



STREET NAME CHANGE APPLICATION

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

APPLICANT INFORMATION:

Name _____
 Address _____ City _____ State _____ Zip Code _____
 Phone _____ Fax _____ Email Address _____
 Status (Owner, Lessee, Agent, etc.) _____

CURRENT STREET NAME: _____

PROPOSED STREET NAME: _____

REASON FOR CHANGE: _____

SOURCE/MEANING/BACKGROUND OF NEW NAME(S): _____

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
- Keith Newman** – knewman@casagrandeaz.gov, 520-421-8630, Ext. 3018
- Jim Gagliardi** – jim_gagliardi@casagrandeaz.gov, 520-421-8630, Ext. 3020

Pre-Application Process

Prior to the submittal of an application 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.

Submittal Package

The applicant shall submit the following items:

1. A map indicating the section of street subject to the street name proposal. For streets contained within a recorded subdivision plat, a copy of the plat shall be provided with this application.
2. List of all properties, with owner and APN information that are addressed from the section of the street subject to the name change.
3. Verification that each property owner and/or tenant impacted by the street name change were contacted (i.e. petition, letter, email, etc.) to determine whether they have any objections to the proposal.
4. An indication of the number of property owners/tenants who were in favor of, or opposed to, the proposed street name change.

Fees

Street Name Change: \$450
 Technology Recovery Fee: 5% of Review Fee



REGULATORY BILL OF RIGHTS – REVIEW TIMEFRAMES
Completeness & Substantive Review Time Frames¹

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

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

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

³Substantive 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 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.

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

⁷Over-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 2nd 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 2nd Re-submittal.

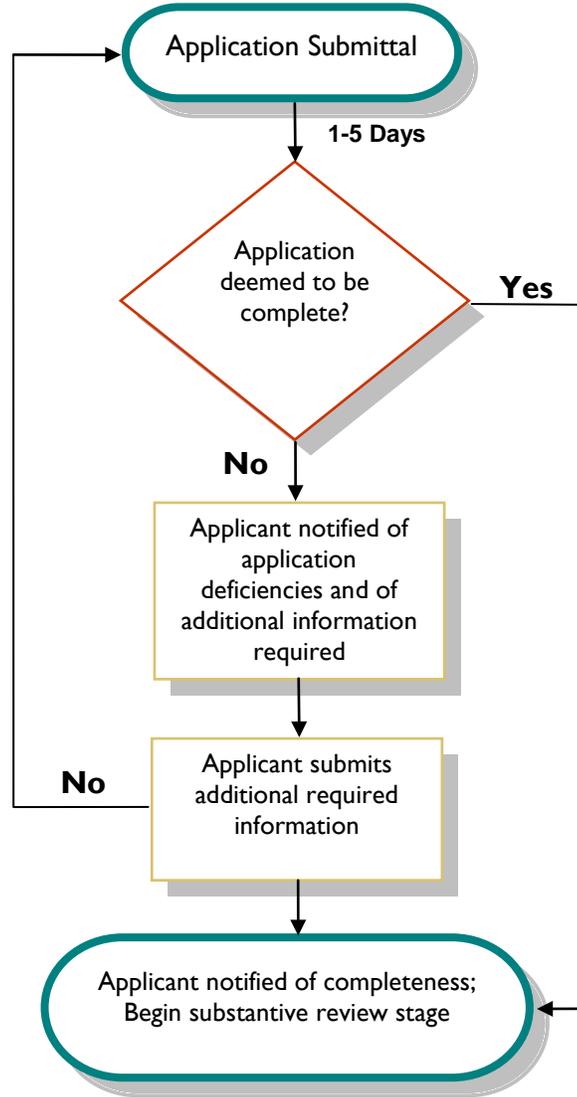
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated 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 a 2nd review of my application, if necessary, prior to making a final administrative decision.

