DSA- _____

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

PAD ZONING & PRELIMINARY DEVELOPMENT PLAN APPLICATION

(Electronic Version Available at: http://casagrandeaz.gov/dept/planning/planning-division/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 _____

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
Jim Gagliardi – jim_gagliardi@casagrandeaz.gov, 520-421-8630, Ext. 3020
Joe Horn – joseph_horn@casagrandeaz.gov 520-421-8630, Ext. 3018

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Pre-Application Process

Prior to the submittal of an application for 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 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

Initial PAD Preliminary Development Plan (PAD Guide) 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. Project Narrative

B. A Legal description and exhibit of the proposed PAD

C. Land Use Plan, at a scale not smaller than one inch equals one hundred feet indicating the following:

(1) Illustration of all proposed land uses:
- *(a) Residential, broken down by the various proposed residential building types/densities*
- *(b) Commercial/Office*
- *(c) Industrial*
- *(d) Proposed open space and recreational areas.*
- *(e) Other (Schools, churches, etc.)*

(2) Transportation/Street network information, including:
- *(a) Proposed Arterial and collector roadways locations, right of ways and cross-sections.*
- *(b) Proposed pedestrian and/or bicycle circulation elements*
- *(c) Location and right of way for all existing perimeter roadways as well as any proposed right of way dedications.*

(3) Phasing Plan

D. Conceptual Landscape Plan indicating landscaping theme/character of the development.

(1) Location & area of all perimeter landscaping and open spaces

E. Conceptual Architectural Elevations indicating the elevations and exterior wall finishes of proposed buildings types.

F. Master Facility Utility Plan indicating the approximate location, size and capacity of existing and proposed utility mains servicing the site.

G. Master Drainage/Hydrology Plan indicating:

(1) Existing and proposed drainage patterns
(2) Location and extent of existing drainage channels, 404 washes, arroyos, etc.
(3) Topography with two foot contour intervals, to a distance of 100 feet beyond the property boundary
(4) Location, extent and general information of any existing major vegetative cover

H. PAD Plat of the proposed development containing the following information:

(1) Perimeter boundary of the PAD Zone.
(2) Boundaries of all proposed land use areas.
(3) Location and right of way widths for all internal arterial and collector roadways.
(4) Reference to the specific PAD that the plat is associated with.

I. **Master Circulation Study** indicating the following:
   - *(1) Major land use, development and transportation assumptions*
   - *(2) Study area conditions:*
     - *(a) Existing and proposed development in study area*
     - *(b) Existing roadways and traffic control*
     - *(c) Proposed site access locations*
     - *(d) Discussion of planned short and long term transportation improvements with estimated construction dates, both within the PAD and off-site improvements that will impact the PAD*
   - *(3) Proposed site access and Internal Circulation for full build out of PAD*
   - *(4) Executive summary*

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 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.***

NOTE: The specific submittal requirements for a PAD Amendment will be determined by Planning Staff during the Pre-application Meeting based upon the nature and scope of the proposed amendment.

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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

Initial PAD Preliminary Development Plan: *$2,700*
Amendment to PAD & Preliminary Development Plan:

- *Major Amendment (Planning Commission and City Council): $2,700*
- *Major Amendment (Planning Commission): $2000.00*
- *Master Circulation Study- $560*

Technology Recovery Fee: 5% of Review Fees

☐ Sign Removal Fee (Optional): $100

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Over-All Review Time-Frames for Projects [1,7,8]

Project Classification	Administrative Completeness Review (CR) of Initial Submittal[2]	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter[4,8]	CR Review of Re-Submittal	Review of Resumbittal[5,7,8] and Staff Decision to Approve/Deny	Over-All Review Timeframe[6,7,8]
PAD – Prelim Dev Plan – Initial and Major Amendment – PZ & CC[9]	5	30	5	30	70

[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] Review of resubmittal shall be limited to:

a) Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
b) Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.

[6]Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

[7] If an applicant requests significant changes, alterations, additions or amendments to an application that are not in response to the request for corrections, the City may make **one additional comprehensive written request for corrections (i.e., review of 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

[8]The Substantive Review timeframe and the Overall Review timeframe may be extended by mutual consent of the applicant and the City. Said extension shall not exceed 50% of the Over-All timeframe.

[9]Indicates that the Project will require a public hearing and Board/Commission and/or City Council approval. For these Projects the Substantive Review period ends when staff schedules the application for the public hearing and Board/Commission/City Council action.

