



## **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 sheet**
- Step 3: Fill out the attached application**
- Step 4: Submit application and submittal sheet to**  
**[cgplanning@casagrandeaz.gov](mailto: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 attached to 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:

- |                                  |  |
|----------------------------------|--|
| • <b>Documents “D”</b>           | Project documents will begin with a “D”      |
| • <b>Plans “P”</b>               | Project plans will begin with a “P”          |
| • <b>Engineering Reports “R”</b> | Project reports will begin with a “R”        |
| • <b>Correspondence “C”</b>      | Project correspondence will begin with a “C” |
| • <b>Other “O”</b>               | Other submittal items will begin with an “O” |

Each submittal item should fall into one of the categories listed above. 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 **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 # \_\_\_\_

**Overview**

A Conditional Use Permit is a permit that allows the Planning and Zoning Commission to set special conditions governing the use of property in a zone where such uses are conditionally permitted to ensure that the proposed use will be compatible with the existing and permitted uses located in the area.

**Pre-Application Process**

Prior to the submittal of an application for a Conditional Use Permit, 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 with comments and guidance on the proposed development. Prior to the meeting, the applicant should provide the following:

- I. Project Narrative indicating the following:
  - a. Applicant information
  - b. Description of proposed development
  - c. Other information the applicant believes may be useful to allow City/Agency Staff to familiarize themselves with the project.
2. Conceptual Site Plan drawn at a readable size and scale, indicating the following:
  - a. Proposed site boundaries & lot configurations
  - b. Proposed building footprints & land uses
  - c. Proposed access, parking & circulation
  - d. Proposed utility services
  - e. Proposed drainage facilities
  - f. Special site conditions

**Public Notice**

- 1) Pre-Scoping Letter or Neighborhood Meeting -- Prior to submitting an application, the applicant is responsible for sending notification letters to property owners within at least 300'. Staff will provide more details at the pre-application meeting. Depending on the potential for adverse impacts, a neighborhood meeting may also be required.
- 2) Newspaper Notice- 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *The 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).*
- 4) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

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](mailto:jim_gagliardi@casagrandeaz.gov); 520-421-8630, Ext. 3020

**Samuel Leonard** – [samuel\\_leonard@casagrandeaz.gov](mailto:samuel_leonard@casagrandeaz.gov); 520-421-8630, Ext. 3023

**Jaclyn Sarnowski** – [jaclyn\\_sarnowski@casagrandeaz.gov](mailto:jaclyn_sarnowski@casagrandeaz.gov); 520-421-8630, Ext. 3161

**Daniela Warren** – [daniela\\_warren@casagrandeaz.gov](mailto:daniela_warren@casagrandeaz.gov); 520-421-8630, Ext. 3107

**Appeal Rights (17.68.120.G):**

1. A written appeal of the Commission's decision on a conditional use permit may be filed by the applicant or by any person, firm, corporation, group or association aggrieved or affected by the decision of the Commission that owns real property located within three hundred feet of the property subject to the conditional use application.
2. The appeal shall be filed with the Director and on a form provided by the Director within ten days from the date of action by the Commission.
3. The appeal shall specifically state the grounds therefore, including specifically alleging how the Commission failed to conform to the requirements of these regulations, and shall also demonstrate how the appellee has been aggrieved or affected by the actions of the Commission.
4. The Director shall inspect the appeal for defects and validate the appeal within two full business days of receipt. If the appeal is deemed defective in any manner, the Director shall send notice to applicant of the fact and the type and nature of the defect or defects within one business day of making said determination. An appeal not deemed defective within the timelines set forth herein shall be considered a perfected appeal.
5. The Director shall schedule all perfected appeals for Council consideration at the next available meeting occurring no later than 45 days from the date of receipt of a perfected appeal.
6. Notice of the appeal hearing shall be provided in accordance with the provisions of Chapter 17.66.020.
7. The Council shall hold an appeal hearing at which it will consider the record, the statements/testimony of the applicant and/or the appellant, and may allow such other testimony as the Council deems appropriate. After such hearing the Council may, by resolution, reverse or affirm, wholly or in part, or may modify any decision, determination or requirement of the Commission, but before doing so, the Council must make a written finding of fact setting forth wherein it has determined the Commission's findings were in error. The Council may take the matter under advisement and/or table the matter for a period not to exceed 70 days.
8. A majority vote of the membership of the Council shall be required to grant in whole or in part any appealed application for conditional use permit. If any members of the Council are unable to vote because of a conflict of interest as defined in the Arizona Revised Statutes 38-501 et. seq., as amended from time to time, then the required number of votes for approval shall be a majority of the remaining membership of the Council. In the event a majority of members have a conflict of interest, then the provisions of Arizona Revised Statutes 38-508(B) shall apply. An appeal failing to gain the required vote shall be deemed denied.