 Applicant



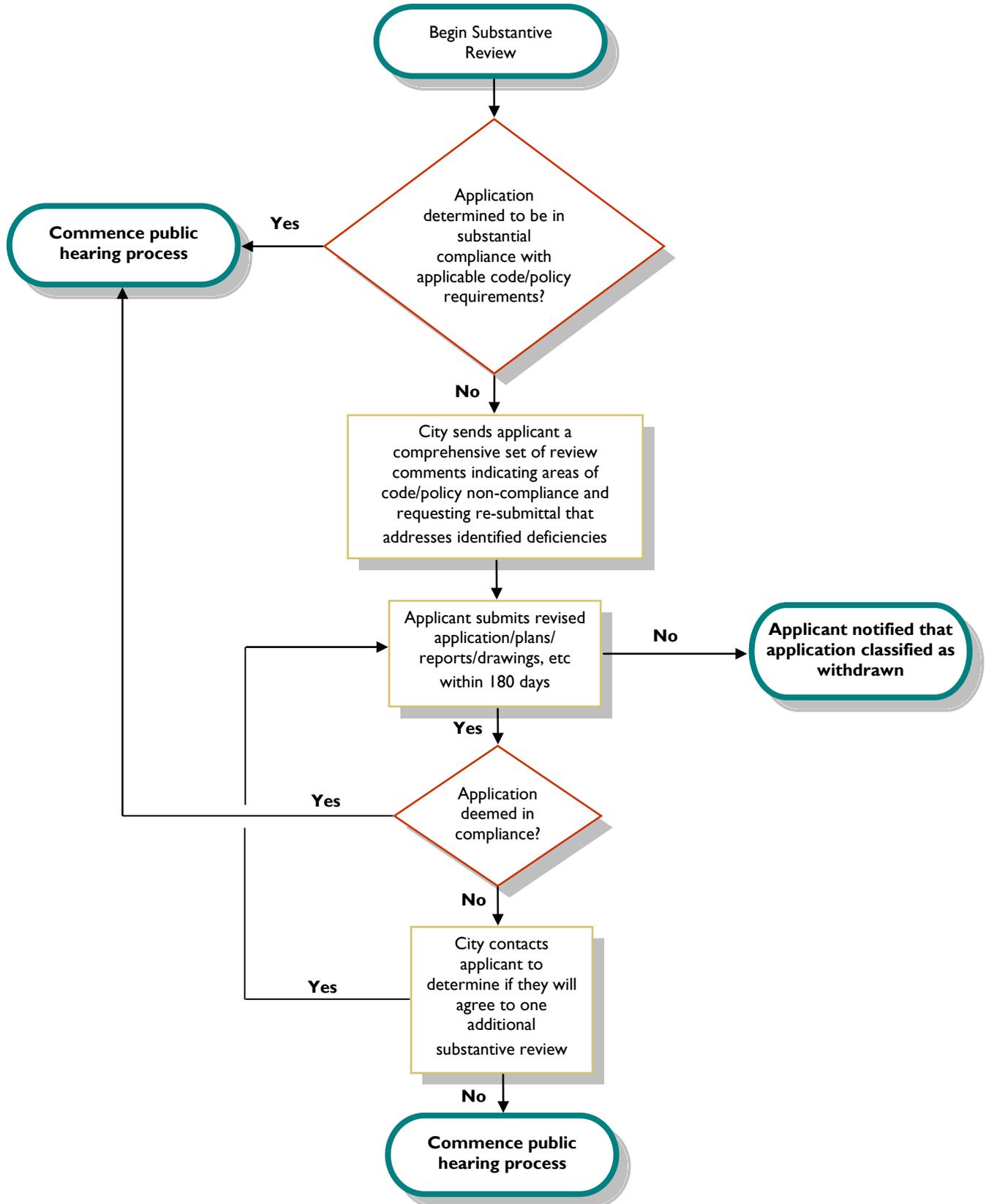
Administrative Completeness Review Process



