



Overview

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

Pre-Application Process

Prior to the submittal of a Preliminary 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 (17.68.270). The Concept Plan shall indicate the following:

- 1) Proposed land uses
- 2) Proposed lot configurations
- 3) General internal parking and circulation (*if applicable*)
- 4) Proposed access
- 5) Property boundaries
- 6) Existing land uses on adjacent properties
- 7) Special site conditions or problems
- 8) A computation table showing proposed land use allocations in acres and percent of total site area.

Preliminary Plat Submittal Package

1) Preliminary Plat

- a) The Name of the Subdivision. The name shall not duplicate or too closely resemble the name of any subdivision previously filed in the city;
- b) Date of Preparation and any subsequent revisions
- c) Key map on each page, if plat consists of more than two pages;
- d) Scale, north arrow & vicinity map
- e) Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary). The scale must be appropriate to the size of the development.
- f) Registered Engineer signature and seal.
- g) The names and addresses of all owners of subdivided lots and unplatted land contiguous to or within two hundred feet of the boundary of the proposed subdivision;
- h) A 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;*
- i) The boundary lines of the subdivision in a heavy solid line and referenced to section or quarter section lines;
- j) A description of all monuments, both found and set, which mark the boundary of the subdivision, and a description of all control monuments used in the survey;
- k) Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners.



Basis of bearings used must be stated on plat;

- l)** Existing contours at a maximum interval of one foot unless waived by the Planning Director;
- m)** General location and extent of any significant natural features such as streams, or drainage ways;
- n)** Floodplains and floodways as delineated on maps available from the Planning Director with certification that if such floodplains exist all lots can and shall be elevated to one foot above the one- hundred-year flood elevation;
- o)** Locations, dimensions, and names of existing & proposed rights of way, easements, lots, access points, structures etc. within two hundred feet immediately adjacent to the property showing how they relate to the proposed subdivision layout;
- p)** Location, size and grades of existing sanitary and storm sewers and location and size of water mains, gas lines, pipelines, or other underground utilities or installations within the proposed subdivision and within two hundred feet immediately adjacent thereto;
- q)** Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- r)** Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- s)** Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- t)** Locations and dimensions of all easements of record within the site;
- u)** Existing zoning and land use of the proposed subdivision and immediately adjacent areas;
- v)** Location and width of proposed streets, sidewalks, trails, alleys, and proposed street names (see city website for street name availability);
- w)** Proposed right-of-way dedications;
- x)** Street cross sections;
- y)** Location of existing multi-use and pedestrian trails;
- z)** Proposed improvement phasing;
- aa)** Number each lot individually with the last lot number circled;
- bb)** Illustrate the minimum lot width at minimum front setback for all irregular lots;
- cc)** Table of lot sizes
- dd)** Location of proposed fire hydrants, light standards, stop signs, traffic signals and gang mail boxes;
- ee)** Location, dimension and size in acres of all sites proposed to be used for commercial, industrial, multifamily residential, public or quasi-public use, with the use noted;
- ff)** Designation of all land to be dedicated or reserved for public use, with the use indicated;
- gg)** A summary table of the total number of acres, number of lots, acreage of commercial or industrial areas, acreage of open space, amount of land in rights-of-way and other descriptive material useful in reviewing the proposed subdivision.
- hh)** Table of tracts indicating use, area, ownership and maintenance responsibility
- ii)** Table indicating development land use data:
 - *Total area (acres & square feet);*
 - *Total lot count;*
 - *Percent of total acreage in each zoning category;*
 - *Number of dwelling units (Residential only);*
 - *Minimum setbacks;*
- jj)** Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary

2) Preliminary Drainage/Hydrology Report meeting the requirements of code sections 16.12.040.B &



15.40.1260 (*Contact Development Center Engineer for content requirement*)

