DSA-_____

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

MINOR AMENDMENT TO MAJOR SITE PLAN/FINAL DEVELOPMENT PLAN APPLICATION

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

1. PROJECT NAME _____

Site Address _____

Assessor Parcel # (s) _____

Existing Zoning _____ Acreage _____

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 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

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Pre-Application Process

Prior to the submittal of an application for a Minor Amendment to a Major Site Plan/PAD Final 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.

Amendment Process

Applications for a Minor Amendment to an approved Major Site Plan/PAD Final Development Plan shall be filed in accordance with the following code requirement:

> *Section 17.68.090.C:*
> *Minor Amendments to Major Site Plans/PAD Final Development Plans previously approved by the Planning and Zoning Commission may be approved by the Planning Director and the Chairperson of the Commission upon finding by the Planning Director and Chairperson of the Commission that the amended site plan is in substantial compliance with the originally approved site plan.* ***If it is determined that the amended site plan is not in substantial compliance with the originally approved site plan, the application shall be resubmitted and shall be subject to Sections 17.68.030, 17.68.050 and 17.68.070 of this chapter.***

Submittal Package

Applications for a Minor Amendment to a Major Site Plan/PAD Final Development Plan shall be accompanied by the following plans that will be reviewed by City Staff and presented to the Planning Director and Planning and Zoning Commission Chair for Final Approval (17.68.090.C):

a. **Copy of previously approved plans to be revised**
b. **Project Narrative**
c. **Amended Plans** *(site plan, landscape plan, architectural elevations, grading & drainage plan etc);*
   * *The amended plans must clearly identify the portions of the plan (s) proposed to be revised with easily recognizable "clouds" and/or applicable notes. Since the amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as, the revised plan sheets together, as a complete plan.*

Fees

Minor Amendment to Major Site Plan/PAD Final Development Plan: $750
Technology Recovery Fee: 5% of Review Fee

