DSA- _____

City of Casa Grande, Planning & Development Dept., 510 E. Florence Blvd, Casa Grande, AZ 85122

MAJOR SITE PLAN/PAD FINAL DEVELOPMENT PLAN APPLICATION

(Electronic Version Available at: 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 _____

3. PROPERTY OWNER INFORMATION:

Name _____

Address _____City_____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

OWNER AUTHORIZATION:

_____ _____

Signature of Property Owner *Date*

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 , before me, the undersigned Notary Public, personally appeared _____known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

_____ _____

Notary Public

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

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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 City/outside agency review staff to provide the applicant comments and guidance on the proposed development. The applicant should bring the following information to the pre-application meeting:

1. Project Narrative indicating the following:
   a. Applicant information
   b. Description of proposed development
   c. Other information the applicant believes may be useful to allow City/Agency Staff to familiarize themselves with the project.
2. Conceptual Site Plan drawn at a readable size and scale indicating the following:
   a. Proposed site boundaries & lot configurations
   b. Proposed building footprints & land uses
   c. Proposed access, parking & circulation
   d. Proposed utility services
   e. Proposed drainage facilities
   f. Special site conditions

Submittal Package

Applications for a new Major Site Plan/PAD Final Development Plan, or Major Amendment to a previously approved Major Site Plan/PAD Final Development Plan 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. Project Narrative

b. Site Plan:

(1) Name of project
(2) Date of plan preparation including subsequent revisions
(3) North point indicator
(4) Scale of not less than 1" to 50' for Residential *(for addressing purposes)*
(5) Scale of not less than 1" to 100' feet for Commercial *(for addressing purposes)*
(6) Vicinity map
(7) Site statistics (in table form), indicating the following:
   i. Zoning & proposed use;
   ii. General Plan Classification;
   iii. Site area net & gross (show in acres and square feet);
   iv. Total building area (square feet);
   v. Total number of required and provided parking spaces including bike racks and handicap parking spaces;
   vi. Percent of site building coverage
   vii. Dwelling unit # and density (if condominium or high density housing project);
(8) Adjacent zoning districts
(9) Dimensioned site boundary and any proposed new lot configurations
(10) Buildings and structures
(11) Setbacks *(Building and parking)*
(12) Fences and walls
(13) Detached signage
(14) Exterior refuse collection areas
(15) Exterior lighting including cut sheets
(16) Parking, internal circulation, loading areas and access details

(17) 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
(18) Existing and proposed public and private sidewalks/walkways, multi-use and pedestrian trials
(19) Existing and proposed streets improvements, a distance of one hundred fifty feet, except for sites adjacent to major arterial streets where the distances shall be two hundred feet, giving widths, preliminary curve data
(20) Existing and proposed right-of-way dedications
(21) Significant natural features and existing vegetation

c. Preliminary Landscape Plan (May be provided as a stand alone drawing or illustrated on the site 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 adjacent right-of-ways
(5) Site visibility triangles
(6) Landscape statistics (in table form), indicating the following:
(7) Amount of net site area
(8) Ground floor area of all buildings
(9) Number of required and proposed parking spaces
(10) Amount of all proposed landscape areas (required and provided)
(11) The location and identification of all proposed landscape areas (on-site, street right-of-way, parking area, landscape buffers and others)
(12) The approximate location of all existing and proposed trees, shrubs, and other landscape materials and improvements
(13) The location, height, type, and general design and finish of all proposed screening walls
(14) The location of all proposed storm water drainage and retention areas
(15) 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.
(16) Notes or graphic indications of the proposed type of irrigation system, water source, pressure and supply outlet.