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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 an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

_____ _____

Applicant Agreed to by City

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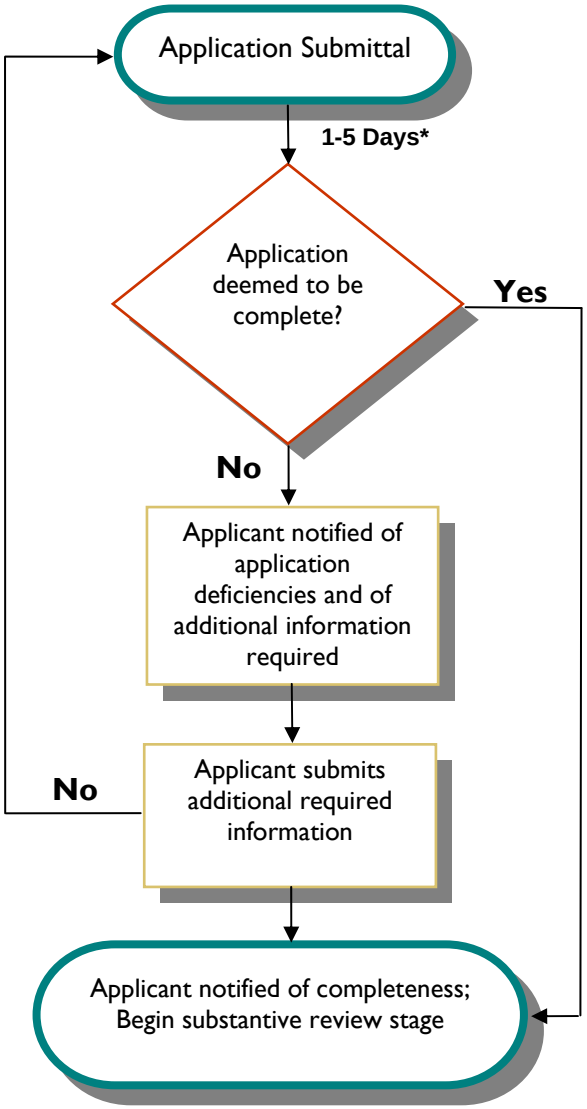
Administrative Completeness Review Process



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

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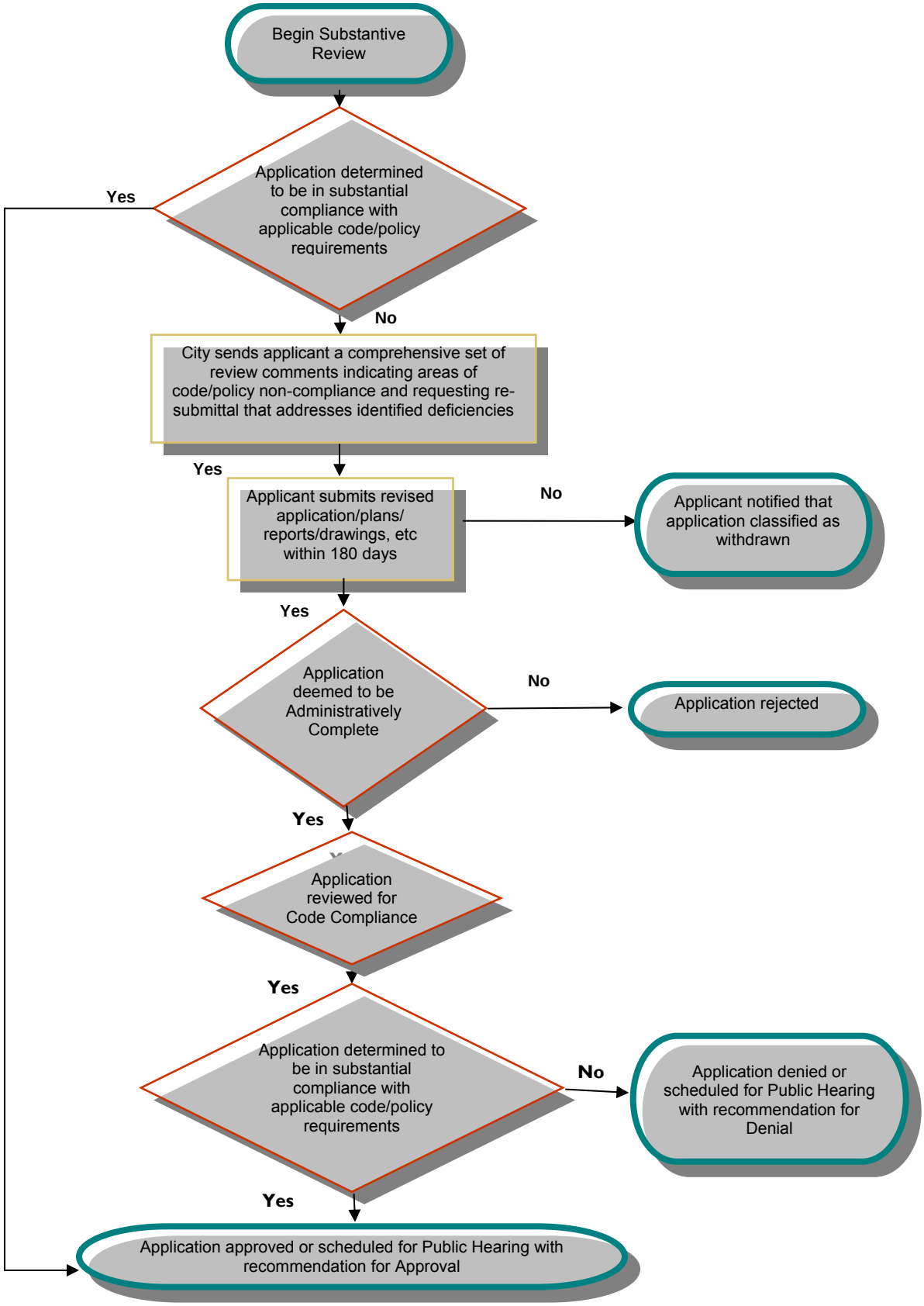
Substantive Review Process



