



PRELIMINARY PLAT EXTENSION APPLICATION

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

1. **PROJECT NAME** _____
 Site Address _____
 Assessor's Parcel #'s _____
 Acreage _____ No. of Lots/Units _____

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: _____



Overview

According to Section 16.12.050 of the City Code, the Planning and Zoning Commission may for cause shown, grant up to a six month extension of an approved Preliminary Plat. If a Final Plat has not been submitted within this specified period on all or a portion of the land area included in the Preliminary Plat, a Preliminary Plat must again be submitted for approval. In a phased development, any land area for which the Preliminary Plat has been approved and for which a Final Plat has not been submitted within 24 months from the date of the approval of the Preliminary Plat, shall not be allowed to proceed with Final Platting until a new Preliminary Plat is submitted and approved.

Application Processing

- 1) *Planning and Zoning Commission Hearing* – After submittal of a complete application 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.

Preliminary Plat Extension Submittal Package

- 1) **Preliminary Plat Extension request letter:**
 - a) The property owner(s) or his/her representative must submit a request letter to the City of Casa Grande addressed to the Planning and Development Director stating their intent and justified reason of the request for a six (6) month extension of their Preliminary Plat.

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.

Fee

Preliminary Plat Extension: \$465

Technology Recovery Fee: 5% of Review Fee



PRELIMINARY PLAT EXTENSION – APPLICATION INTAKE CHECKLIST

- | | | |
|--|--------------------------|----------------|
| | Applicant | Planner |
| 1. Owners Authorization Form (if applicant is not owner) _____ | <input type="checkbox"/> | _____ |
| 2. Extension Request Letter _____ | <input type="checkbox"/> | _____ |
| 3. 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>	Extension Request Letter
<i>Planning</i>	X
<i>Fire</i>	
<i>DC Engineer</i>	
<i>City Engineer</i>	
<i>Traffic Engineer</i>	
<i>Community Services</i>	
<i>Sanitation</i>	
<i>Wastewater</i>	
<i>ADOT⁽¹⁾</i>	
<i>Public Review</i>	X

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



PRELIMINARY PLAT EXTENSION REVIEW PROCESS

