



Application Submittal Instructions

- Step 1: Review the attached naming standards and follow the naming standards as outlined to name your submittal materials**
- Step 2: Fill out the attached submittal requirements checklist sheet**
- Step 3: Fill out the attached application**
- Step 4: Submit application and submittal checklist sheet to
cgplanning@casagrandeaz.gov**
- Step 5: Pay associated application fees**
 - Final fees will be provided to you following application submittal
 - To pay by credit card or e-check call 520-421-8630
 - Credit cards are subject to a 2.7% convenience fee and the e-check fee is \$3
- Step 6: Upload submittal materials to the link provided following payment of fees**

Following these steps and the acceptance of a complete submittal you will be provided with a review completion date.



Planning and Zoning Land Use Naming Standards for Submittals

To ensure your submittal is processed in an efficient manner we require applicants to utilize the following naming standards to make accessing relevant information easy to locate, share, and review. Please refer to the submittal requirements checklist attached on all applications to assist in this process. Each **Bolded** submittal requirement listed on the application should be provided as a standalone submittal file/document.

The naming for each submittal shall include the following. Submittal documents will fall in the following categories:

- **Documents “D”** Project documents will begin with a “D”
- **Plans “P”** Project plans will begin with a “P”
- **Engineering Reports “R”** Project reports will begin with a “R”
- **Correspondence “C”** Project correspondence will begin with a “C”
- **Other “O”** Other submittal items will begin with an “O”

Each submittal item should fall into one of the above categories. For the submittal, the file name shall begin with the corresponding letter listed above. Below are a few examples.

For this example the project name will be **“Sample Project”** and the project will be submitting a **Major Site Plan**. See Site Plan submittal requirements on the Site Plan Application.
Here is what the files submitted should be named:

D - Application – Sample Project

D – Project Narrative – Sample Project - Submittal #____

P - Site Plan – Sample Project - Submittal #____

P - Landscape Plan – Sample Project - Submittal #____

P - Grading and Drainage Plan – Sample Project - Submittal #____

P - Preliminary Utility Plan – Sample Project - Submittal #____

P – Lighting Photometric Plan – Sample Project - Submittal #____

P – Architectural Elevations – Sample Project - Submittal #____

R – Drainage/Hydrology Report – Sample Project - Submittal #____

R – Wastewater Report – Sample Project - Submittal #____

R – Water Report – Sample Project - Submittal #____

R – Traffic Impact Analysis/Traffic Statement – Sample Project - Submittal #____

C – Applicant response to review comments – Sample Project – Submittal #____



SUBMITTAL MATERIAL CHECKLIST

MUST BE INCLUDED WITH APPLICATION

Y N

[illegible]

**APPEAL-BOARD OF ADJUSTMENT APPLICATION**Electronic Version Available at: <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>**Type of Decision Being Appealed:**

- ☐ An Appeal of a Decision Pertaining to Title 17 (Zoning)
- ☐ Appeal of Required Dedications & or Exactions
- ☐ Appeal of a Code Enforcement Notice & Order
- ☐ Appeal of a Direct Abatement decision

1. APPLICANT INFORMATION:

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

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

2. PROPERTY OWNER(S):

Name _____

Address _____ City _____ State _____ Zip Code _____

Phone _____ Email Address _____

3. DESCRIPTION OF DECISION BEING APPEALED:

OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES

The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.

Signature of Property Owner_____
Date_____
Signature of Applicant_____
Date

**** Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.**



Overview

Any aggrieved person, property owner, or any officer or department of the city affected by a decision of an administrative officer, pertaining to this title, may appeal to the board of adjustment by filing an application with the zoning administrator. The board of adjustment shall serve as the city's hearing officer in appeals of required dedications and exactions. The application shall state the name and address (or city office) of the applicant and the reasons for filing the appeal. The application shall be made within thirty days of the date of the decision which is being appealed. The zoning administrator shall then transmit to the board the complete record of the action for which the appeal is made. Appeals to the board may be made only in conjunction with an action.

Application Processing

- 1) ***Board of Adjustment Hearing***- Upon submittal of a complete application a Staff Report will be prepared and the application forwarded to the Board of Adjustment for consideration. The Board of Adjustment hearings are held on the second Tuesday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.
- 2) 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:

Jim Gagliardi – jim_gagliardi@casagrandeaz.gov; 520-421-8630, Ext. 3020

Samuel Leonard – samuel_leonard@casagrandeaz.gov; 520-421-8630, Ext. 3023

Jaclyn Sarnowski – jaclyn_sarnowski@casagrandeaz.gov; 520-421-8630, Ext. 3161

Daniela Warren – daniela_warren@casagrandeaz.gov; 520-421-8630, Ext. 9107

Fees

Appeal of a Decision Pertaining to Title 17 (Zoning): \$100

Appeal of Dedications & Exactions: \$100

Appeal of Notice and Order/Direct Abatement Action Code Enforcement: \$100

**Over-All Review Timeframes 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}
Appeal - Board Of Adjustment ⁹	5	20	5	20	50

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:

- Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; or
- 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.



