



## RIGHT OF WAY – EASEMENT ABANDONMENT APPLICATION

(Electronic Version Available at: <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>

**Request Type** (Please indicate the type of dedication):

- Right of Way
- Easement

### APPLICANT INFORMATION:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

**Status** (Owner, Lessee, Agent, etc.) \_\_\_\_\_

### DESCRIPTION/LOCATION OF AREA TO BE ABANDONED:

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### APPLICANT AUTHORIZATION:

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### OWNER AUTHORIZATION:

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

STATE OF ARIZONA \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss  
\_\_\_\_\_  
)

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

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 Engineering staff members:

**Cesar Adamos** – [cadamos@casagrandeaz.gov](mailto:cadamos@casagrandeaz.gov), 520-421-8630, Ext. 3019



## **CITY OF CASA GRANDE RIGHT OF WAY - EASEMENT ABANDONMENT PROCESS**

### **Pre-Application Process**

Prior to the submittal of Right of Way or Easement Abandonment application the applicant is required to hold a pre-application meeting with the Development Center Review Engineer to review the application submittal requirements, processing steps and timelines.

### **Submittal Package**

Each application for a Right of Way Abandonment shall be accompanied by the following plans that will be reviewed by City Staff, and the City Council:

- 1) Exhibit/drawing of abandonment drawn to scale (i.e. drawn to scale 1:20, etc)
- 2) Completed Right of Way Vacation/Abandonment form signed by each utility company as applicable
- 3) Legal Description

### **Fees**

Abandonment: \$1050

Technology Recovery Fee: 5%



**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>
ROW/Easement Abandonment <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:

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

<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.

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Applicant

Agreed to by City

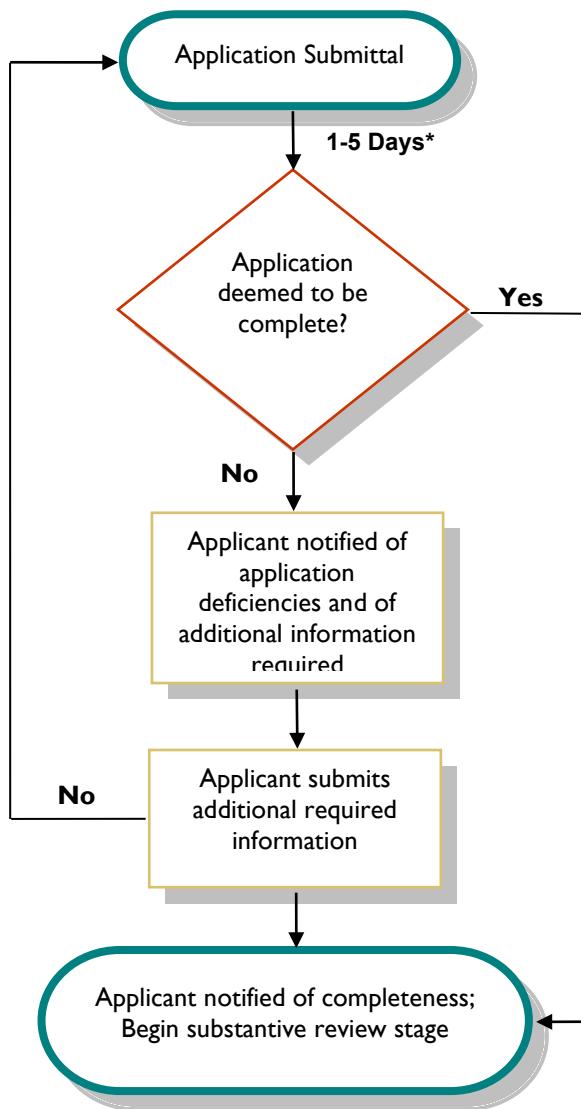
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