- 3) **Preliminary Grading and Drainage Plan** including a **Storm Water Pollution Prevention Plan (SWPPP)** meeting the requirements of code sections 16.12.040.B & D; 16.12.030.H; 15.40.1230 (*Contact Development Center Engineer for content requirements*)
- 4) **Phasing Plan** meeting the requirements of code section 16.12.040.E
- 5) **Preliminary Water Report** (*Contact Development Center Engineer for content requirements*)
- 6) **Preliminary Waste Water Report** meeting the requirements of code sections 16.12.040.B (*Contact Development Center Engineer for content requirements*)
- 7) **Soils Report** (*Contact Development Center Engineer for content requirements*)
- 8) **Traffic Impact Analysis** *meeting the requirements of the City of Casa Grande Small Area Transportation Plan Section 7.4.*
 - a. Final Traffic Impact Analysis (one & two family residential)
 - b. All other developments will be required to submit a Final Traffic Impact Analysis upon the submittal of a Major Site Plan/PAD Final Development Plan.
 - c. A waiver to the Traffic Impact Analysis requirement maybe granted upon submittal of a Trip Generation Estimate (prepared by a qualified professional) that indicates the new development will not result in 100 or more trips per average weekday
- 9) **Letters of Certification from the utility companies servicing the development confirming availability of services (will serve letter) 16.12.040.I)**
- 10) **Title Report**
- 11) **Preliminary Landscape Plan** (*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/PAD Final Development Plan Application). The Preliminary Landscape Plan will be waived in cases where the applicant chooses to submit a Final Landscape Plan Application.*)
 - a) Date of plan preparation including subsequent revisions
 - b) Scale, north arrow and vicinity map
 - c) Property lines, alleys, private streets, tracts and adjacent right-of-ways
 - d) Site visibility triangles
 - e) Landscape statistics (in table form), indicating the following:
 - Amount of net site area
 - Ground floor area of all buildings
 - Number of required and proposed parking spaces
 - Amount of all proposed landscape areas (required and provided)
 - f) The location and identification of all proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)
 - g) The approximate location of all existing and proposed trees, shrubs, and other landscape materials and improvements
 - h) The location, height, type, and general design and finish of all proposed screening walls
 - i) The location of all proposed storm water drainage and retention areas
 - j) Note the maintenance responsibility for all landscaping
 - k) Notes or graphical representations adequately showing the intent of the proposed plan and materials, and indicating how the plans will comply with the Landscape Code.
 - l) Notes or graphic indications of the proposed type of irrigation system, water source, pressure and supply outlet.



Public Notice

- 1) Notice of the Paper- City staff will prepare the Notice of Public Hearing.
- 2) 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below). For additional public notice sign posting instructions go to (<http://casagrandeaz.gov/dept/planning/planning-division/public-process/>)*
- 3) Notice to Property Owners - City Staff will prepare and mail all required notices to surrounding property owners.

Fees

Preliminary Plat: \$1,685 plus \$10 per lot

Engineering Reports: \$560 per report

Technology Recovery Fee: 5% of Review Fees

Sign Removal Fee (Optional): \$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}
Preliminary Plat ⁹	5	30	5	30	70

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.

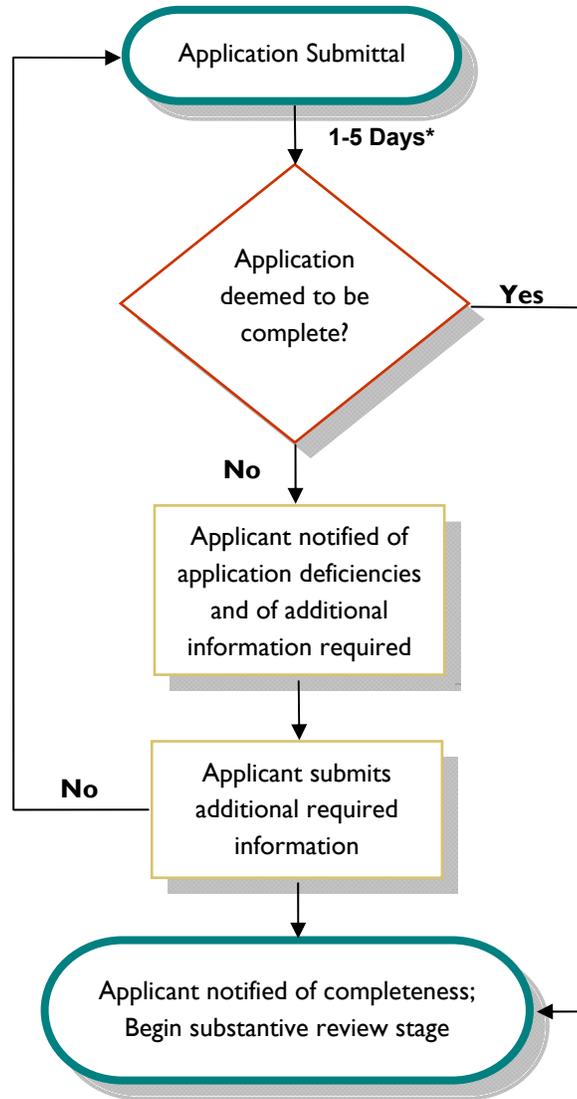
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



