DSA- _____

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

STREET NAME CHANGE APPLICATION

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

APPLICANT INFORMATION:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Fax _____ Email Address _____

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

CURRENT STREET NAME: _____

PROPOSED STREET NAME: _____

REASON FOR CHANGE: _____

_____

_____

SOURCE/MEANING/BACKGROUND OF NEW NAME(S): _____

_____

_____

_____

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

Pre-Application Process

Prior to the submittal of an 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 City/outside agency review staff to provide the applicant comments and guidance on the proposed street name change.

Submittal Package

The applicant shall submit the following items:

1. A map indicating the section of street subject to the street name proposal. For streets contained within a recorded subdivision plat, a copy of the plat shall be provided with this application.
2. List of all properties, with owner and APN information that are addressed from the section of the street subject to the name change.
3. Verification that each property owner and/or tenant impacted by the street name change were contacted (i.e. petition, letter, email, etc.) to determine whether they have any objections to the proposal.
4. An indication of the number of property owners/tenants who were in favor of, or opposed to, the proposed street name change.

Fees

Street Name Change: $450
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]
Street Name Change[9]	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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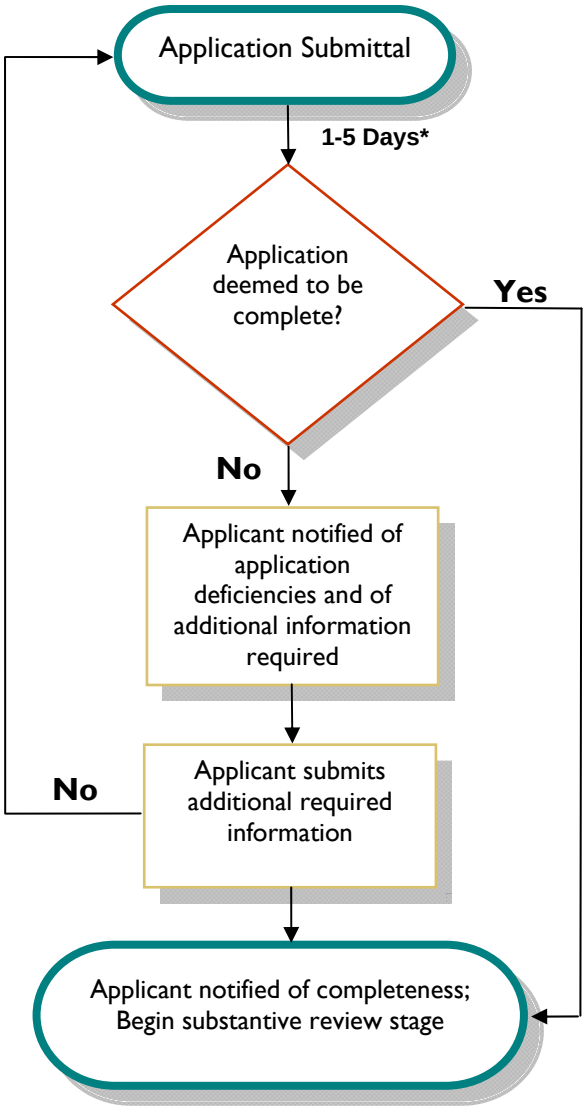
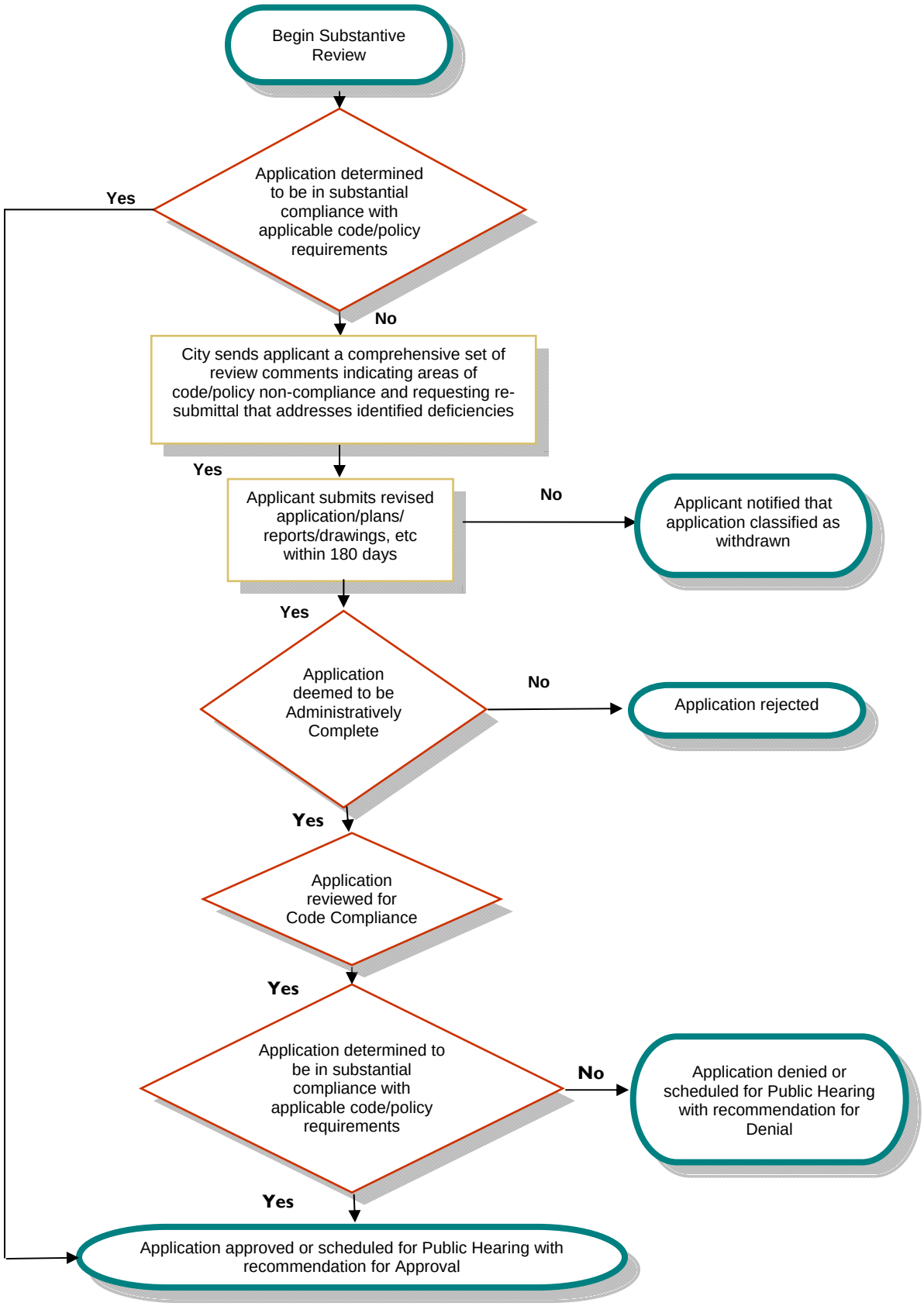
Administrative Completeness Review Process