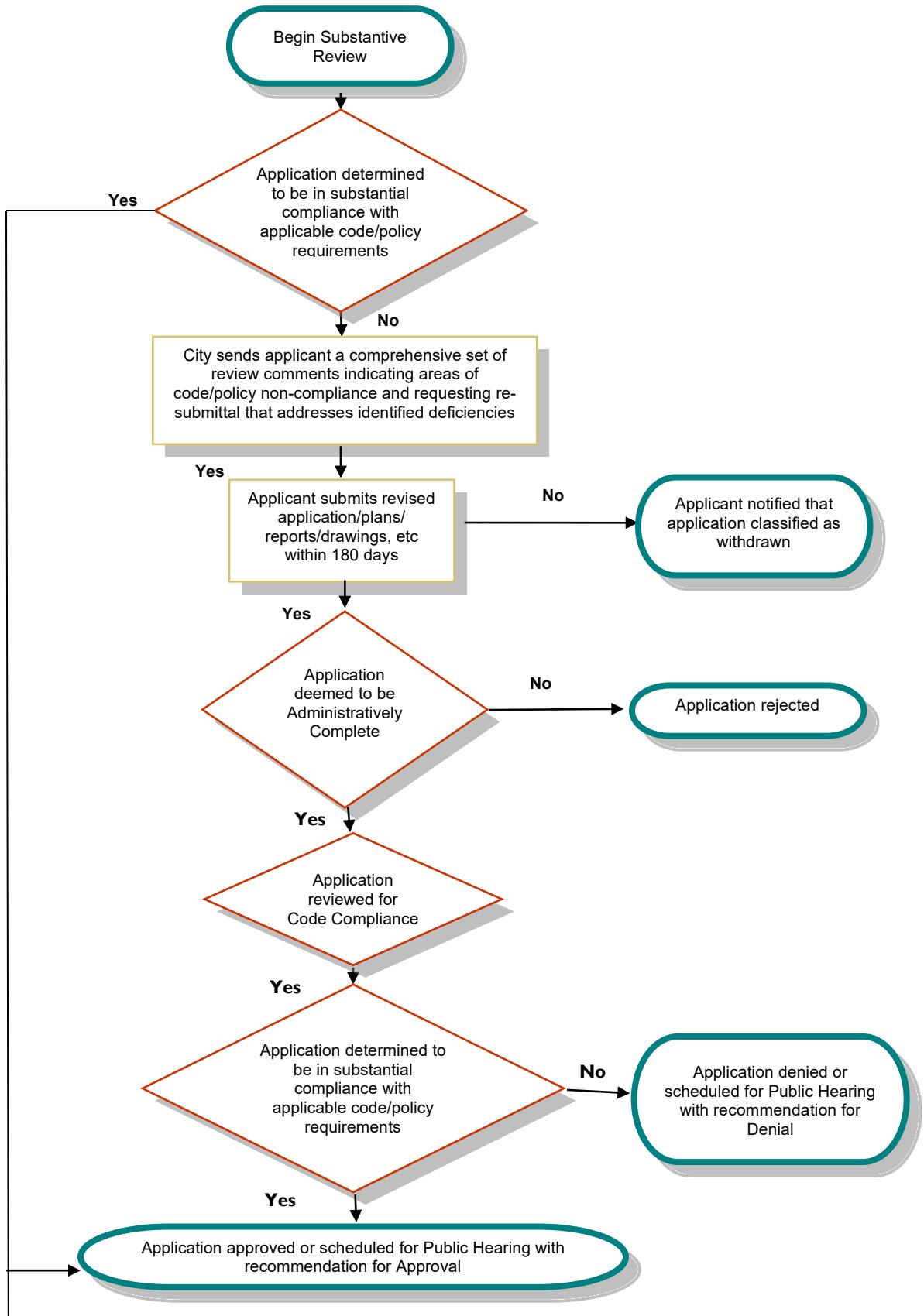
## Administrative Completeness Review Process



\* All time frames are listed as business days.

