



PAD PRELIMINARY DEVELOPMENT PLAN APPLICATION

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

Request Type (Please indicate the type of request):

Initial PAD Preliminary Development Plan (17.68.280)

Amendment to approved Preliminary Development Plan

Major Amendment Requiring Planning Commission Approval Only (17.68.330.B)

Major Amendment Requiring Planning Commission & City Council Approval (17.68.330.B)

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 a PAD Preliminary 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 staff from other review agencies 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 (17.68.270). 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.
- 3) *City Council Hearing (if applicable)* - Request for Council action is submitted by the Project Planner at least 21 days prior to the scheduled meeting date. The City Council may approve, deny or table the request. If denied, no re-application can be made for 90 days.

Initial PAD Preliminary Development Plan Submittal Package

Each application for an initial PAD Zone/Preliminary Development Plan shall be filed in accordance with Article V of the City Code and be reviewed by City Staff and presented to the Planning and Zoning Commission and City Council for final approval. The application shall be accompanied by the following:

- a. **Proof of the applicant's ownership interest in the land to be developed.**
- b. **A Generalized location map.**
- c. **A Land Use Plan, at a scale not smaller than one inch equals one hundred feet indicating/providing the following:**
 - Acres and development densities of each proposed land use
 - Existing land uses and zoning surrounding the site
 - Proposed building footprints and or building pad locations
 - Proposed land uses
 - Proposed parking, driveways, circulation areas, and access points



- A Land Use Table which indicates the amount of land allocated to the following land uses :
 - Arterial streets
 - Proposed open space and recreational areas.
 - Residential, broken down by the various proposed residential building types/densities
 - Commercial/Office
 - Industrial
 - Other (Schools, churches, etc.)
- An analysis of the existing site conditions which indicates at a minimum:
 - Topography with two foot contour intervals, to a distance of 100 feet beyond the property boundary
 - Location, extent and general information of any major vegetative cover
 - Location and extent of perennial/intermittent streams and wetland areas
 - Existing drainage patterns
- Transportation/Street network information, including:
 - Proposed Arterial and collector roadways locations, right of ways and cross-sections.
 - Proposed pedestrian and/or bicycle circulation elements
 - Location and right of way for all existing perimeter roadways as well as any proposed right of way dedications.
- d. A Utility Plan indicating the approximate alignment and sizing of existing and proposed utilities (i.e., water, sanitary sewer, electric and gas) and proposed utility easements.**
- e. A Drainage Plan indicating all proposed drainage facilities as well as any proposed easements.**
- f. A PAD Plat of the proposed development containing the following information:**
 - Perimeter boundary of the PAD Zone.
 - Boundaries of all proposed land use areas.
 - Location and right of way widths for all internal arterial and collector roadways.
 - Reference to the specific PAD that the plat is associated with.
- g. Conceptual architectural renderings indicating the elevations and exterior wall finishes of proposed buildings types.**
- h. Conceptual landscape/open space plan indicating landscaping theme/character of the development.**
 - Location & area of all perimeter landscaping and open spaces
- i. 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)*)
- j. Preliminary Drainage Report** *(Contact Development Center Engineering Dept. for content requirements)*
- k. Preliminary Wastewater Report** *(Contact Development Center Engineering Dept. for content requirements)*
- l. Phasing Plan**

Major Amendment to PAD Preliminary Development Plan Submittal Package

Each application for a Major Amendment to a PAD Preliminary Development Plan shall be filed in accordance with Article V of the City Code and comply with the following code requirement:

Section 17.68.330.B:

*All changes not considered Minor Changes as defined under Section 17.68.330 A, shall be considered Major Changes. **All Major Changes shall be submitted to the Planning and Zoning Commission for their review and approval in accordance the procedure and requirements defined under Article V of this Code, except that only Major Changes requesting a change of land use, changes to the proposed arterial or collector roadway transportation circulation system, loss of open space, increase in residential density, the addition of cluster type development, or any request pertaining to a***



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

Large Single Retail Use or Large Multiple Use Shopping Centers shall be required to be forwarded to the City Council for final approval. All other Major Changes shall be decided upon by the Planning and Zoning Commission.

** Major Amendment applications shall be accompanied by the following items that will be reviewed by City Staff and presented to the Planning and Zoning Commission and or the City Council for final approval.

- a. **Project Narrative describing all proposed changes**
- b. **A Legal description and exhibit of the proposed amendment area**
- c. **Copy of most recently approved PAD land use plan**
 - *Must show existing overall PAD Boundary and all approved land uses*
- d. **Amended PAD land use plan, at a scale not smaller than one inch equals one hundred feet indicating/providing the following:**
 - Acres and development densities of each proposed land use
 - Existing land uses and zoning surrounding the site
 - Proposed building footprints and or building pad locations
 - Proposed land uses
 - Proposed parking, driveways, circulation areas, and access points
 - A Land Use Table which indicates the amount of land allocated to the following land uses :
 - *Arterial streets*
 - *Proposed open space and recreational areas.*
 - *Residential, broken down by the various proposed residential building types/densities*
 - *Commercial/Office*
 - *Industrial*
 - *Other (Schools, churches, etc.)*
 - Transportation/Street network information, including:
 - *Proposed Arterial and collector roadways locations, right of ways and cross-sections.*
 - *Proposed pedestrian and/or bicycle circulation elements*
 - *Location and right of way for all existing perimeter roadways as well as any proposed right of way dedications*
- e. **Conceptual architectural renderings indicating the elevations and exterior wall finishes of proposed building types (if applicable).**
- f. **Conceptual landscape/open space plan indicating landscaping theme/character of the development.**
 - Location & area of all perimeter landscaping and open spaces

