DSA- _____

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

FINAL PLAT APPLICATION

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

1. PROJECT NAME _____

Site Address _____

Assessor's Parcel #'s _____

Acreage _____ No. of Lots _____

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* *Signature of Applicant* *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

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FINAL PLAT REVIEW

Overview

The City of Casa Grande Subdivision Ordinance (Title 16) governs the subdivision of land. Generally, a subdivision plat is required when land is proposed to be divided into four or more lots or parcels, or any division if a new street is involved. Subdivision plats are also required for condominium projects and Planned Area Development zoned projects.

Pre-Application Process

Prior to the submittal of a Final Plat 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 review staff 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. The Concept Plan shall indicate the following:

1) Proposed land uses
2) Proposed lot configurations
3) Proposed access
4) Property boundaries
5) Special site conditions or problems
6) Location of existing and proposed utilities necessary to serve the site
7) Width and improvements of adjacent right of ways and roadways

Submittal Package

Each application for Final Plat shall be accompanied by the following plans and reports that will be reviewed by City Staff, and the City Council (16.12.130):

1) **Final Plat including the following:**
   - **a)** The name of the subdivision, centered at the top of each sheet;
   - **b)** General location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision;
   - **c)** North arrow, date and scale;
   - **d)** Boundary lines of the subdivision in a heavy solid line;
   - **e)** Legal description of the subdivision boundary based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure of one part in ten thousand;
   - **f)** The location and description of the point of beginning and its proper reference to the monumented boundary survey;
   - **g)** Location and description of all monuments, found or set;
   - **h)** Bearings, distances and curve data of all perimeter boundary lines indicated outside of the boundary lines;
   - **i)** Adjoining parcels' subdivision names, parcel number and recording information;
   - **j)** On curved boundaries and on all curves within the plat, sufficient data to allow the reestablishment of the curves on the ground.
   - **k)** The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within and immediately adjoining the plat, with accurate dimensions in feet and one-hundredths of feet, bearings, curve data, length of radii and/or arcs of all curves;

l) Drainage easements clearly labeled as such;

m) The names of all streets;

n) All lots logically and consecutively numbered in the center of the lot with the appropriate address of each lot or parcel of ground;

o) All dimensions shown on irregularly shaped lots;

p) Parcels completely or partially surrounded by the area being subdivided shall be clearly marked "EXCEPTED," and the common boundary with the subdivision shown in a heavy solid line with bearings and distances;

q) A notation of the total acreage of the subdivision and the total number of lots;

r) A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating or vacating public ways, grounds and easements. Dedication shall include a written description by section, township and range of the tract. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street right-of-way;

s) A notarized certificate of a registered land surveyor, registered under the laws of Arizona, with his/her address and registration number, stating that the plat is true, accurate and complete and that the described monuments have been found or set as described;

t) Reference to Certificate of Assured Water Supply

u) If subdivision lies within the one hundred year floodplain as defined by the United States Federal Emergency Management Agency (FEMA).

v) Certificate of approval of the city engineer as follows:

Data on this plat reviewed and approved this___day of_____, 20__, by the City Engineer of Casa Grande, Arizona.

_____

City Engineer

w) Certificate of compliance with the preliminary plat as approved by the city of Casa Grande planning and zoning commission as follows:

This plat is in compliance with the original preliminary plat approved by the city of Casa Grande Planning and Zoning Commission on the _____day of _____, 20___. The Final Plat reviewed and approved this____day of_____, 20____.

_____

Planning and Zoning Commission Chairperson

_____

Planning Director

x) Certificate of acceptance and approval by the city council as follows:
Approved by the City Council of the City of Casa Grande, Arizona, this ____ day of _____, 20____

_____

Mayor

Attest:

_____

City Clerk

y) Certificate for recording by the County Recorder shall be included on all sheets at the top right corner as follows:

STATE OF ARIZONA}
COUNTY OF PINAL} SS

I hereby certify that the within instrument is filed in the official records of this County in
Fee No: _____
Date: _____
Request of: _____
Witness my hand and official seal.

