



## **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](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 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**

Each application for a Final Landscape Plan shall be filed in accordance with section 17.52.390 of the City Code and be reviewed by City Staff for final approval.

**Y N**

- ☐ ☐ **Final Landscape Plan**
  - ☐ Date of plan preparation including subsequent revisions
  - ☐ Scale, north arrow, and dimensions
  - ☐ Vicinity map
  - ☐ Property lines, alleys, private streets, tracts, and all existing and proposed improvements in the adjacent rights-of-way
  - ☐ All existing and proposed easements
  - ☐ Landscape statistics (in table form), indicating the following:
    - a. Percent landscape area/open space site coverage
    - b. Total # of required and provided landscape materials on-site and off-site (existing & proposed adjacent right of way)
    - c. Square footage of common area landscaping and worksheet identifying the individual areas used to calculate the total square footage.
    - d. Square footage of public right-of-way landscaping and worksheet identifying the Individual areas used to calculate the total square footage
  - ☐ Location of proposed landscape areas (*on-site, street right-of-way, parking area, landscape buffers and others*)
  - ☐ The approximate location of all existing and proposed trees, shrubs, vegetative groundcovers, and other landscape materials and improvements, including non-vegetative groundcovers (*distinctive symbols must be used for each plant variety, groundcover and hardscape*)
  - ☐ Sizes, varieties and number of landscaping materials to be used
  - ☐ Site visibility triangles (see code section 17.52.450)
    - a. Areas to be irrigated
    - b. A note indicating landscape maintenance responsibilities
    - c. Provisions for pedestrian walks or paths, adjacent neighborhood connections and bicycle paths
    - d. The location of all proposed storm water drainage and retention areas showing contour lines and sections for retention basins and earthen berms
    - e. Schematic grading design of open space areas
    - f. Location, type and height of proposed site lighting fixtures
    - g. Design and location of enhanced community mailboxes
    - h. Elevations of entry monuments, all wall types, lighting, etc. (*Plans should include the location, height, type, and general design and finish*)
    - i. Location and specifications of playground apparatus, ramadas (*shall be shaded and lighted*) or other shade structures, benches, barbecues, ball courts (*lighted w/ shielding*), pools, etc.
- ☐ ☐ **Irrigation Plan**
  - ☐ Date of plan preparation including subsequent revisions
  - ☐ Scale, north arrow, and dimensions
  - ☐ Vicinity map
    - ☐ Property lines, alleys, private streets, tracts, and adjacent rights-of-way
    - ☐ All existing and proposed easements
    - ☐ Plan scale: 1"= 30' min., 1"= 20' preferred



- ☐ State the water provider
- ☐ Irrigation schedule indicating symbol, equipment, size and manufacturer
- ☐ An irrigation legend on each plan sheet.
- ☐ Indicate all plant material that will receive irrigation and the type of irrigation to be received (spray, bubble or drip)
- ☐ Water point-of-connection, controller location, electrical point-of-connection, and backflow prevention unit located on plans.
- ☐ Identify all irrigation lines by material, size and location
- ☐ ☐ **Signed Owner/Applicant Indemnification Statement**  
(required if any proposed landscape/irrigation will be located within the City's Right of Way) (see attached form)
- ☐ ☐ **Application Review Fees**
- ☐ ☐ **Site Development Permit application submittal**

If applying for an **Amendment to an approved Final Landscape Plan** it shall be accompanied by the following plans that will be reviewed by City Staff for final approval. *All other submittal requirements shall be as stated in the application intake checklist:*

- ☐ ☐ **Copy of the originally approved landscape plan**
- ☐ ☐ **Copy of revised plans** (landscape plan, Irrigation plan & details etc.);  
*Must clearly identify the portions of the plan (s) proposed to be revised with easily recognizable "clouds" and/or applicable notes. Since the amendment will replace the formerly approved plan, the final submittal for stamped approval must include all previously approved, as well as the revised plan sheets together, as a complete plan.*

If you checked **NO** on a submittal Item, please list and provide explanation or reasoning for the exclusion.

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**FINAL LANDSCAPE PLAN APPLICATION****Landscape Plans**

- ☐ Final Landscape Plan with approved Preliminary Landscape Plan  
☐ Amendment to Approved Final Landscape Plan  
☐ Final Landscape Plan In lieu of Preliminary Landscape Plan (Planning Commission Review)

1. **PROJECT NAME** \_\_\_\_\_  
Site Address \_\_\_\_\_  
Assessor Parcel #(s) \_\_\_\_\_  
Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_
2. **APPLICANT INFORMATION:**  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_
4. **LANDSCAPE ARCHITECT INFORMATION:**  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_
5. **CONTRACTOR PERFORMING WORK:**  
Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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 Planners:

**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

**Fees:****Final Landscape Plan and Landscape Plan Amendments:**

Planning review fee \$157.50 per sheet

**Plus:**

Technology Recovery Fee: 5% of Review Fee

Please see the attached submittal checklist for the Final Landscape packages.