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

Initial PAD Preliminary Development Plan: \$2,455

Amendment to PAD & Preliminary Development Plan:

- *Major Amendment:* \$2,455
- *Minor Amendment – PZ Only:* \$660

Technology Recovery Fee: 5% of Review Fees

Additional Engineering review fees charged upon submittal:

- Drainage Report: \$440 per report
- Utility Reports - Waste 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



Initial PAD Preliminary 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 ½ X 11 page) _____	<input type="checkbox"/>	_____
4) Submittal Package, including _____	<input type="checkbox"/>	_____
a. Land Use Plan (9 copies (24 x 36 - folded) _____	<input type="checkbox"/>	_____
b. Utility Plan (4 copies (24 x 36 - folded) _____	<input type="checkbox"/>	_____
c. Drainage Plan (4 copies (24 x 36 - folded) _____	<input type="checkbox"/>	_____
d. PAD Plat (if applicable) (6 copies (24 x 36 - folded) _____	<input type="checkbox"/>	_____
e. Conceptual Arch. Elevations/Renderings (2 copies (24 x 36 - folded, 1- 11 x 17 color) _____	<input type="checkbox"/>	_____
f. Conceptual Landscape/Open Space Plan (3 copies (24 x 36 - folded) _____	<input type="checkbox"/>	_____
g. Preliminary Traffic Impact Analysis or Trip Generation Estimate (6 copies) _____	<input type="checkbox"/>	_____
h. Preliminary Drainage Report (4 copies) required unless waived _____	<input type="checkbox"/>	_____
i. Preliminary Waste Water Report (5 copies) _____	<input type="checkbox"/>	_____
j. Phasing Plan (5 copies - (24" x 36") folded) _____	<input type="checkbox"/>	_____
5) CD containing the Preliminary PAD Development Plan submittal package _____	<input type="checkbox"/>	_____
▪ (1 CD with all documents in PDF format)		
6) Application Fee _____	<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/ Dept.</u>	Land Use Plan	Utility Plan	Drainage Plan	PAD Plat	Arch. Elev.	Land- scape Plan	TIA	Drainage Report	Waste Water Report	Phasing Plan
Planning	X	X	X	X	X	X	X	X	X	X
Fire	X									
DC Engineer	X	X	X	X			X	X	X	X
City Engineer	X	X	X	X			X	X	X	X
Traffic Eng.	X			X			X			
Community Services										
Sanitation										
Wastewater	X								X	
ADOT⁽¹⁾	X			X			X			
Public Review	X	X	X	X	X	X	X	X	X	X

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



Amendment to PAD Preliminary Development Plan - Application Intake Checklist

- | | Applicant | Planner |
|--|--------------------------|---------|
| 1) Owners Authorization Form <i>(If applicable)</i> _____ | <input type="checkbox"/> | _____ |
| 2) Amendment submittal Package, including _____ | <input type="checkbox"/> | _____ |
| a. Project Narrative _____ | <input type="checkbox"/> | _____ |
| b. Legal Description with Exhibit _____ | <input type="checkbox"/> | _____ |
| c. Current Land Use Plan <i>(8 copies (24 x 36 - folded))</i> _____ | <input type="checkbox"/> | _____ |
| d. Amended Land Use Plan <i>(8 copies (24 x 36 - folded))</i> _____ | <input type="checkbox"/> | _____ |
| e. Conceptual Arch. Elevations/Renderings <i>(2 copies (24 x 36 - folded))</i> _____ | <input type="checkbox"/> | _____ |
| f. Conceptual Landscape/Open Space Plan <i>(2 copies (24 x 36 - folded))</i> _____ | <input type="checkbox"/> | _____ |
| 3) CD containing the Amendment submittal package _____ | <input type="checkbox"/> | _____ |
| ▪ <i>(1 CD with all documents in PDF format)</i> | | |
| 4) Application Fee _____ | <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/ Dept.</u>	Current Land Use Plan	Amended Land Use Plan	Conceptual Arch. Elevations	Conceptual landscape Plan
<u>Planning</u>	X	X	X	X
<u>Fire</u>	X	X		
<u>DC Engineer</u>	X	X		
<u>City Engineer</u>	X	X		
<u>Traffic Eng.</u>	X	X		
<u>Community Services</u>				
<u>Sanitation</u>				
<u>Wastewater</u>				
<u>ADOT</u> ⁽¹⁾	X	X		
<u>Public Review</u>	X	X	X	X

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



Owners Authorization Form

This sheet must be completed if the applicant is **not** the owner of the property.

The Undersigned, do hereby grant permission to: _____

to act on my behalf for the purpose of obtaining a PAD Zone Change approval on the following described property:

Owner(s) Name: _____

Signature

Address: _____

Telephone: _____

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