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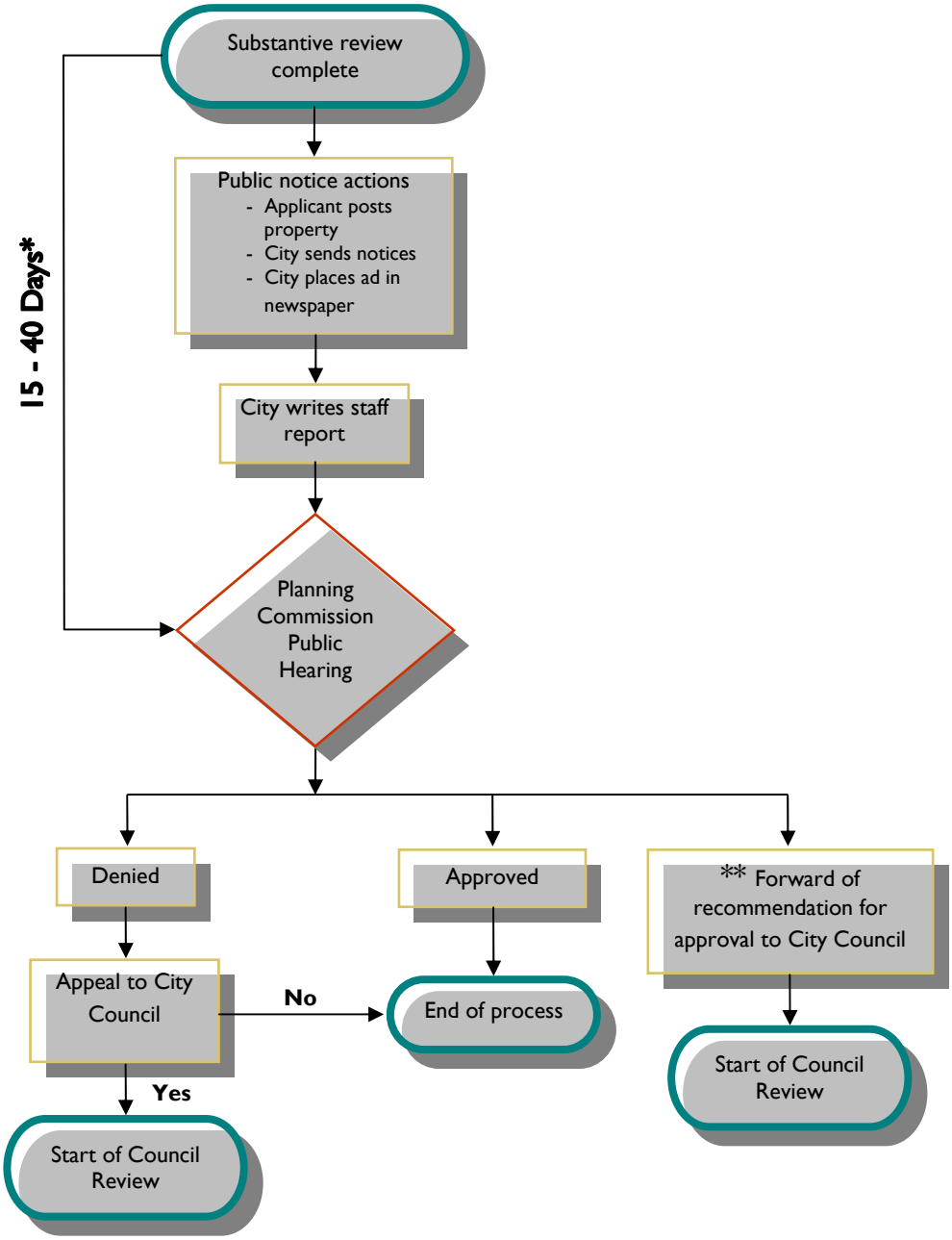
Planning Commission Public Hearing Process – Major PAD Amendments requiring P & Z Approval



