



BOARD OF APPEALS APPLICATION

(Electronic Version Available at: <http://casagrandeaz.gov/dept/planning/planning-division/devforms/>)

Request Type (Please indicate the type of Appeal):

- Appeal of Building Official Administrative Decision**
- Appeal of Fire Marshall Administrative Decision**

I. PROJECT NAME _____

Street Address _____

Assessor's Parcel Number _____

Legal Description (Section, Township & Range) _____

Land Area _____ Sq. ft. _____ Acres _____ Building Size _____

Building Permit/Plan #: _____

2. REQUEST:

Appeal from Building/Fire Code Section _____

3. APPLICANT INFORMATION:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

Status (Owner, Lessee, Agent, etc.) _____

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 Applicant Date



Application Processing

- 1) **Notice of Hearing** - No appeal shall be granted until a hearing has been held on the application during a public meeting. A notice of the time, date, place, and general purpose of the hearing shall be posted at City Hall at least five (5) days prior to the date of the hearing. Failure to receive notice shall not invalidate the proceedings.

Appeal Submittal Package

Each application for an appeal shall be accompanied by the following items that will be reviewed by City Staff and by the Board of Appeals:

- 1) **Letter of Explanation:** Submit a letter stating:
 - a. Specific Administrative decision being appealed.
 - b. Basis for disagreement with Administrative decision.
- 2) **Copy of applicable building plans relevant to this appeal**

Fees

Appeal: \$100



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 Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Appeal - Board of Appeals ⁹	5	20	5	20	50

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 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.

⁶Over-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.

⁸The 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.

⁹Indicates 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.



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

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.

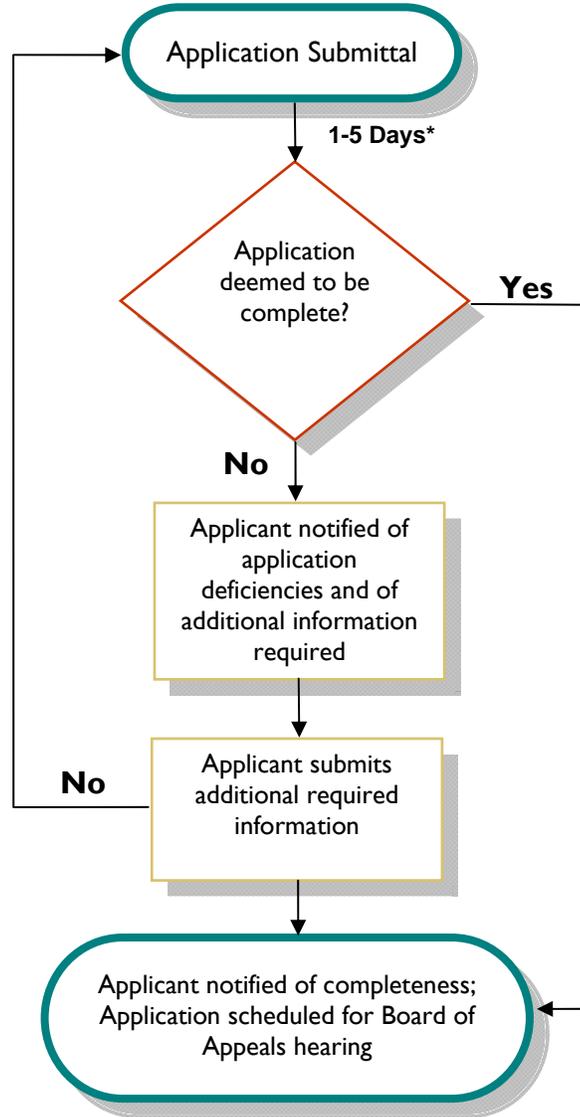
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



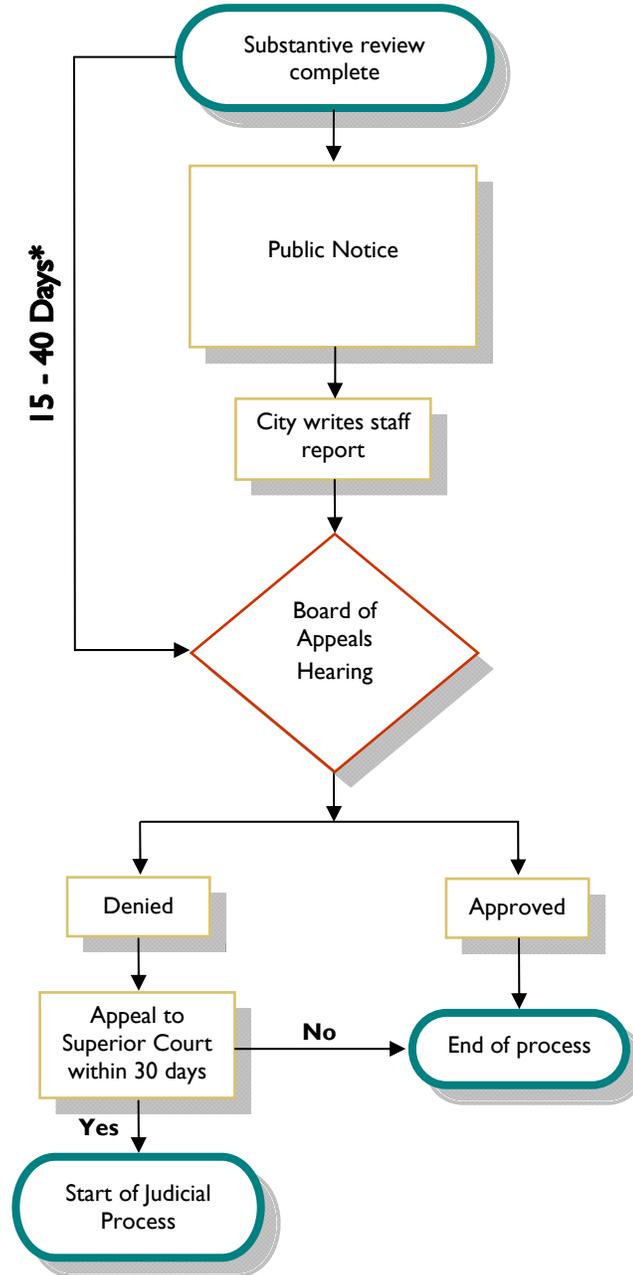
Administrative Completeness Review Process



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



Board of Appeals Appeal Hearing Process



* All times frames are listed as business days.



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BOARD OF APPEALS – APPLICATION INTAKE CHECKLIST

	Applicant	Building Official
1. Letter of Explanation _____	<input type="checkbox"/>	_____
2. Copy of building plans _____	<input type="checkbox"/>	_____
▪ (3 copies – 8 ½ x 11; 11x17 or 24 x36 (depending on scale of project))		
3. Application Fees _____	<input type="checkbox"/>	_____