





## **Overview**

According to Section 16.12.050 of the City Code, the Planning and Zoning Commission may for cause shown, grant up to a six month extension of an approved Preliminary Plat. If a Final Plat has not been submitted within this specified period on all or a portion of the land area included in the Preliminary Plat, a Preliminary Plat must again be submitted for approval. In a phased development, any land area for which the Preliminary Plat has been approved and for which a Final Plat has not been submitted within 24 months from the date of the approval of the Preliminary Plat, shall not be allowed to proceed with Final Platting until a new Preliminary Plat is submitted and approved.

## **Application Processing**

- 1) *Planning and Zoning Commission Hearing* – After submittal of a complete application a staff report will be prepared and the application forwarded to the Planning & Zoning Commission for consideration. Planning & Zoning Commission hearings are held on the first Thursday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

## **Preliminary Plat Extension Submittal Package**

- 1) **Preliminary Plat Extension request letter:**
  - a) The property owner(s) or his/her representative must submit a request letter to the City of Casa Grande addressed to the Planning and Development Director stating their intent and justified reason of the request for a six (6) month extension of their Preliminary Plat.

## **Public Notice**

- 1) *City Staff will provide the applicant the following notification items 21 days prior to the hearing:*
  - a) Sign Posting Instructions
- 2) *Notice of the Paper-* City staff will prepare the Notice of Public Hearing.
- 3) *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 subject to the Casa Grande Public Notice Sign Posting Instructions. (<http://www.casagrandeaz.gov/web/guest/devforms>)
- 4) *Notice to Property Owners* - City Staff will prepare and mail the Notice of Public Hearing.

## **Fee**

*Preliminary Plat Extension:* \$465

*Technology Recovery Fee:* 5% of Review Fee



**Over-All Review Time-Frames for Projects<sup>1,7,8</sup>**

Project Classification	Administrative Completeness Review (CR) of Initial Submittal <sup>2</sup>	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter <sup>4,8</sup>	CR Review of Re-Submittal	Review of Resubmittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
Preliminary Plat – Extension <sup>9</sup>	5	30	5	30	70

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

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

<sup>3</sup>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.

<sup>4</sup> 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 1<sup>st</sup> comprehensive review document.

<sup>5</sup> Review of resubmittal shall be limited to:

- a) Addressing 1<sup>st</sup> 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.

<sup>6</sup>Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

<sup>7</sup> 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 2<sup>nd</sup> resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

<sup>8</sup>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.

<sup>9</sup>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.



**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 2<sup>nd</sup> 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 2<sup>nd</sup> review of an application as long as said 2<sup>nd</sup> review does not exceed the over-all time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

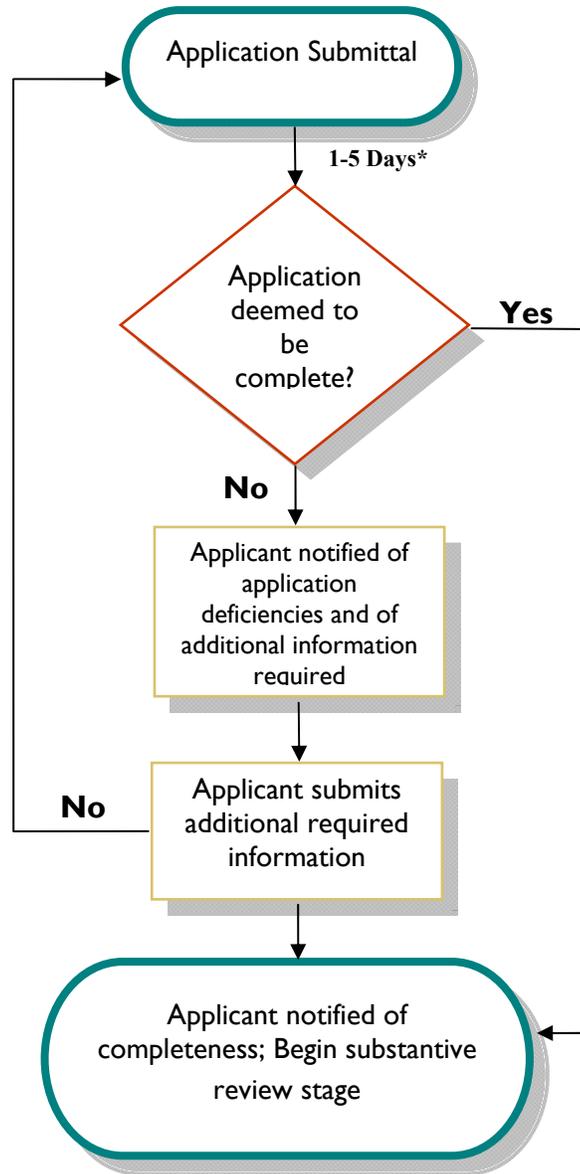
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City