**Fees**Conditional Use Permit - \$1,260Traffic Impact Analysis - \$600 (If Applicable)Technology Recovery Fee: 5% of Review FeePublic Hearing Sign Removal Fee (Optional): \$100

**Over-All Review Timeframes 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>
Conditional Use Permit – Commercial/Industrial <sup>9</sup>	5	30	5	30	70
Conditional Use Permit – Residential <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:

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

<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.



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

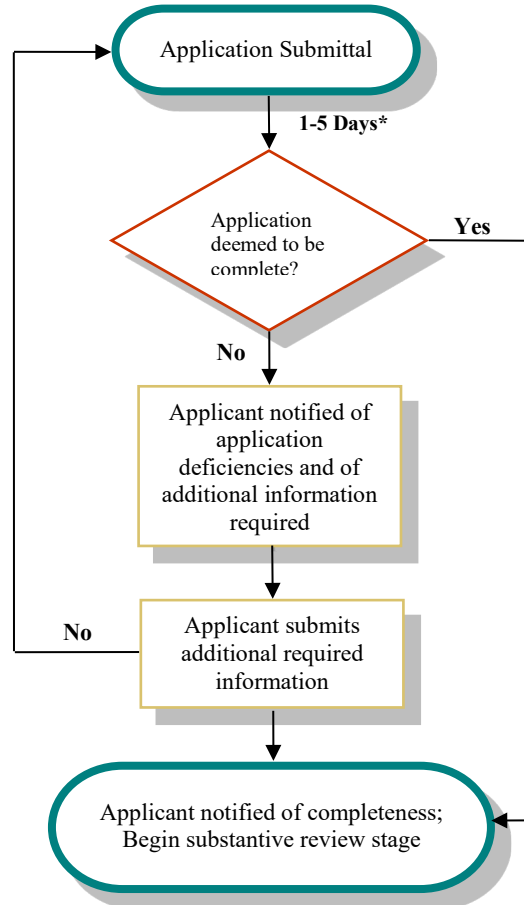
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