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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]
Major Site Plan/Final Dev Plan – Minor Amendment	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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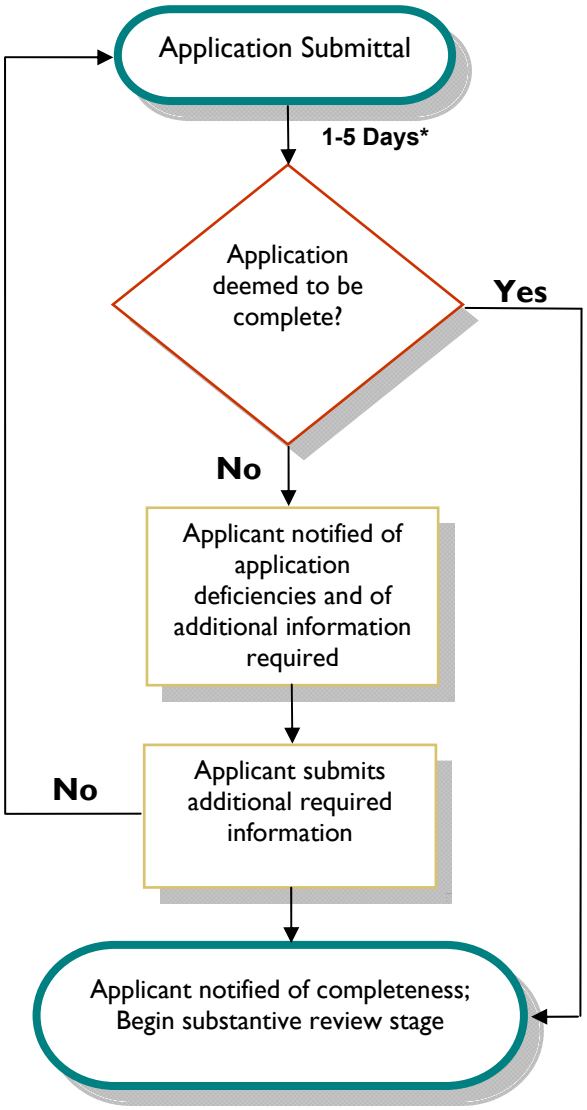
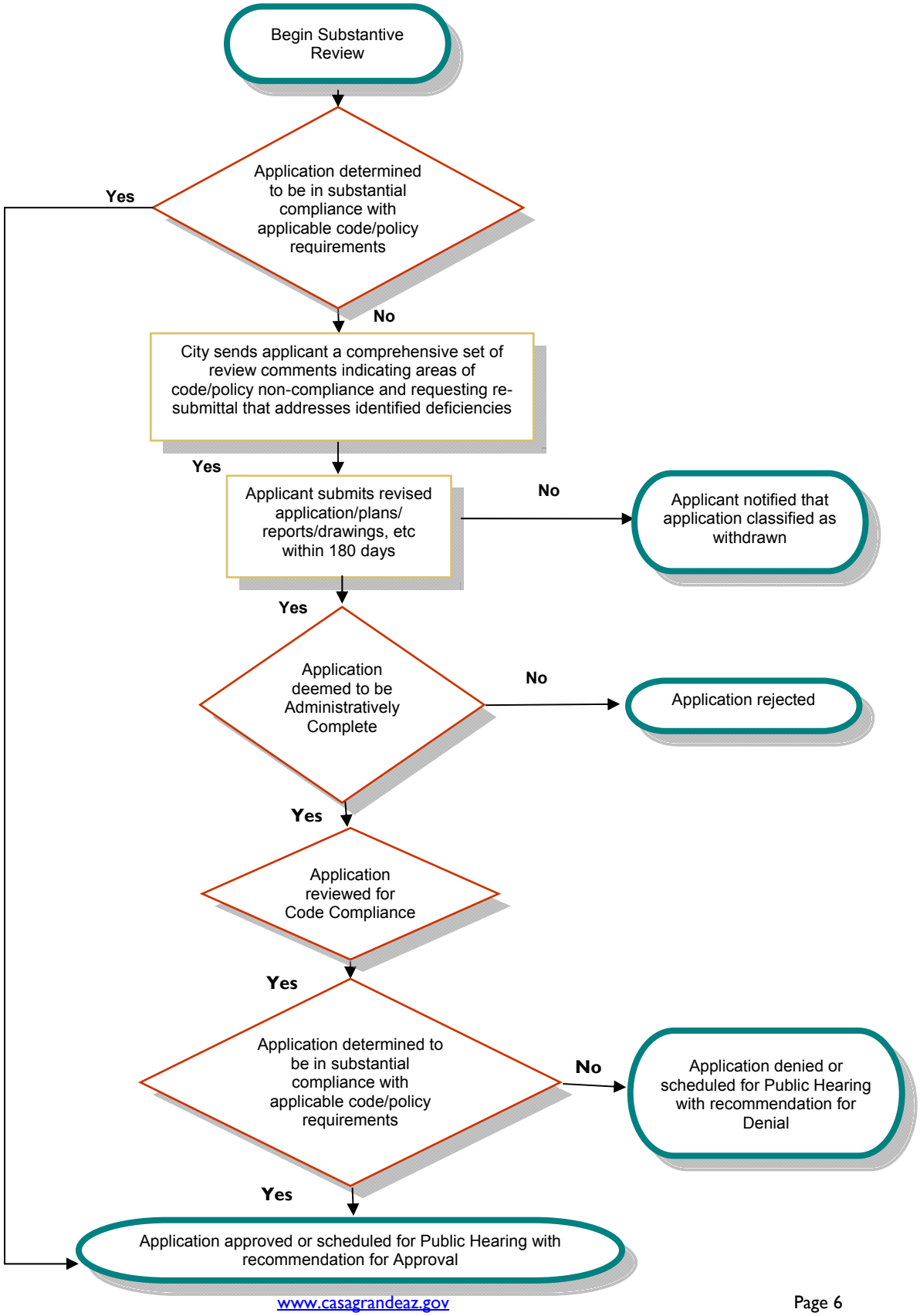
Administrative Completeness Review Process



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

Substantive Review Process



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Completeness Review Intake Checklist

Planner

1) **Project Narrative**_____ ☐
2) **Copy of Previously Approved Plans to be amended** _____ ☐
3) **Amended Plans** _____ ☐
   - *(2 copies – (24" x 36") folded)*
4) **CD containing all Major Site Plan/PAD Final Development Plan submittal Documents** _____ ☐
   - *(1 CD with all documents in PDF format)*
5) **Application Fees** _____ ☐