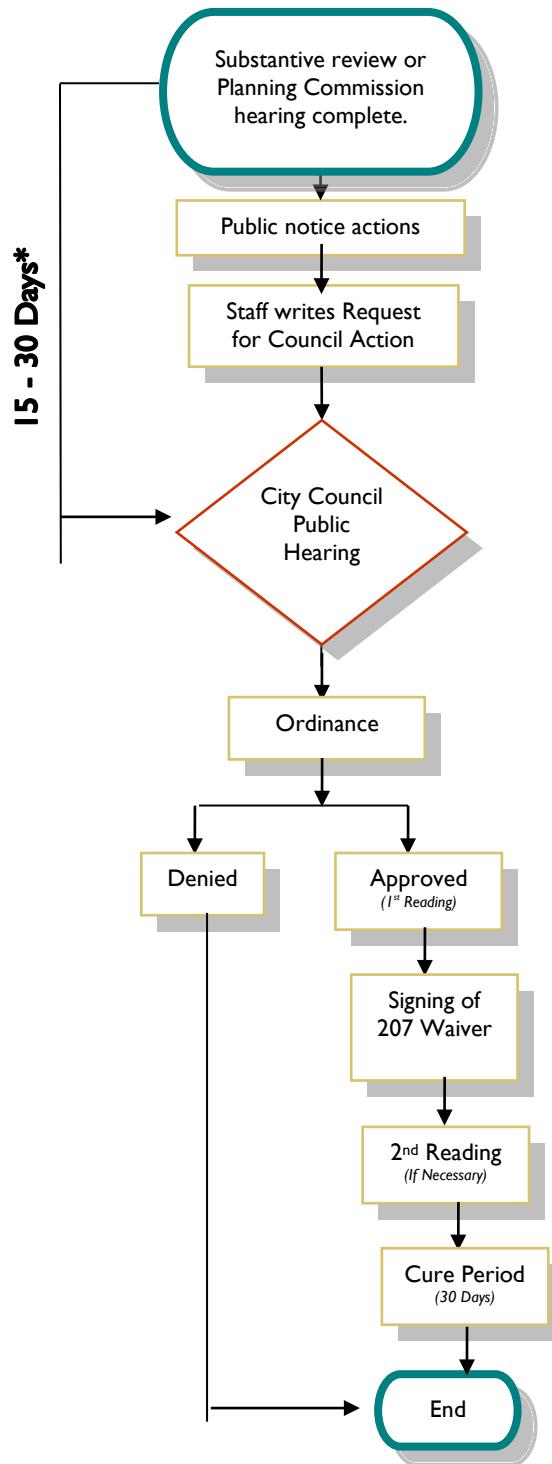


## Substantive Review Process





## City Council Public Hearing Process



\* All times frames are listed as business days.



## APPLICATION COMPLETENESS REVIEW CHECKLIST

### DC Engineer

- 1) Notarized Owner Signature or Permission Form \_\_\_\_\_
- 2) Legal Description (8 1/2 x 11) \_\_\_\_\_
- 3) Exhibit/drawing of vacation/abandonment \_\_\_\_\_
  - (2 copies – (24" x 36") folded)
- 4) CD containing all Map of Dedication submittal Documents \_\_\_\_\_
  - (1 CD with all documents in PDF format)
- 5) Utility Approval Form \_\_\_\_\_
- 6) Abandonment: \$1000 Technology Recovery Fee: 5% \_\_\_\_\_



## UTILITY APPROVAL FORM

### **APPLICANT INFORMATION:**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

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The City of Casa Grande has received a request to abandon excess public right of way at the location indicated on the attached drawing. Please review this request and check your response in the appropriate block. The City will retain a public utility easement over the vacated/abandoned right of way if requested. State the width of the easement required.

Description of ROW to be vacated (see attached drawing)			
<u>Utility Company:</u>	Need PUE	Do not need PUE	Signature and Title of Utility Company Reviewer and date reviewed
<b>Arizona Water Co., 220 E 2nd St, Casa Grande</b>			
<b>Arizona Public Service, 318 N. Marshall St., Casa Grande</b>			
<b>Century Link, Casa Grande</b>			
<b>Cox Cable, 122 E. Cottonwood Lane, Casa Grande</b>			
<b>Electric District 2, 5575 N. Eleven Mile Corner Rd, Casa Grande</b>			
<b>Southwest Gas, 201 W. Selma Hwy, Casa Grande</b>			
Comments:			