Virginia Ross Pinal County Recorder
By: _____Deputy

2) **Grading, Drainage and Development Plan** meeting the requirements of code section 16.12.140.A & 16.12.160 *(Contact Development Center Engineer for content requirement)*

a) Vicinity Map
b) Scale (one inch equals one hundred feet or larger), north arrow, and dimensions
c) Date of preparation including dates of any subsequent revisions
d) Registered Engineer signature and seal
e) Gross and net site area
f) Proposed & existing right-of-ways
g) Proposed & recorded easements
h) Pedestrian walkways, parks, common areas
i) Size and location of existing and proposed utilities (including sewer man holes)
j) Curbs, gutters, culverts, drains
k) Street Lights
l) Proposed Utilities
m) Spot top of curb elevations, high and low street points, drainage arrows
n) Location of all existing and proposed detention and retention basins, swales, ditches, existing irrigation canals and other drainage devices
o) All drainage area acreages
p) All one-hundred-year storm flows (Q 100's) adjacent to and/or flowing onto the development and on-site at each surface flow junction, storm water "pickup" and "takeoff" points designed to handle one-hundred-year flow on the surface
q) Cross sections and high water elevations for all one-hundred-year flows
r) Spot elevations shall be given for all inverts, low points and flowing entry and exit points
s) Preliminary storm water retention calculations
t) Existing and proposed slope, depth, flow patterns
u) Indicate the drainage pattern, grade breaks and slopes of all streets
v) All minimum building setbacks shall be shown. No one-hundred-year flow line shall encroach upon any minimum setback line and all lowest habitable floor elevations shall be at minimum, one foot above the one-hundred-year flood elevation.

3) **Final Design Drainage/Hydrology Report** meeting the requirements of code sections 15.32.130; 15.40.1270; 16.12.140 *(Contact Development Center Engineer for content requirements).*
4) **Soils Report** meeting the requirements of code section 16.12.150 *(Contact Development Center Engineer for content requirements).*
5) **Final Design Water Report** meeting the requirements of code section 15.32.140 & 160 *(Contact Development Center Engineer for content requirements).*
6) **Final Design Waste Water Report** meeting the requirements of code section 15.32.140 & 160 *(Contact Development Center Engineer for content requirements).*
7) **Certificate of 100 year Assured Water Supply** *meeting the requirements of ARS 45-576.*
8) **Traffic Impact Analysis (TIA)** *meeting the requirements of the City of Casa Grande Small Area Transportation Plan Section 7.4. This requirement may be met with the submittal of the TIAs/Waiver approved with the Preliminary Plat. This requirement may be deferred for certain commercial, industrial or multi-family plats that require a TIA be submitted with a Major Site Plan/Final Development Plan.*
9) **Title Report (16.12.190)**
10) **Certification from the utility providers that the proposed utility infrastructure and easements are acceptable (16.12.220.A)**
11) **Proposed Covenants, Conditions & Restrictions (16.12.220.B)**
12) **Site Development Permit Application** *to be submitted separately and approved prior to plat recordation)*
13) **Public Improvement Permit Application** *to be submitted separately and approved prior to plat recordation)*
14) **Final Landscape Plan Application** *(Only required for Single or Two Family Residential Developments. All other developments will be required to submit a Preliminary Landscape Plan upon the submittal of a Major Site Plan/Final Development Plan Application)***.**

Fees

Final Plats: *$1,200 plus $10 per lot*
Technical Reports (i.e. Drainage, Utility, TIA, Soil): *$560 per report*
Technology Recovery Fee: *5% of Review Fees*

