



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

HOUSING PRODUCT APPLICATION

(Electronic Version Available at: <http://casagrandeaz.gov/documents/#247-land-use-application-types-review-authority>)

Number of housing models to be approved: _____

1. **PROJECT NAME** _____
 Site Address _____
 Assessor Parcel # (s) _____
 Name and Specific Area of the PAD Development in which the Housing Product is to be used: _____

2. **APPLICANT INFORMATION:**
 Name _____
 Address _____ City _____ State ____ Zip Code _____
 Phone _____ Email Address _____
 Status (Owner, Lessee, Agent, etc.) _____
3. **PROPERTY OWNER(S):**
 Name _____
 Address _____ City _____ State ____ Zip Code _____
 Phone _____ Email Address _____

OWNER AUTHORIZATION:

Signature of Property Owner *Date*

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



HOUSING PRODUCT REVIEW

Overview

All City of Grande Housing Product shall conform to the 2021 Residential Design Standards for Planned Area Developments.

Housing product review is part of a PAD development process in order to aid in fostering diversity of architecture. Diversity, sustainability, and innovation remain the primary objectives of the PAD zone.

Pre-Application Process

Prior to the submittal of this application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

Appeal Rights:

The final administrative decision on the application may be appealed to the Planning Commission within 10 calendar days of the date of the final decision by any person aggrieved by the decision. All appeals must be in writing and delivered to the Planning and Development Director prior to the deadline. The Planning Commission shall hold a public hearing and vote on the appeal within 60 days of the filing of a perfected appeal application.

Fees

Housing Product Review: \$100 plus \$150 per model

Technology Recovery Fee: 5% of Review Fee



HOUSING PRODUCT SUBMITTAL PACKAGE

(must be included with application)

Each application for Housing Product approval shall be accompanied by the following items in booklet format that will be reviewed by City Staff and presented to the Planning and Zoning Commission for Final Approval:

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

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☐ ☐ **Project narrative**

- ☐ General description of housing product request (i.e. subdivision location and phase, total number of new and existing product, indication of the specific lots the product will be located upon)
- ☐ Map indicating the location of the specific lots the product will be located upon
- ☐ Product summary table that identifies the following:
 - ☐ Model number
 - ☐ First floor area
 - ☐ Second floor area
 - ☐ Gross floor area
 - ☐ Options
 - ☐ Number of parking spaces in garage
 - ☐ Lot coverage based on specific lot sizes
 - ☐ Building height

☐ ☐ **Typical Plot Plan for each housing product type:**

- ☐ Lot boundary with dimensions
- ☐ House footprint including eave over hangs
- ☐ Building setback line
- ☐ Driveway with dimensions
- ☐ Public right of way with dimensions
- ☐ Fencing/walls
- ☐ Ground mounted mechanical equipment

☐ ☐ **Floor Plans:**

- ☐ Interior details & dimensions
- ☐ Front & rear porch's and patios
- ☐ Garage extensions
- ☐ Exterior dimensions

☐ ☐ **Color Elevations:**

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

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



ELECTRONIC SUBMITTALS

1. All applicants should email the application (form only, no required submittal material) to michelle_hall@casagrandeaz.gov.
2. Following the application form submittal, we will send a link to a Google Drive folder for you to submit all required application and submittal materials.
3. Please call 520-421-8630 ext. 3350 to pay by credit card or e-check.
Credit cards are subject to a 2.7% convenience fee and the e-check fee is \$3.

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.



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}
Housing Product ⁹	5	30	5	30	70

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:

- 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.

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.



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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.

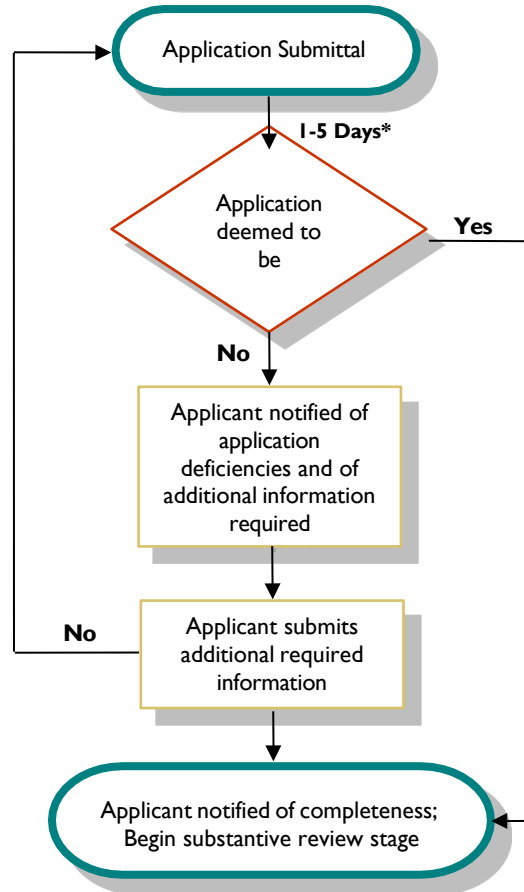
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant

Agreed to by City



Administrative Completeness Review Process



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



Substantive Review Process