**Owner/Applicant Indemnification Statement**  
**Final Landscape Plan**

(required if any proposed landscape/irrigation will be located within the City's Rights-of-Way)

I (we) understand that if this Final Landscape Plan is approved by the City, I will be required to maintain liability insurance in the name of the licensee with the City of Casa Grande also named as an insured, if applicable. I (we) agree to be responsible for any and all damages to property, or injury to persons, arising out of the implementation of the approved plan or the construction, installation or maintenance of any material, device, or structure I place within the public right of way. I (we) agree to indemnify and save harmless the City, and all of its officers, agents and employees from all suits, action or claim of any type brought for or on account of any injuries or damages received or sustained by any person or property related to the implementation of the plan, any act or omission of the permittee, the permittee's agent or employees, or the failure of the permittee to maintain the material, device(s), or structure(s), or to provide necessary safety precautions. I (we) agree to defend against any suit, action, or claim and pay any judgment with costs, which may be obtained against the City, its officers, agents and employees growing out of the injury or damage.

I understand that the portion of landscape and any additional private improvements located within the Right of Way may be required to be removed by the applicant at their expense, if the City determines said improvements conflict with the Public use of the Right of Way or Public Easement.

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Signature of Applicant

Date

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Contact Person Name

Email

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.

**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>
Final Landscape Plan	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 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.

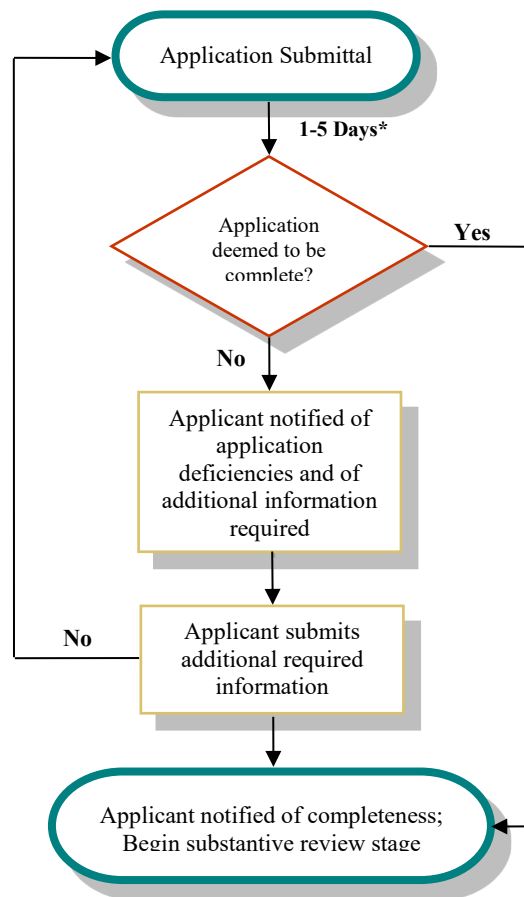
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