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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]
Appeal - Board Of Adjustment[9]	5	20	5	20	50
Appeal - Board of Appeals[9]	5	20	5	20	50
Appeal - P&Z Decision to City Council[9]	5	20	5	20	50
Zoning Compliance Letter	5	20	5	20	50
Zoning Verification Letter	5	20	5	20	50
Zoning Verification Letter – Medical Marijuana	5	20	5	20	50
Flood Determination Letter	5	20	5	20	50
Legal Non-Conforming Use Determination	5	20	5	20	50
Certificate of No Effect	5	20	5	20	50
Certificate of Appropriateness[9]	5	20	5	20	50
Major Site Plan/Final Dev Plan – Minor Amendment	5	30	5	30	70
CLOMR/LOMR	5	30	5	30	70
Comprehensive Sign Plan[9]	5	30	5	30	70
Conditional Use Permit – Commercial/Industrial[9]	5	30	5	30	70
Conditional Use Permit – Residential[9]	5	30	5	30	70
Final Landscape Plan	5	30	5	30	70
Final Plat[9]	5	30	5	30	70
Re-Subdivision Final Plat[9]	5	30	5	30	70
Final Plat Vacation[9]	5	30	5	30	70
Hardship Relief (HPC)[9]	5	30	5	30	70
Local Historic Landmark or Historic District[9]	5	30	5	30	70
Housing Product[9]	5	30	5	30	70
Minor Site Plan	5	30	5	30	70
Major Site Plan/Final Dev Plan[9]	5	30	5	30	70
Major Site Plan/Final Dev Plan – Extension[9]	5	30	5	30	70
Map of Dedication -ROW & Easement Dedication[9]	5	30	5	30	70
PAD – Prelim Dev Plan – Initial and Major Amendment – PZ & CC[9]	5	30	5	30	70
PAD – Prelim Dev Plan – Initial and Major Amendment – PZ[9]	5	30	5	30	70
Preliminary Plat[9]	5	30	5	30	70
Preliminary Plat – Extension[9]	5	30	5	30	70
Re-Subdivision	5	30	5	30	70

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Permit 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]
Preliminary Plat[9]					
ROW/Easement Abandonment[9]	5	30	5	30	70
Special Use Permit[9]	5	30	5	30	70
Street Name Change[9]	5	30	5	30	70
Temporary Use Permit (BOA) [9]	5	30	5	30	70
Variance (BOA)[9]	5	30	5	30	70
Variance – Owner Occupied SFR (BOA)[9]	5	30	5	30	70
Zone Change[9]	5	30	5	30	70
General Plan Amendment – Minor[9]	5	30	5	30	70
General Plan Amendment – Major[9]	5	60	5	60	130
Annexation[9]	N/A	N/A		N/A	N/A
City Adopted Plans[9]	N/A	N/A	N/A	N/A	N/A
City Redevelopment Plans[9]	N/A	N/A	N/A	N/A	N/A
Code Text Amendment[9]	N/A	N/A	N/A	N/A	N/A
Development Agreement[9]	N/A	N/A	N/A	N/A	N/A
Zoning Map Correction	N/A	N/A	N/A	N/A	N/A

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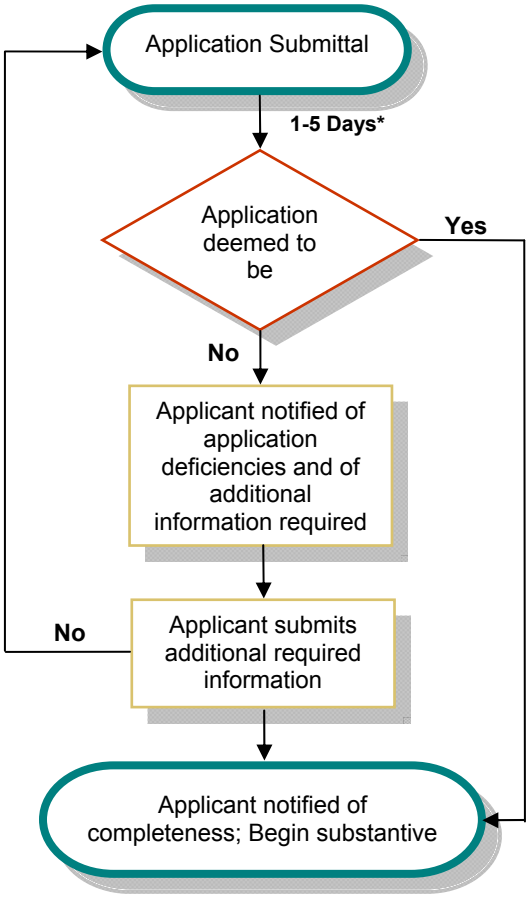
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated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

