All other submittal requirements shall be as stated in the application intake checklist:**

- a. **Copy of the originally approved site plan;**
- b. **Copy of revised plans** (site plan, landscape plan, architectural elevations, grading & drainage plan 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.*



- 2) Applications for a new Major Site Plan/PAD Final Development Plan approval shall be accompanied by the following plans that will be reviewed by City Staff and presented to the Planning and Zoning Commission for Final Approval (17.68.310. A.3, 4 & 5):
- a. **Site Plan:**
    - Name of project
    - Date of plan preparation including subsequent revisions
    - North point indicator
    - Scale of not less than 1" to 50' for Residential (*for addressing purposes*)
    - Scale of not less than 1" to 100' feet for Commercial (*for addressing purposes*)
    - Vicinity map
    - Site statistics (in table form), indicating the following:
      - Zoning & proposed use;
      - General Plan Classification;
      - Site area net & gross (show in acres and square feet);
      - Percent of total acreage in each zoning category;
      - Total building area (square feet);
      - Total number of required and provided parking spaces including bike racks and handicap parking spaces;
      - Percent of site coverage (building and parking);
      - Dwelling unit # and density (if condominium or high density housing project);
    - Adjacent zoning districts
    - Name, book and page number of any recorded adjacent subdivision or Map of Dedication having common boundary
    - Boundary line of property with dimensions
    - Buildings and structures
    - Minimum setbacks (*Building and parking*)
    - Fences and walls
    - Proposed detached signage
    - Exterior refuse collection areas
    - Exterior lighting including cut sheets
    - Parking facilities, including bicycle racks
    - Provision for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, hand rails, and curb openings in accordance with A.R.S. 34-404 through 34-439
    - Sidewalks, walkways, driveways, loading areas and docks, bikeways
    - Existing and future street improvements, access points, etc
    - Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names
    - Proposed right-of-way dedications or land to be reserved for public use, with the use indicated
    - Adjacent streets and street rights-of-way to a distance of one hundred fifty feet, except for sites adjacent to major arterial streets where the distances shall be two hundred feet
    - Onsite and offsite traffic flow
    - Proposed improvement phasing
    - Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes
    - Significant rock outcroppings and existing vegetation
    - Location of existing and proposed multi-use and pedestrian trails
  - b. **Preliminary Landscape Plan** (*May be provided as a stand alone drawing or illustrated on the site plan*)
    - Date of plan preparation including subsequent revisions
    - Scale, north arrow, and dimensions
    - Vicinity map
    - Property lines, alleys, private streets, tracts and adjacent right-of-ways
    - Site visibility triangles



- Landscape statistics (in table form), indicating the following:
    - Amount of net site area
    - Ground floor area of all buildings
    - Number of required and proposed parking spaces
    - Amount of all proposed landscape areas (required and provided)
  - The location and identification of all proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)
  - The approximate location of all existing and proposed trees, shrubs, and other landscape materials and improvements
  - The location, height, type, and general design and finish of all proposed screening walls
  - The location of all proposed storm water drainage and retention areas
  - Notes or graphical representations adequately showing the intent of the proposed plan and materials, and indicating how the plans will comply with the Landscape Code.
  - Notes or graphic indications of the proposed type of irrigation system, water source, pressure and supply outlet.
- c. **Conceptual Architectural Elevations/Renderings**
- Date of preparation including dates of any subsequent revisions
  - Building dimensions
  - Gross square footage of existing and proposed structures
  - Front, rear and side elevations, with a description of exterior materials, lighting, and colors to be used
  - Height above mean sea level of the lowest floor when the structure is proposed to be located in a floodway or floodplain area
  - Show screen wall/fence/trash enclosure elevations
- d. **Preliminary Grading, Drainage & Utility Plan**
- Vicinity Map
  - Scale, north arrow, and dimensions
  - Date of preparation including dates of any subsequent revisions
  - Registered Engineer signature and seal
  - Gross and net site area
  - Preliminary storm water retention calculations
  - Existing and proposed slope, depth, flow patterns, and location of retention areas
  - Indicate the drainage pattern, grade breaks and slopes of all streets
  - Existing and proposed contour data at a minimum of 1 ft intervals
- e. **Preliminary Traffic Impact Analysis or a Trip Generation Estimate (prepared by a qualified professional) that indicates the new development, or addition to existing development will not result in 100 or more trips per average weekday** (*Must comply with the City of Casa Grande Small Area Transportation Plan, Appendix D*)
- f. **Preliminary Drainage Report** (*Contact Development Center Engineering Dept. for content requirements*)
- g. **Preliminary Waste Water Report** (*Contact City Waste Water Dept. for content requirements*)
- h. **Preliminary Water Report** (*Contact Development Center Engineering Dept. for content requirements*)
- i. **Lighting Photometric Plan**



## **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 Site Plan/PAD Final Development Plan (Initial & Major Amendment): \$2,000

Technology Recovery Fee: 5% of Review Fee

### Additional Engineering review fees charged upon submittal:

- Drainage Report: \$220 per report
- Utility Reports - Waste Water Report, Water Report:
  - (DC Engineer Review): \$220 per report
  - (Public Works Review): \$60 per report
- Traffic Impact Analysis
  - (DC Engineer Review): \$220
  - (Public Works Review): \$60



## Major Site Plan/PAD Final Development Plan - Application Intake Checklist

	Applicant	Planner
1) Owners Authorization Form (if applicable) _____	<input type="checkbox"/>	_____
2) Project Narrative _____	<input type="checkbox"/>	_____
3) Legal Description (8 1/2 x 11 page) _____	<input type="checkbox"/>	_____
4) Site Plan _____	<input type="checkbox"/>	_____
▪ (4 copies – (24" x 36") folded)		
5) Preliminary Landscape Plan _____	<input type="checkbox"/>	_____
▪ (2 copies – (24" x 36") folded)		
6) Conceptual Architectural Elevations/Renderings _____	<input type="checkbox"/>	_____
▪ (2 copies – (24" x 36") folded) & (2 copies - 11" x 17" color)		
7) Preliminary Grading & Drainage Plans _____	<input type="checkbox"/>	_____
▪ (2 copies – (24" x 36") folded)		
8) Traffic Impact Analysis or Trip Generation Estimate _____	<input type="checkbox"/>	_____
▪ (3 copies)		
9) Preliminary Drainage Report _____	<input type="checkbox"/>	_____
▪ (2 copies)		
10) Preliminary Waste Water Report _____	<input type="checkbox"/>	_____
▪ (2 copies)		
11) Preliminary Water Report _____	<input type="checkbox"/>	_____
▪ (2 copies)		
12) Lighting Photometric Plan _____	<input type="checkbox"/>	_____
▪ (2 copies – (24" x 36") folded)		
13) CD containing all submittal Documents _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		
14) 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	Site Plan	Prelim. Landscape Plan	Elevations	TIA	Prelim. G & D Plans	Prelim. Waste Water Report	Prelim. Water Report	Prelim. Drainage Report	Lighting Plan
<b>Planning</b>	X	X	X	X	X	X	X	X	X
<b>Fire</b>	X						X		
<b>DC Engineer</b>	X			X	X	X	X	X	
<b>City Engineer</b>	X			X	X	X	X	X	
<b>Traffic Eng.</b>	X			X	X				
<b>Community Services</b>									
<b>Wastewater</b>	X					X			
<b>Sanitation</b>	X								
<b>ADOT (1)</b>	X			X					
<b>Public Review</b>	X	X	X	X	X	X	X	X	X

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