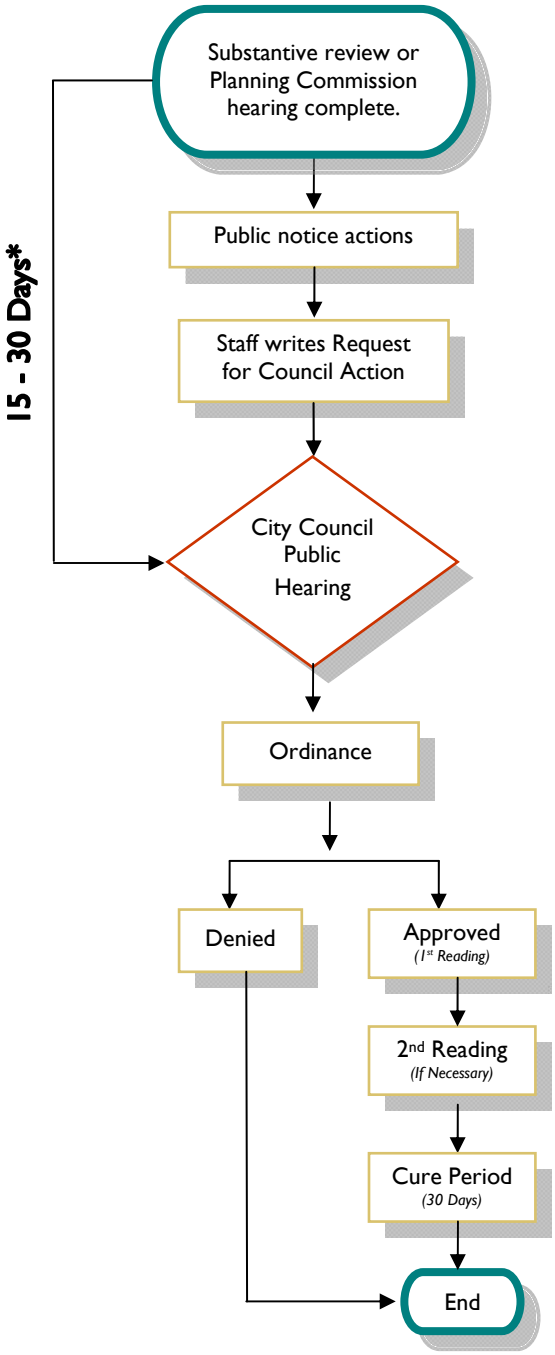


** All time frames are listed as business days.*

Substantive Review Process



City Council Public Hearing Process



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

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Completeness Review Intake Checklist

Planner

1. **Map/Copy of Subdivision** _____ ☐
2. **List of impacted properties with owner information** _____ ☐
3. **Property owner/tenant contact verification** _____ ☐
4. **Property owner/tenant feedback info** _____ ☐
5. **Application Fees** _____ ☐