\_\_\_\_\_  
Applicant

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



## Administrative Completeness Review Process

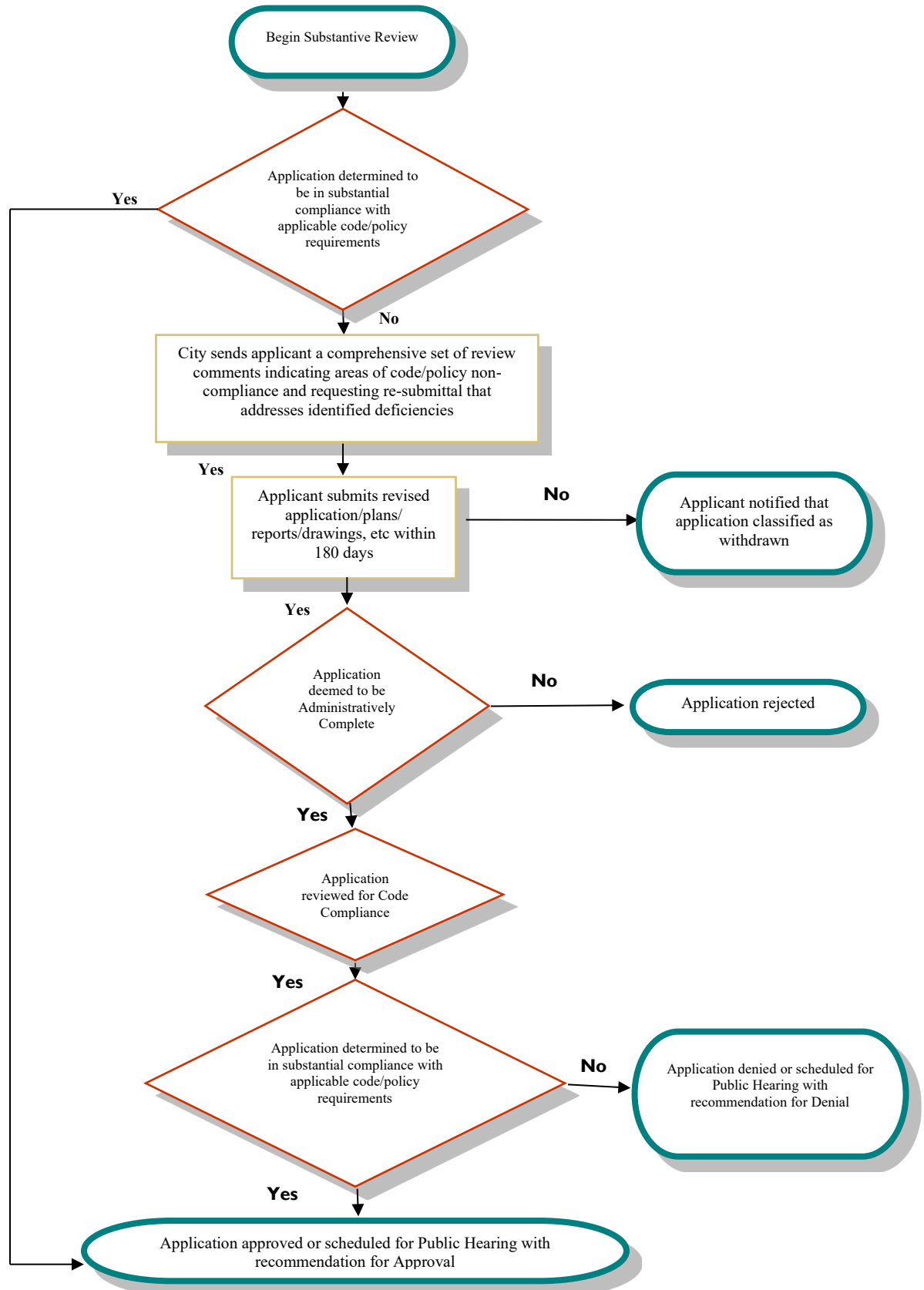


*\* All time frames are listed as business days.*





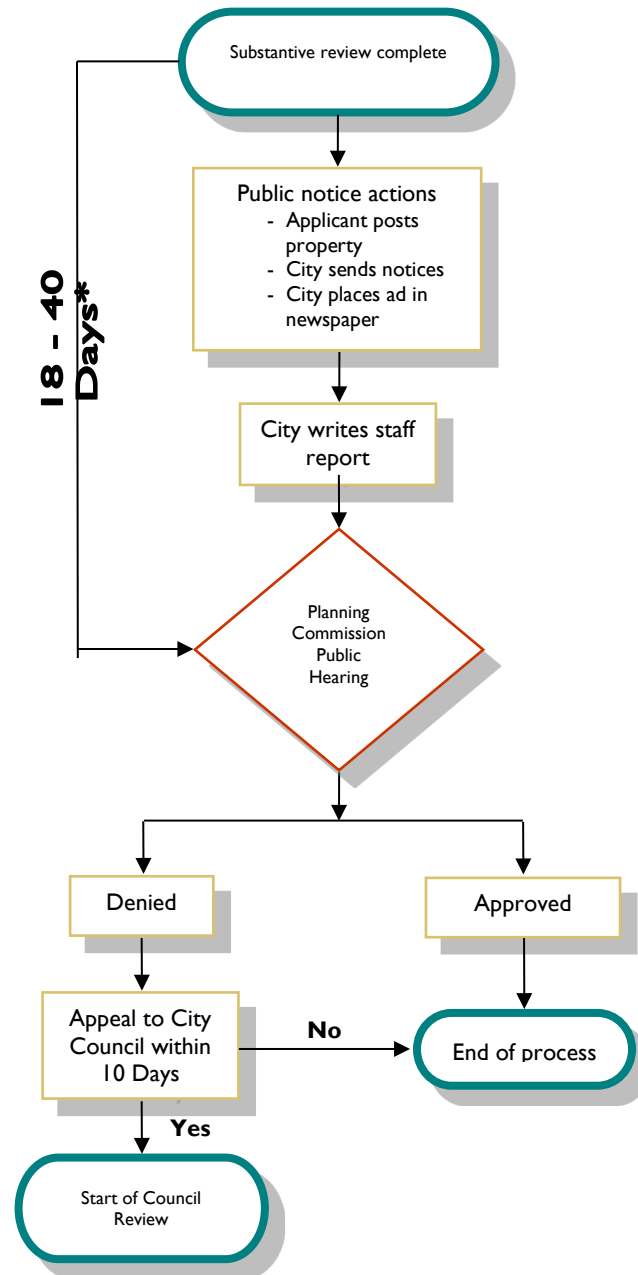
## Substantive Review Process





## Planning Commission Public Hearing Process

(Final Landscape Plan in-lieu of Preliminary Landscape Plan)



\* All times frames are listed as business days.