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

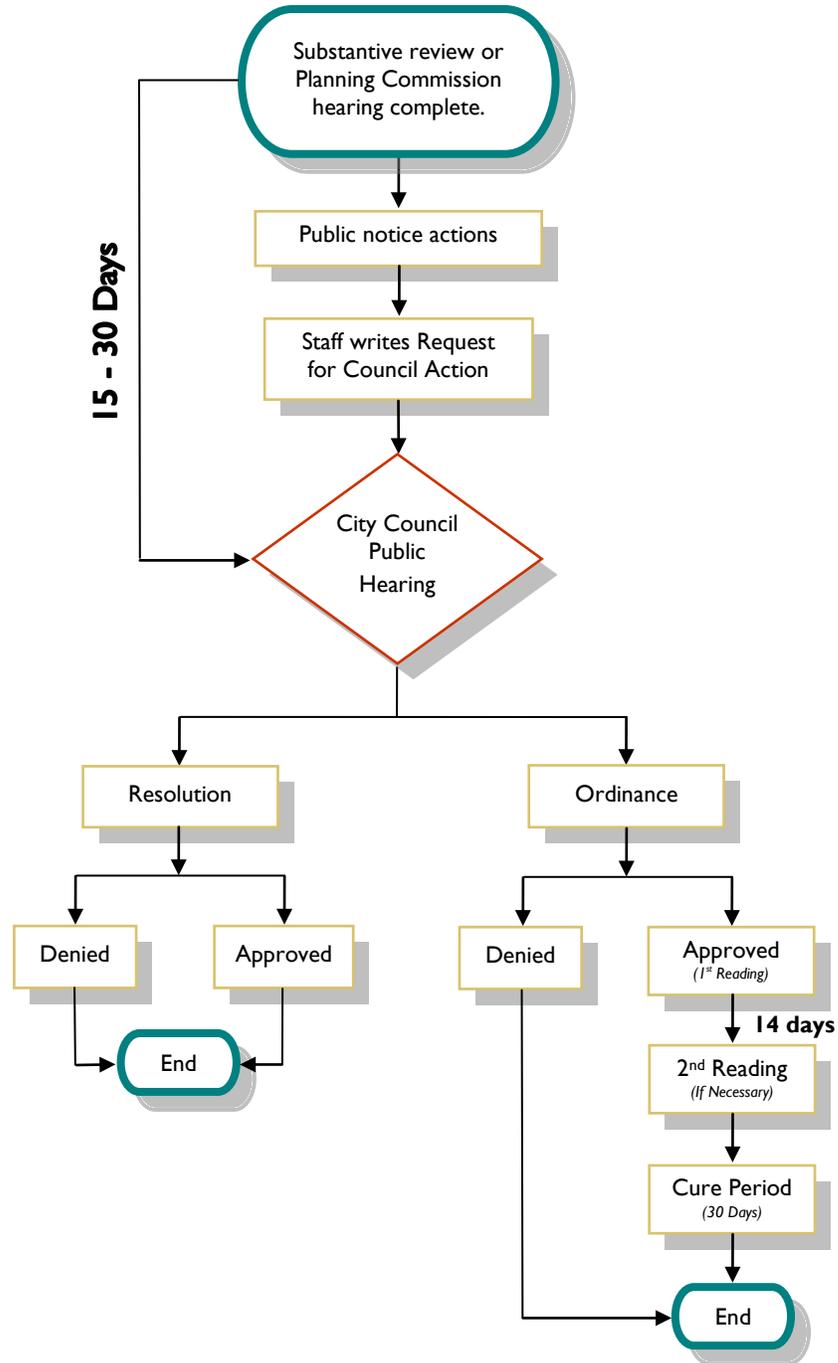


Substantive Review Process





City Council Public Hearing Process



* All times frames are listed as business days.



Completeness Review Intake Checklist

Planner

1. Map/Copy of Subdivision _____
2. List of impacted properties with owner information _____
3. Property owner/tenant contact verification _____
4. Property owner/tenant feedback info _____
5. Application Fees _____