DSA- _____

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

ZONING VERIFICATION/COMPLIANCE LETTER REQUEST FORM

(Electronic version available at: http://casagrandeaz.gov/dept/planning/planning-division/devforms/

Request Type (Please indicate the information you are requesting, refer to the attachment for information/clarification)

☐ **Zoning Verification** (Process time: 10 business days) (fee: $80 + 5%)
☐ **Zoning Compliance** (Process time: 10 business days) (fee: $200 + 5%)

1. Applicant: _____

Address _____City_____ State _____ Zip Code _____

Phone #: _____ Fax #: _____ Email Address: _____

How would you like to receive correspondence regarding this application? ☐ US Mail ☐ Email ☐ Fax ☐

2. Project Location/Information:

Assessors Parcel Number (s): _____

Pinal County Parcel Search Link: http://pinalcountyaz.gov/Departments/Assessor/Pages/ParcelInfoSearch.aspx

Parcel Address/Location: _____

Existing Land Use Conditions:

☐ Residential (Single Family) ☐ Residential (Multi-Family) ☐ Commercial ☐ Industrial ☐ Vacant Land

☐ Other _____

3. Additional Information Required for Zoning Compliance *(if applicable):*

Year Built: _____

Other Pertinent Information: _____

_____

_____ _____

Signature of Applicant *Date*

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ZONING VERIFICATION/ZONING COMPLIANCE
Request Information

OVERVIEW

HELPFUL HINTS

- Use the application form provided.
- Make sure the property is located in the City of Casa Grande city limits prior to requesting a letter.
- Make sure to include payment with your submittal.

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

**** Total process time is a maximum timeframe in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.**

What is a Zoning Verification Letter?

A zoning verification letter is a document provided by the City to verify the current zoning of a site along with an indication of whether the current use is permitted.

What type of information is provided in a Zoning Verification Letter?

The zoning verification letter provided will contain the following information:

- Current zoning and use (s) of the property (ies).
- A determination as to whether the current use is:
  1. *Permitted*
  2. *Illegal/non-permitted*
  3. *Legal non-conforming*

The zoning verification letter is provided in a standard format approved by the City of Casa Grande.

How do I obtain a Zoning Verification Letter?

Complete the form above and submit with the required application fee of $80 + 5%.

What is a Zoning Compliance Letter?

A zoning Compliance Letter is a document provided by the City that covers the information provided in a zoning verification letter, as well as any information confirming whether or not the site and or buildings on the property (ies) are in compliance with all City codes and standards. The Zoning compliance letter also includes a site inspection to verify code compliance.

What type of information is provided in a Zoning Compliance Letter?

The Zoning Compliance Letter will contain the following information:

- Current zoning and use (s) of the property (ies).
- A determination as to whether the current use is:
  1. *Permitted*
  2. *Illegal/non-permitted*
  3. *Legal non-conforming*
- Compliance with the following City code standards:
  - ✓ *Parking*
  - ✓ *Setbacks*
  - ✓ *Landscaping*
  - ✓ *Lighting*
  - ✓ *Signage*
- Current zoning code violations (if any)

The Zoning Compliance Letter is provided in a standard format approved by the City of Casa Grande. We will, however, accept supplemental letters providing information on the project that will allow staff to conduct a more extensive study.

How do I obtain a Zoning Compliance Letter?

Complete the form above and submit with the required application fee of $200 + 5%.

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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]
Zoning Compliance Letter	5	20	5	20	50
Zoning Verification Letter	5	20	5	20	50

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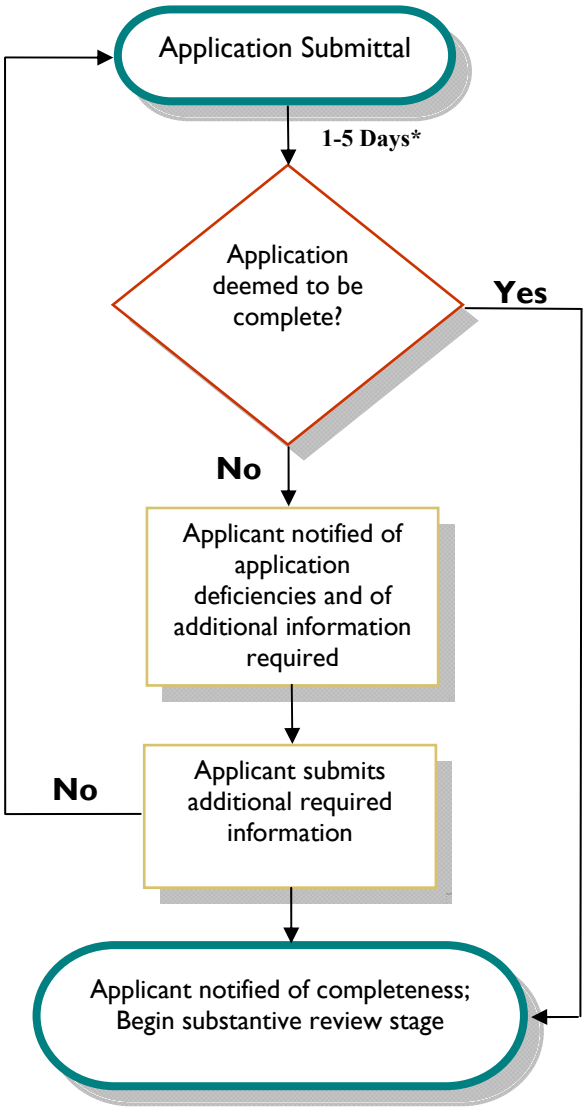
In accordance with the Regulatory Bill of Rights (ARS 9-835) the City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. However, from time to time a 2nd review is necessary to resolve code/policy compliance issues associated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

Planner

1) **Completed Application Form** _____ ☐
2) **Application Fees** _____ ☐