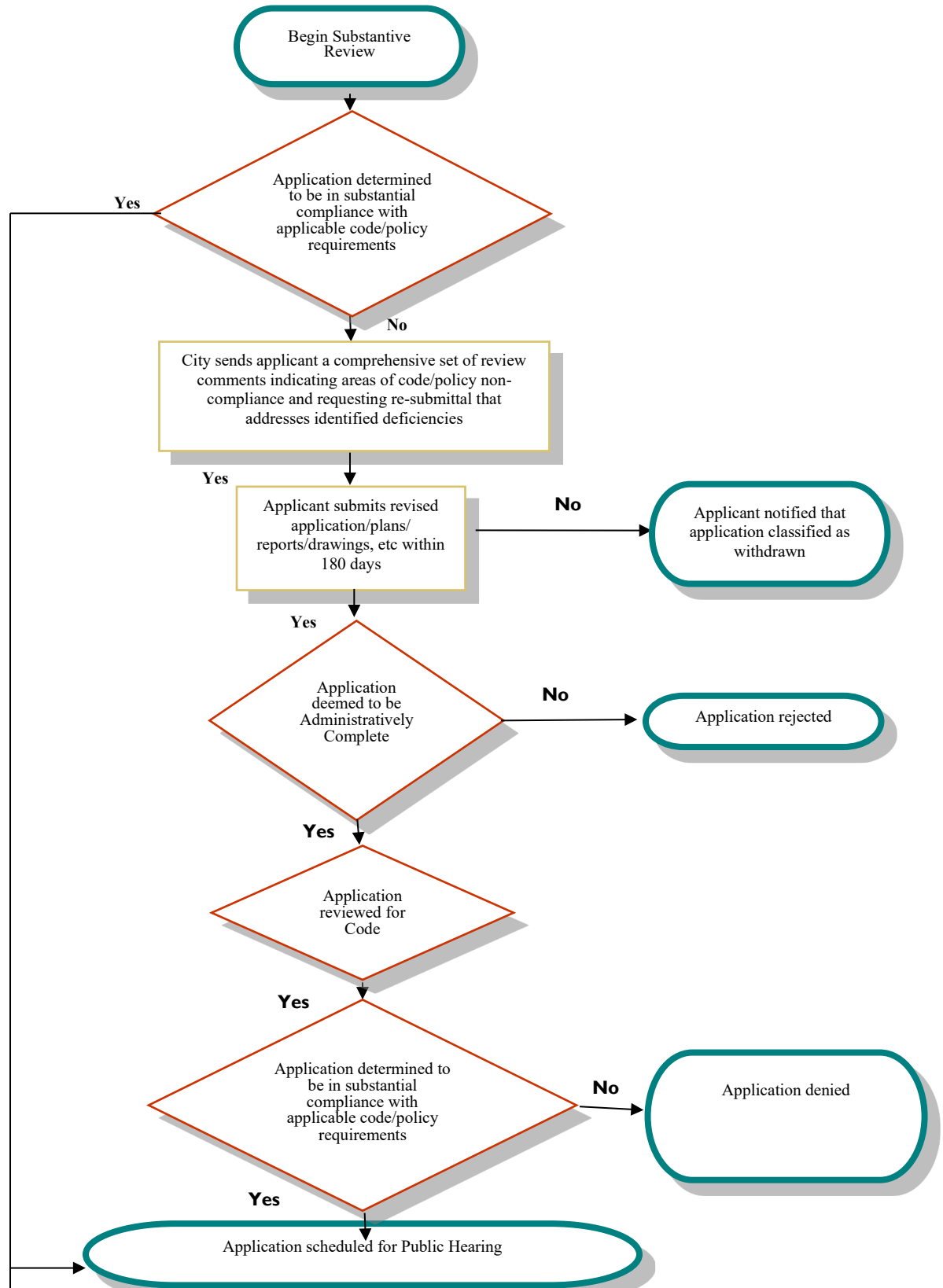
## Administrative Completeness Review Process