Administrative Completeness Review Process



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

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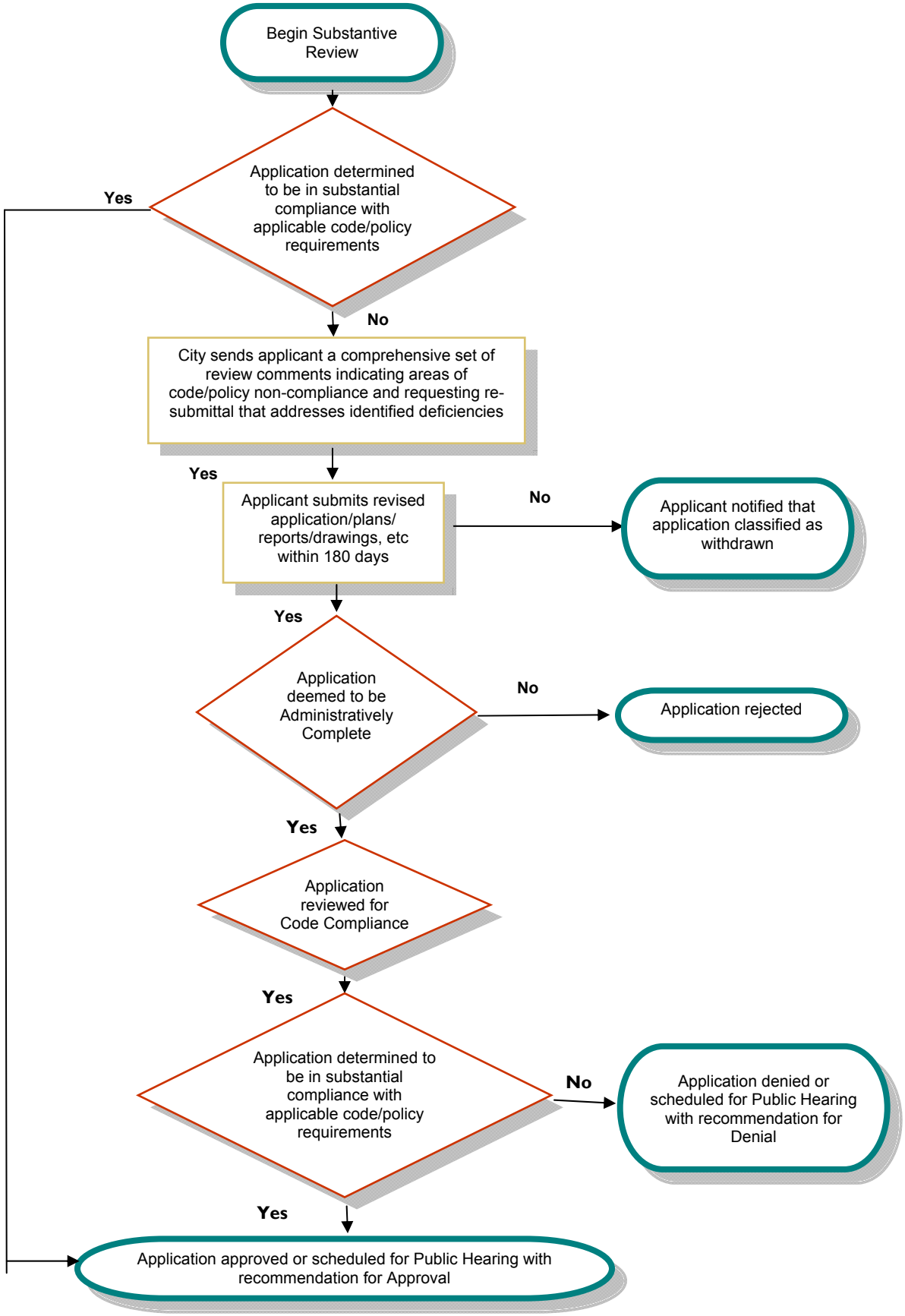
Substantive Review Process



