





## **Pre-Application Process**

Prior to the submittal of an application for a Minor Amendment to a 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.

## **Amendment Process**

Applications for a Minor Amendment to an approved Major Site Plan/PAD Final Development Plan shall be filed in accordance with the following code requirement:

### Section 17.68.090.C:

*Minor 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.***

## **Submittal Package**

Applications for a Minor Amendment to a 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 Director and Planning and Zoning Commission Chair for Final Approval (17.68.090.C):

- a. Copy of previously approved plans to be revised**
- b. Project Narrative**
- c. Amended Plans** (site plan, landscape plan, architectural elevations, grading & drainage plan etc);
  - \* *The amended plans 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.*

## **Fees**

Minor Amendment to Major Site Plan/PAD Final Development Plan: \$550

Technology Recovery Fee: 5% of Review Fee



**REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES**  
***Completeness & Substantive Review Time Frames<sup>1</sup>***

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

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

<sup>2</sup>Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

<sup>3</sup>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.

<sup>4</sup> 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 1<sup>st</sup> comprehensive review document.

<sup>5</sup> 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.

<sup>6</sup> Review of re-submittal shall be limited to:  
 a) Addressing 1<sup>st</sup> 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.

<sup>7</sup>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 2<sup>nd</sup> 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 2<sup>nd</sup> Re-submittal.

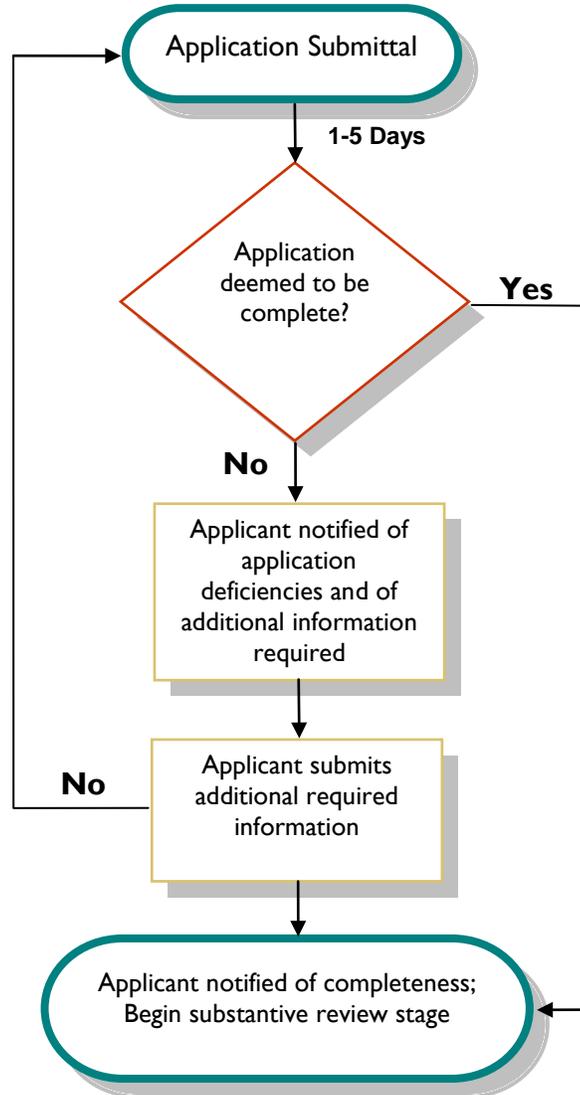
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2<sup>nd</sup> review is necessary to resolve code/policy compliance issues associated with a permit. In accordance with ARS 9-835.I., by mutual agreement, the applicant and the City may engage in a 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> review of my application, if necessary, prior to making a final administrative decision.