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

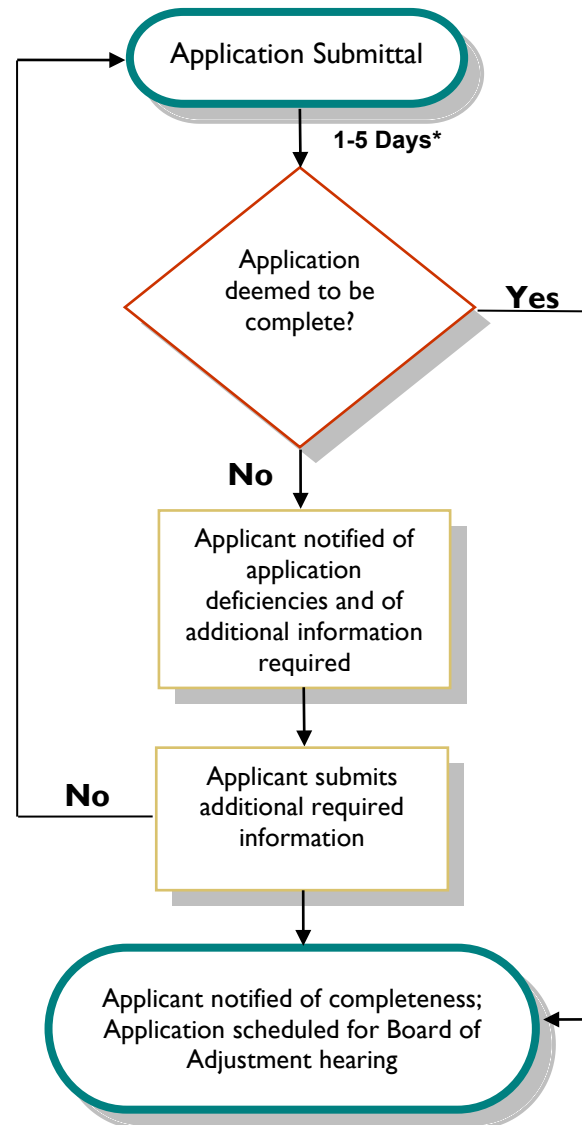
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.



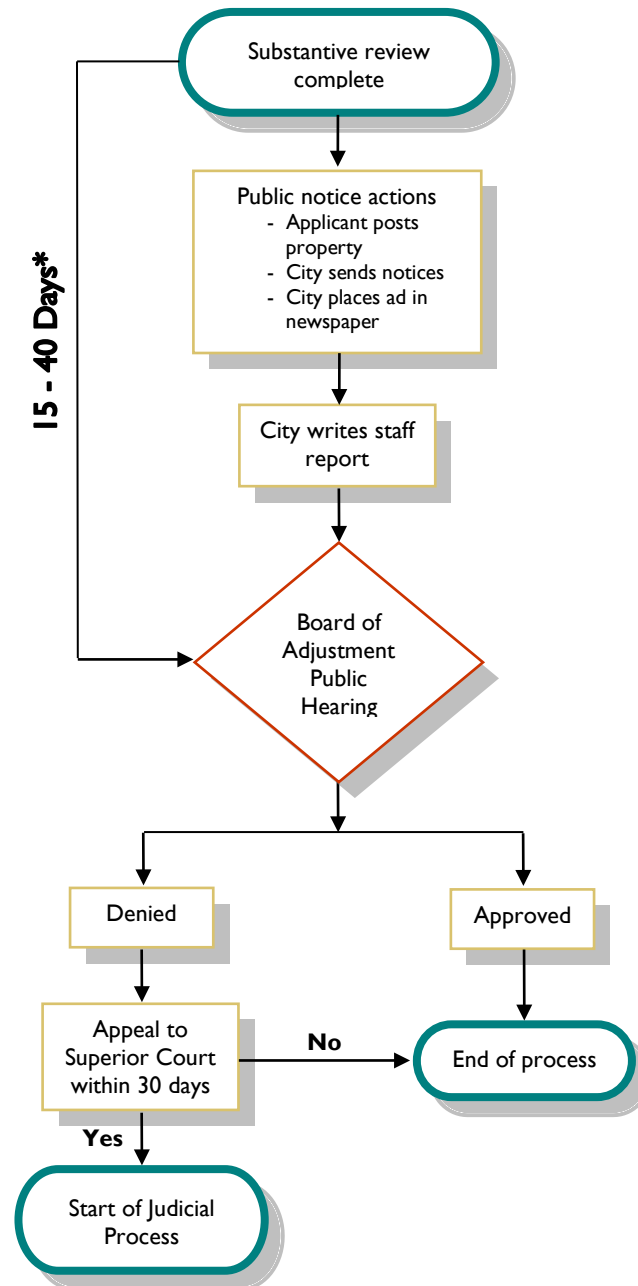
Administrative Completeness Review Process



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



Board of Adjustment Public Hearing Process



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