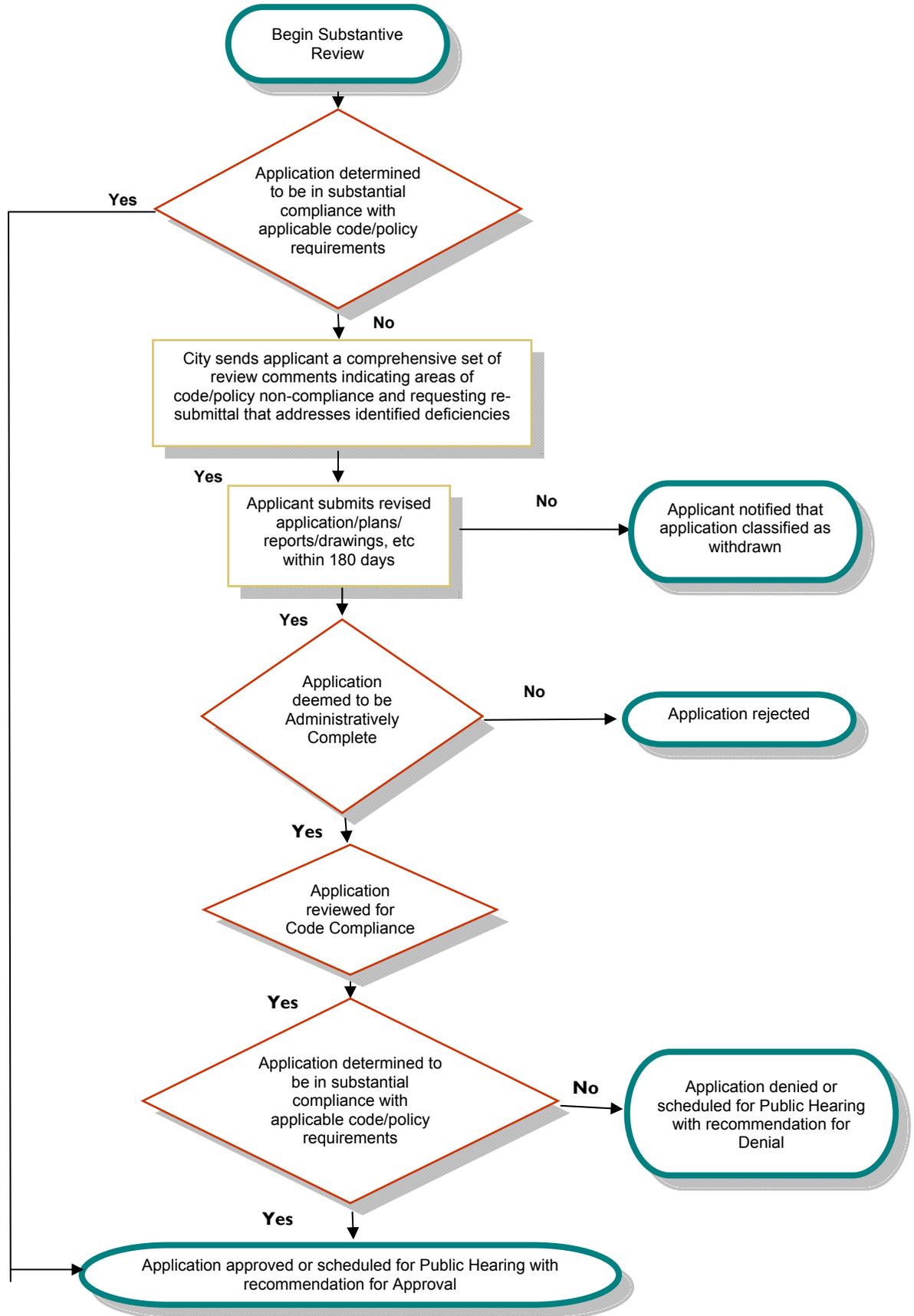
Administrative Completeness Review Process