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



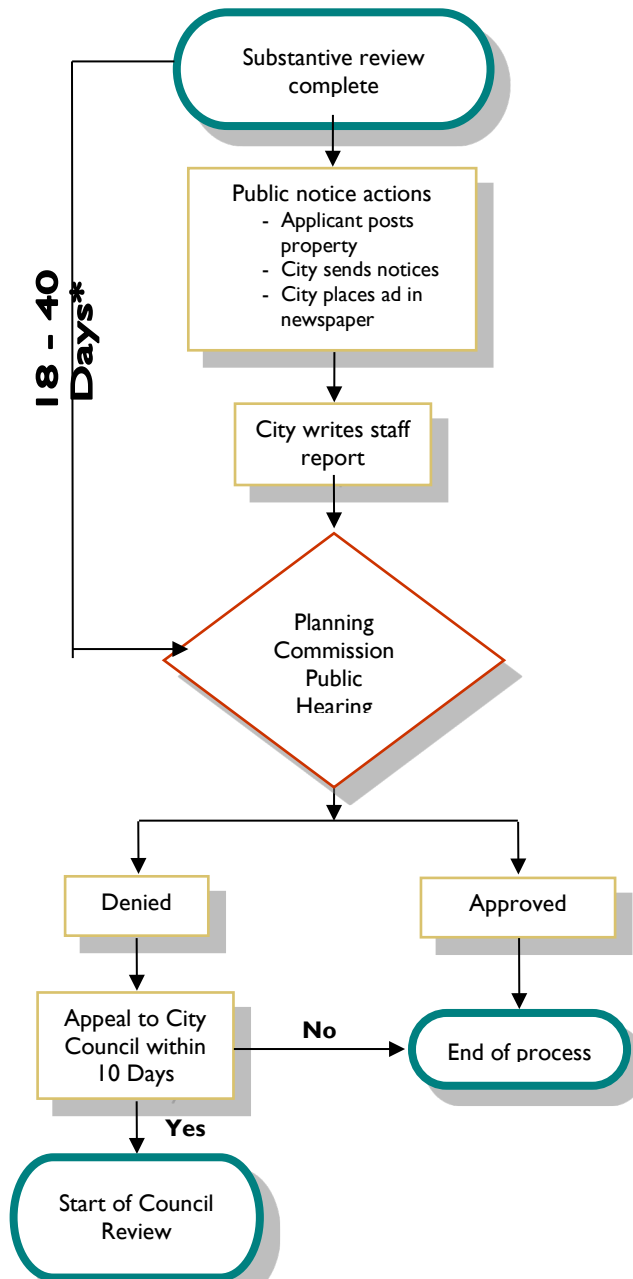
## Substantive Review Process







## Planning Commission Public Hearing Process



\* All times frames are listed as business days.



## **SUBMITTAL MATERIAL REQUIREMENTS** **MUST BE INCLUDED WITH APPLICATION**

Each application for a Conditional Use Permit (CUP) shall be filed in accordance with Chapter 17.68 Article II of the City Code. Conditional Use Permit Applications are reviewed and approved by the Planning and Zoning Commission.

This sheet has been provided to assist applicants in assembling the necessary documentation for a complete submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

If the Conditional Use Permit involves the construction of a new building or building additions, a **Site Plan** application must be filed in accordance with Chapter 17.68 Article I of the City Code.

If the Conditional Use Permit does not involve the construction of a new building, building additions, or conversion of vacant land to a developed use, a Site Plan application is not required. However, a conceptual Site Plan of the site is needed for all CUP applications.

The list below is the required submittal items for a CUP application:

### **Project Narrative**

#### **▪ Address the following questions:**

1. That the site for the proposed use is adequate in size and topography to accommodate the use, and all yards, spaces, walls and fences, parking, loading and landscaping are adequate to properly relate the use with the land and uses in the vicinity;
2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use;
3. That the proposed use will have no adverse effect upon the abutting property;
4. That the proposed use shall be in conformance with the general plan
5. That the conditions stated in the approval are deemed necessary to protect the public health, safety and general welfare. The conditions may include, but are not limited to (see 17.68.120.5)

- Provide summary of the pre-scoping letter notification

**Provide copy of scoping letter, mailing list and Affidavit for letters being sent**

**A Legal description and exhibit of the proposed site**

**Conceptual Site Plan**

**Traffic Impact Analysis Scoping Checklist** (if applicable)

**Traffic Impact Analysis** (if applicable)

If not provided, provide an explanation or reasoning for the exclusion below.



## CONDITIONAL USE PERMIT APPLICATION

**Request Type** (Please indicate the type of Conditional Use Permit):

1. **PROJECT NAME** \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Assessor Parcel #(s) \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_
2. **APPLICANT INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_
3. **PROPERTY OWNER INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER AUTHORIZATION:**

\_\_\_\_\_  
*Signature of Property Owner* *Date*

STATE OF ARIZONA )  
 ) ss  
County of )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public