\_\_\_\_\_  
 Applicant



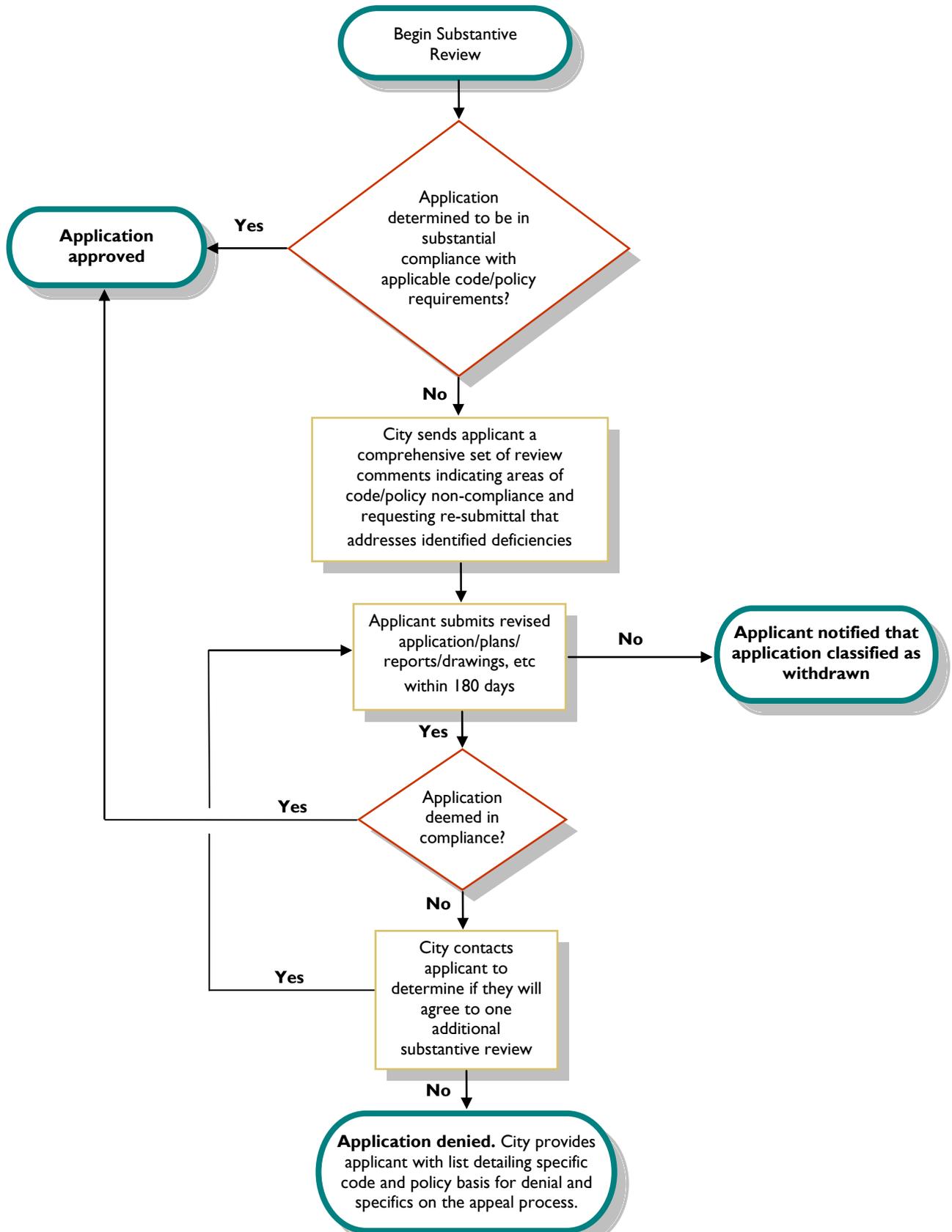
## Administrative Completeness Review Process



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



### Substantive Review Process





**Completeness Review Intake Checklist**

- |  |                          |
|--|--------------------------|
|  | <b>Planner</b>           |
| 1) <b>Project Narrative</b> _____  | <input type="checkbox"/> |
| 2) <b>Copy of Previously Approved Plans to be amended</b> _____                                  | <input type="checkbox"/> |
| 3) <b>Amended Plans</b> _____  | <input type="checkbox"/> |
| ▪ <i>(2 copies – (24" x 36") folded)</i>   |                          |
| 4) <b>CD containing all Major Site Plan/PAD Final Development Plan submittal Documents</b> _____ | <input type="checkbox"/> |
| ▪ <i>(1 CD with all documents in PDF format)</i>   |                          |
| 5) <b>Application Fees</b> _____   | <input type="checkbox"/> |