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

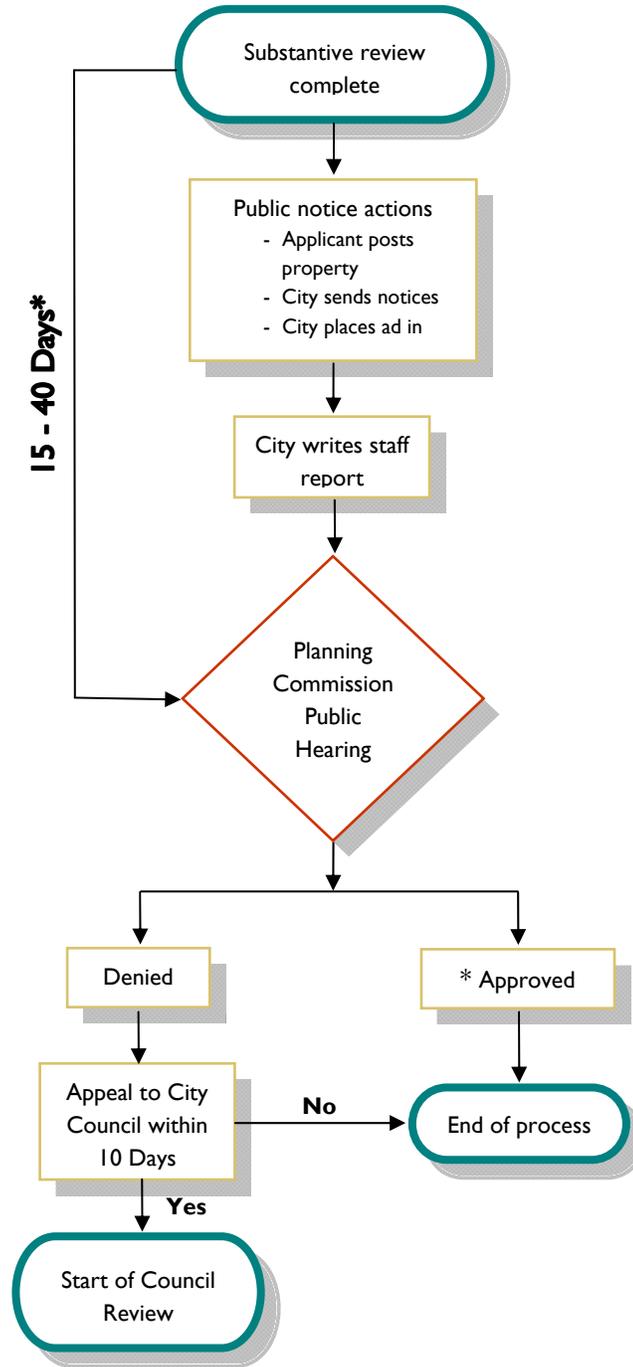


Substantive Review Process





Planning Commission Public Hearing Process



* All times frames are listed as business days.



COMPLETENESS REVIEW INTAKE CHECKLIST

Planner

1. **Notarized Owner Signature** _____
2. **Project Narrative** _____
3. **Legal Description** (*8 1/2 x 11 page*) _____
4. **Title report** _____
5. **Preliminary Plat** _____
3 copies (24" x 36") folded
6. **Preliminary Landscape Plan** _____
3 copies (24" x 36") folded
7. **Phasing Plan** (if applicable) _____
3 Copies (24" x 36") folded
8. **Preliminary Grading and Drainage Plan including SWPPP** _____
3 copies (24" x 36") folded
9. **Preliminary Drainage/Hydrology report** _____
(3 copies)
10. **Preliminary Water Report** _____
(3 copies)
11. **Preliminary Waste Water report** _____
(3 copies)
12. **Soils Report** _____
(3 copies)
13. **Traffic Impact Analysis or Waiver** _____
(3 copies)
14. **Letters of certification** and/or signed copies of the proposed preliminary plat from appropriate agencies and utility companies approving the proposed preliminary plat and confirming availability of services _____
15. **CD containing all Final Plat submittal Documents** _____
(1 CD with all documents in PDF format)
16. **Application Fees** _____