d. Conceptual Architectural Elevations/Renderings

(1) Date of preparation including dates of any subsequent revisions
(2) Building dimensions
(3) Gross square footage of existing and proposed structures
(4) Front, rear and side elevations, with a description of exterior materials, lighting, and colors to be used
(5) Height above mean sea level of the lowest floor when the structure is proposed to be located in a floodway or floodplain area
(6) Show screen wall/fence/trash enclosure elevations

e. Preliminary Grading & Drainage Plan meeting the requirements of code section 15.40.1230
(Contact Development Center Engineers for content requirements;
Larry Petersen – lpetersen@casagrandeaz.gov, 520-421-8630, Ext. 3320
Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019)

f. Preliminary Utility Plan

1) Preliminary layout of the water service system indicating fire hydrants, valves, meter vaults, water line sizes, and connection to the water main network
2) Preliminary layout of the wastewater service lines and connection to the public system

g. Traffic Impact Analysis meeting the requirements of the City of Casa Grande Small Area Transportation Plan Section 7.4. A waiver to the Traffic Impact Analysis requirement maybe granted upon submittal of a Trip Generation Estimate (prepared by a qualified professional) that indicates the new development will not result in 100 or more trips per average weekday.

h. **Preliminary Drainage/Hydrology Report** meeting the requirements of code section 15.40.1260 (Contact Development Center Engineer for content requirement)
i. **Preliminary Waste Water Report** (Contact Development Center Engineer for content requirements)
j. **Preliminary Water Report** (Contact Development Center Engineering Dept. for content requirements)
k. **Lighting Photometric Plan**

Public Notice

1) *Newspaper Notice*- City staff will prepare the Notice of Public Hearing.
2) *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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions go to (http://casagrandeaz.gov/dept/planning/planning-division/public-process/)*
3) *Surrounding Property Owner Notification* - City Staff will prepare and mail all required notices to surrounding property owners.

Fees

Major Site Plan/PAD Final Development Plan (Initial & Major Amendment): $2,000
Engineering Reports: *$280 per report*
Technology Recovery Fee: 5% of Review Fees

☐ Sign Removal Fee (Optional): $100

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REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES

Completeness & Substantive Review Time Frames[1]

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

[1]All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

[2]Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

[3]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.

[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 re-submittal 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 re-submittal shall be limited to:

a) Addressing 1st review comments that the applicant failed to adequately address in their re-submittal; or
b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports.

[7]Over-All Review timeframe is the sum of the Completeness, Initial & Re-submittal Substantive Review timeframes and does not include any time involved in review of the 2nd Re-submittal. 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 Re-submittal.

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

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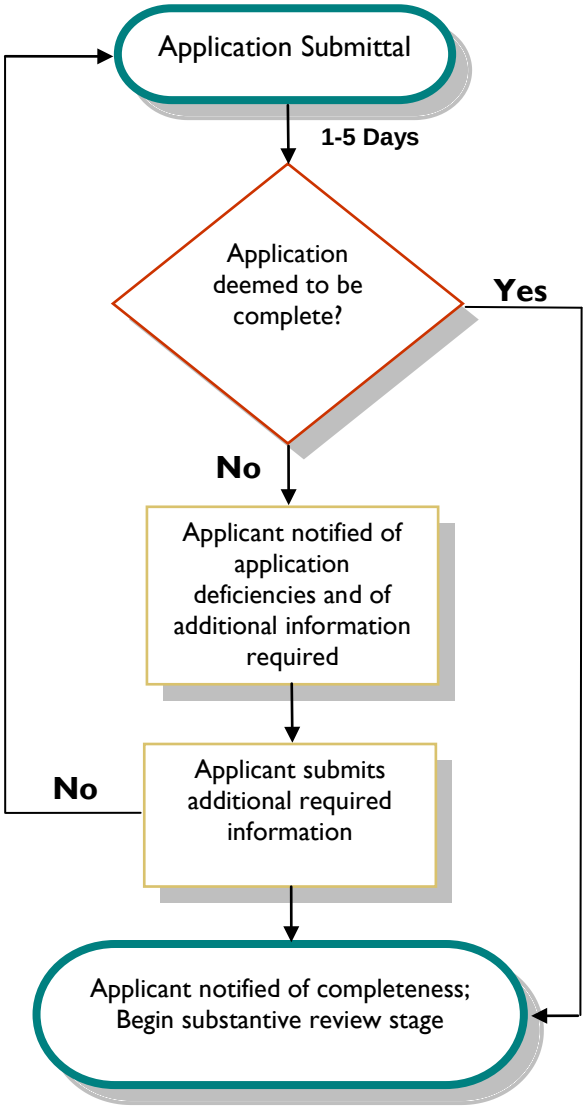
Administrative Completeness Review Process