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

**Initial PAD Zonings and Major Amendment's involving specific land use, transportation and open space changes require both Planning and Zoning Commission and City Council review and action (see 17.68.330.B)

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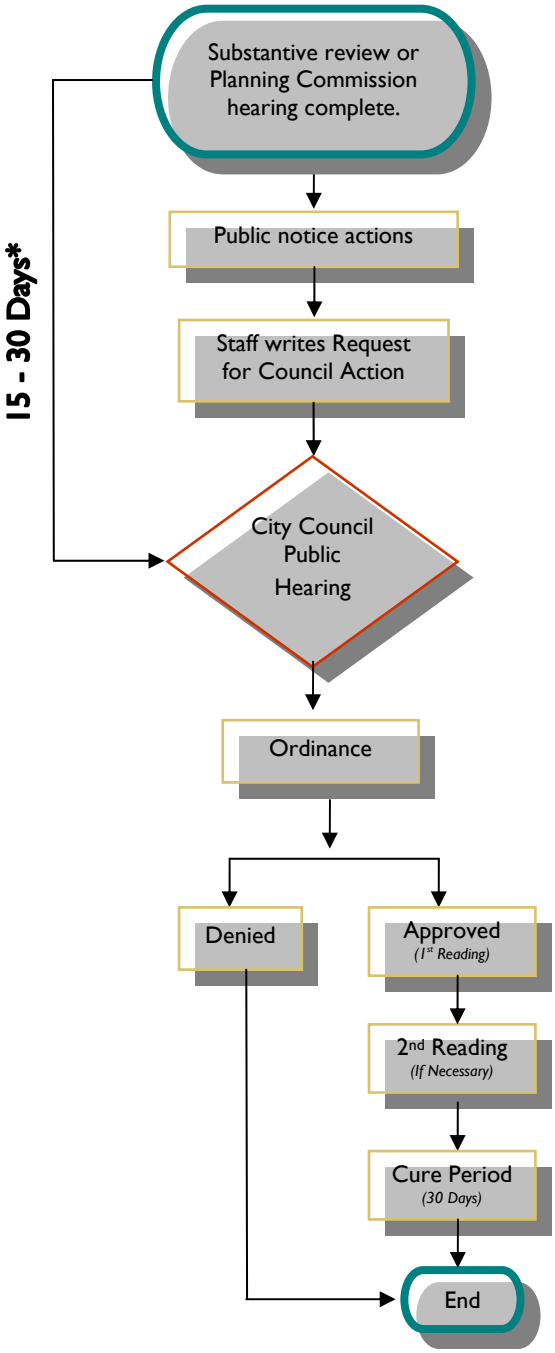
City Council Public Hearing Process – Initial PAD & Major Amendments requiring Council Approval



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

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Completeness Review Intake Checklist

Planner

1) **Notarized Owner Signature** _____ ☐
2) **Project Narrative** _____ ☐
3) **Legal Description** *(8 ½ x 11 page)* _____ ☐
4) **Land Use Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
5) **Conceptual Landscape Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
6) **Conceptual Architectural Elevations** _____ ☐
   - *(2 copies – (24" x 36") folded) & (2 copies - 11" x 17" color)*
7) **Master Facility Utility Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
8) **Master Drainage/Hydrology Plan** _____ ☐
   - *(2 copies – (24" x 36") folded)*
9) **Master Circulation Study** _____ ☐
   - *(2 copies)*
10) **PAD Plat** _____ ☐
   - *(2 copies – (24" x 36") folded)*
11) **CD containing all submittal Documents** _____ ☐
   - *(1 CD with all documents in PDF format)*
12) **Application Fees** _____ ☐

DRAFT