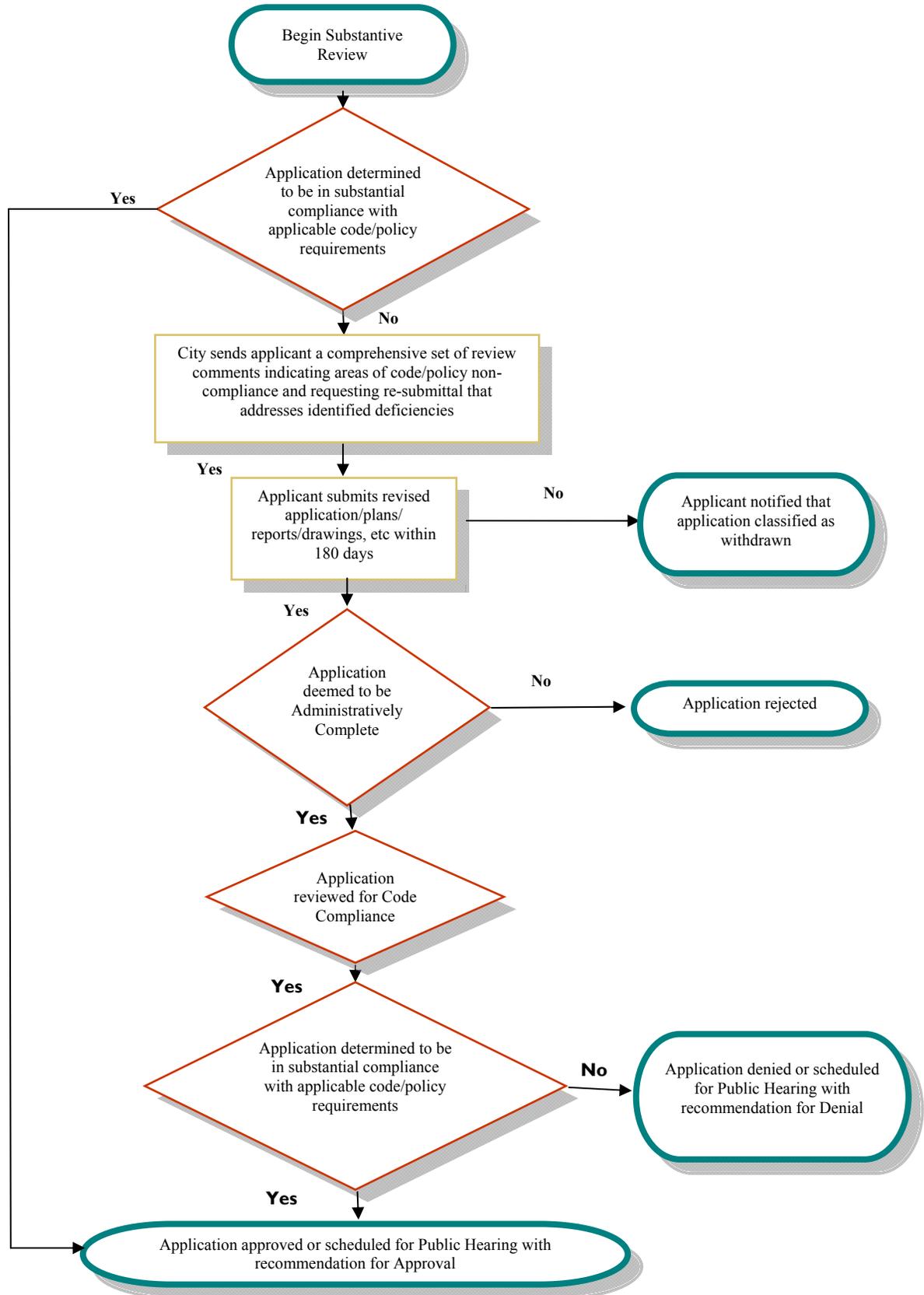
## Administrative Completeness Review Process