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

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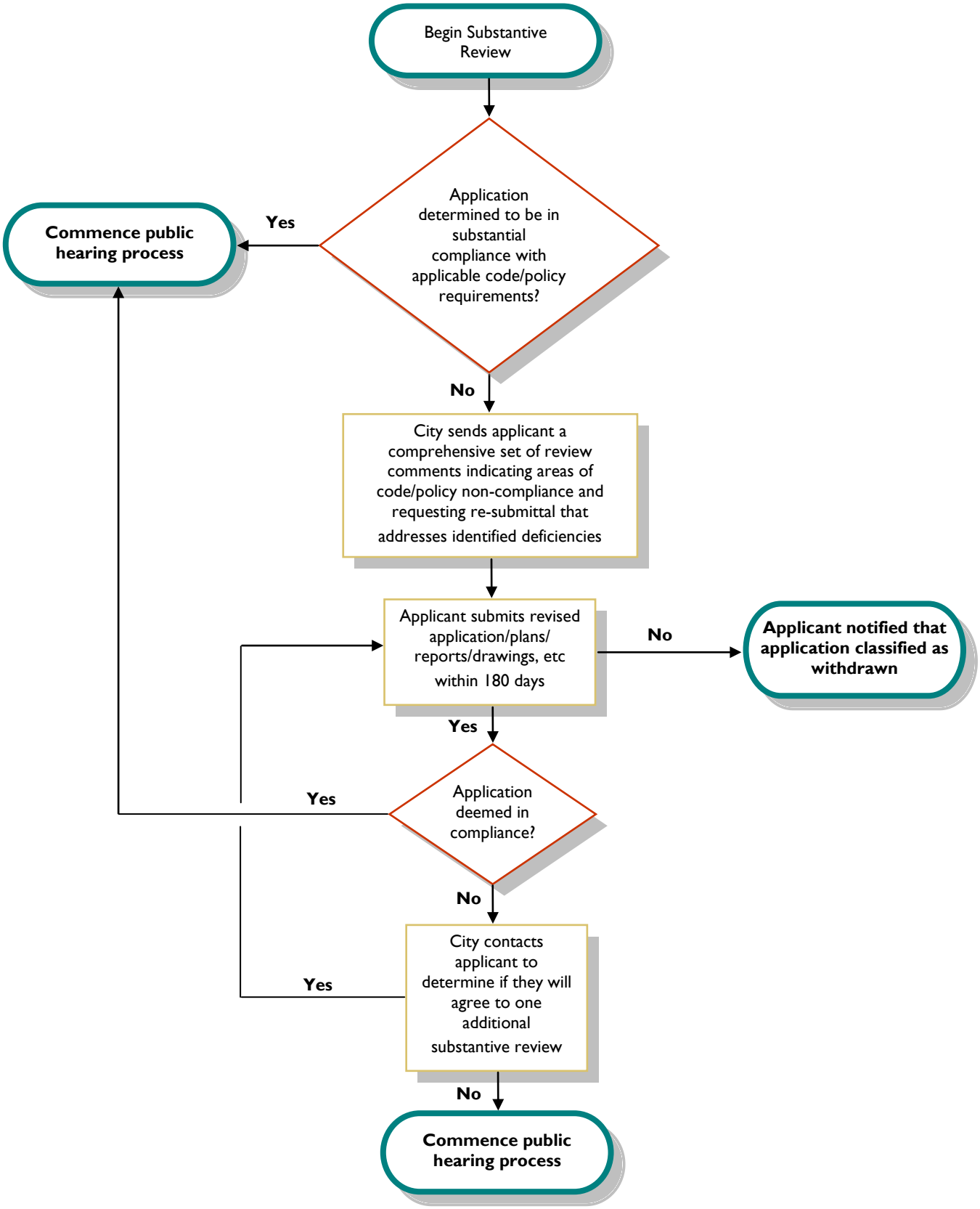
Substantive Review Process