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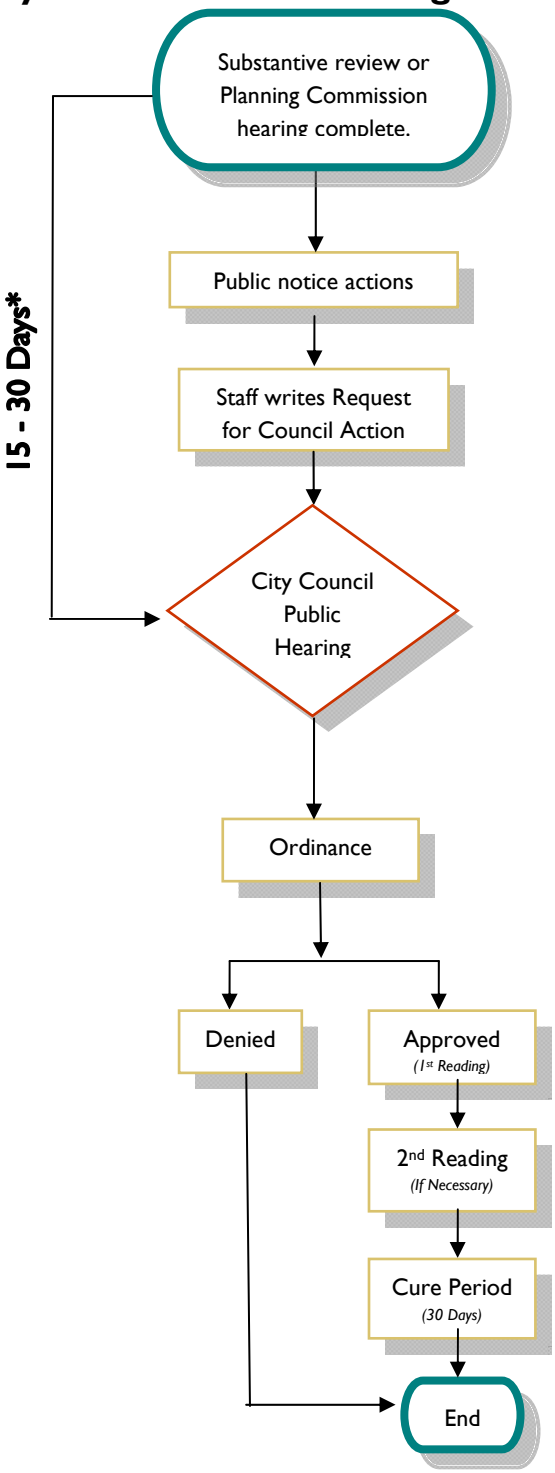
City Council Public Hearing Process



** 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)* _____ ☐
4) **Title report** _____ ☐
5) **Covenants, Conditions and Restrictions (CC&R's)** *(if applicable)* _____ ☐
6) **Final Plat** _____ ☐
   - *(3 copies – (24" x 36") folded)*
7) **Grading, Drainage and Development Plan** _____ ☐
   - *(3 copies)*
8) **Final Drainage/Hydrology Report** *(if applicable)* _____ ☐
   - *(3 copies)*
9) **Final Soils Report** *(if applicable)* _____ ☐
   - *(3 copies)*
10) **Final Water Report** _____ ☐
   - *(3 copies)*
11) **Final Waste Water Report** _____ ☐
   - *(3 copies)*
12) **Certificate of 100 Year Assured Water Supply** _____ ☐
13) **Traffic Impact Analysis** *(if applicable)* _____ ☐
14) **Letters of Certification** _____ ☐
15) **Site Development Permit Application** _____ ☐
16) **Public Improvement Permit Application** _____ ☐
17) **CD containing all Submittal Documents** _____ ☐
   - *(1 CD with all documents in PDF format)*
18) **Application Fees** _____ ☐

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ADDITIONAL ITEMS TO SUBMIT PRIOR TO RECORDATION:

1) **Engineering Cost Estimate for subdivision improvements** _____ ☐
2) **Landscape Cost Estimate** _____ ☐
3) **Financial Security for subdivision & landscaping improvements** _____ ☐
4) **Recording Fee** (Check made out to Pinal County Recorder, the fee is $24 for the first sheet, and $20 for each additional sheet) _____ ☐
5) **Recorded Copy of the CC&R's** _____ ☐
6) **Signed Mylars** *(2 sets, 24 x 36)* _____ ☐
   - *Legibly drawn in black, waterproof ink upon mylar of .003 inch in thickness (minimum)*