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

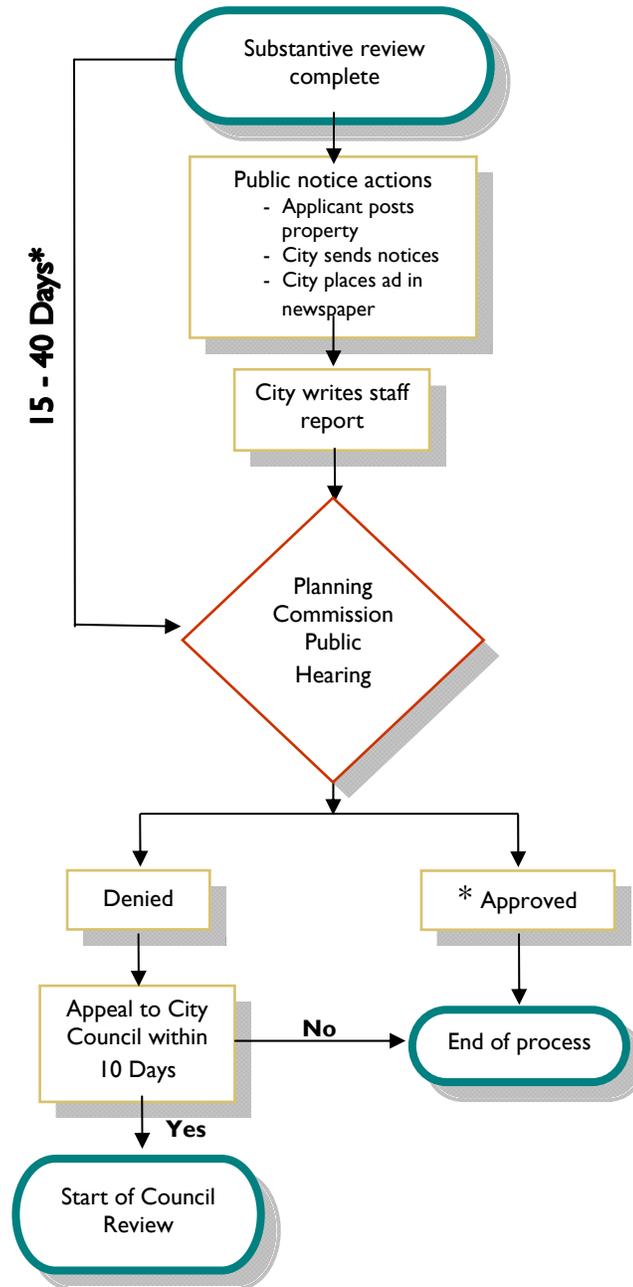


### Substantive Review Process





## Planning Commission Public Hearing Process



\* All times frames are listed as business days.



**PRELIMINARY PLAT EXTENSION – APPLICATION INTAKE CHECKLIST**

**Planner**

- 1. Completed application form \_\_\_\_\_
- 2. Extension Request Letter \_\_\_\_\_
- 3. Application Fees \_\_\_\_\_