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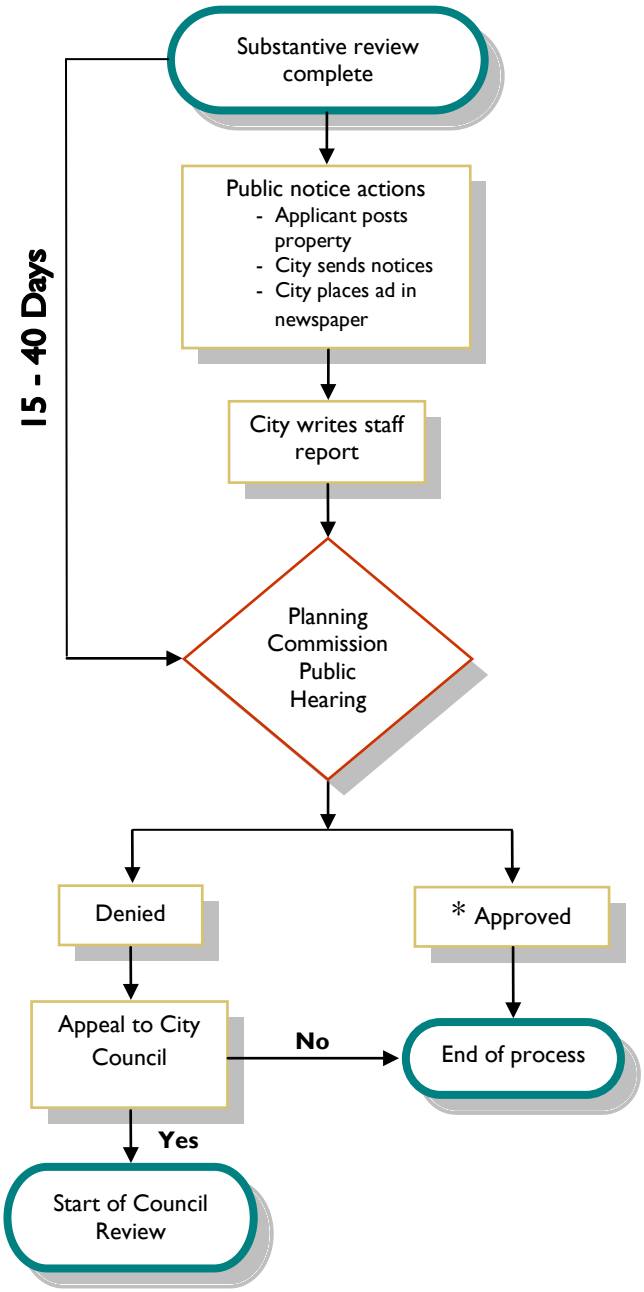
Planning Commission Public Hearing Process



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

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Completeness Review Intake Checklist

Planner

1) **Project Narrative** _____ ☐
2) **Site Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
3) **Preliminary Landscape Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
4) **Conceptual Architectural Elevations/Renderings** _____ ☐
   - *(2 copies – (24" x 36") folded) & (2 copies - 11" x 17" color)*
5) **Preliminary Grading & Drainage Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
6) **Preliminary Utility Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
7) **Traffic Impact Analysis** _____ ☐
   - *(2 copies)*
8) **Preliminary Drainage/Hydrology Report** _____ ☐
   - *(2 copies)*
9) **Preliminary Waste Water Report** _____ ☐
   - *(2 copies)*
10) **Preliminary Water Report** _____ ☐
   - *(2 copies)*
11) **Lighting Photometric Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
12) **CD containing all submittal Documents** _____ ☐
   - *(1 CD with all documents in PDF format)*
13) **Application Fees** _____ ☐