



MINOR SITE PLAN APPLICATION

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

Request Type (Please indicate the type of request):

<input type="checkbox"/> Building Addition	Size/Sq. Ft.: _____
<input type="checkbox"/> New Building/Structure	Size/Sq. Ft.: _____
<input type="checkbox"/> Parking	# of Stalls: _____
<input type="checkbox"/> Exterior Storage	Area: _____

I. 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: _____
Planner Approval for Submittal: _____



MINOR SITE PLAN REVIEW

Overview

A Minor Site Plan may be submitted in conjunction with the following types of development proposals (17.68.010):

- 1) The site is not subject to a Major Site Plan or PAD Final Development Plan previously approved by the Planning and Zoning Commission; and
- 2) The development includes a “developed site” (i.e., contains existing buildings, parking lots, etc); and
- 3) Limited to projects involving less than:
 - a. 15,000 sq. ft. of additional building space
 - b. 20,000 sq. ft. of exterior storage
 - c. 81 parking spaces

All developments that meet the above criteria are subject to the following review procedure (17.68.060):

- A. If the city staff shall determine that the proposed site plan will not be detrimental to the health, safety, or welfare of the community nor will cause traffic congestion or seriously depreciate surrounding property values and the same time is in harmony with the purposes and intent of this chapter, the plan for the area, and the general plan, the staff may grant such site plan approval, and such conditions and safeguards may be imposed as they deem necessary. Staff shall notify the Planning and Zoning Commission at its next regular meeting of any site plan approvals made by staff.
- B. Minor site plan approval applications may be denied by city staff upon finding and determination by the staff that the conditions required for approval do not exist.
- C. When a minor site plan approval application is denied by city staff, an appeal may be taken to the planning and zoning commission. If unusual or significantly difficult conditions exist which affect the site plan, the zoning administrator may determine and require that the site plan be reviewed and acted upon by the planning and zoning commission.

Pre-Application Process

Prior to the submittal of a Minor Site Plan the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines. 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 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 14 days after the submittal of a complete application. The applicant is responsible for addressing staff comments and redlines and submitting revised plans. Staff will respond to the re-submittal and any subsequent reviews, within a maximum of 7 days.
- 2) Final approval – After comments/redlines have been adequately addressed an approval letter will be prepared by City Staff and a set of stamped approved plans will be given to the applicant.



Submittal Package

Each application for a Minor Site Plan approval shall be accompanied by the following plans that will be reviewed and approved administratively by City Staff:

1) Site Plan:

- a. Name of project
- b. Vicinity Map
- c. North arrow and scale of drawing
- d. Existing zoning and proposed use
- e. Total # of existing and proposed parking stalls
- f. Location and dimensions of existing and proposed property/lot lines
- g. Location and width of all public and private roads, driveways and alleys with their names shown
- h. Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include:
 - Buildings
 - Fences and walls
 - Shade structures/awnings
 - Utility poles
 - Walkways/sidewalks
 - Signs
 - Exterior refuse enclosures
- i. Dimensions between all existing and proposed structures
- j. Distance of all existing and proposed structures from all lot/property lines
- k. Location of existing and proposed parking areas and drive aisles
- l. Location of existing and proposed loading areas, docks, and bikeways
- m. Location of existing and proposed easements with their width and purpose noted
- n. Other information deemed necessary by the Zoning Administrator

2) Preliminary Grading & Drainage Plans *(if applicable, Contact Development Center Engineering Dept. for content requirements)*

3) 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).*

Fees

Minor Site Plan: \$550

Technology Recovery Fee: 5% of Review Fee



MINOR SITE PLAN – APPLICATION INTAKE CHECKLIST

	Applicant	Planner
1. Project Narrative _____	<input type="checkbox"/>	_____
2. Owner’s Authorization Form (if applicant is not owner) _____	<input type="checkbox"/>	_____
3. Legal Description (8 ½ X 11 page) _____	<input type="checkbox"/>	_____
4. Site plan _____	<input type="checkbox"/>	_____
▪ (3 copies – (24” x 36”) folded)		
5. Traffic Impact Analysis or Trip Generation Estimate _____	<input type="checkbox"/>	_____
▪ (2 copies in booklet form)		
6. Preliminary Grading & Drainage Plans (if applicable) _____	<input type="checkbox"/>	_____
▪ (2 copies – (24” x 36”) folded)		
7. CD containing all Minor Site Plan submittal documents _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		
8. 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

<u>Agency/ Department</u>	Site Plan	Elevations	Traffic Impact Analysis	Grading & Drainage Plan
Planning	X	X	X	X
Fire	X			
DC Engineer	X		X	X
City Engineer	X		X	X
Traffic Engineer	X		X	
Community Services				
Sanitation				
Wastewater				
ADOT (1)				
Public Review	X	X	X	X

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

