



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
- 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 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:

- **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 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 #____

**Pre-Application Process**

Prior to the submittal of an application for a Site Plan, 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. The applicant should bring the following information to the pre-application meeting:

1. 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 – (not required with Minor Amendment to a site plan)

1. **Surrounding Property Owner Notification** - City Staff will prepare and mail all required notices to surrounding property owners within a radius of at least 300 feet of the proposed site. The Director may expand this radius based on potential adverse impacts or site-specific conditions (17.66.030.C)

Fees

Site Plan (Initial & Major Amendment): \$3,300 plus \$10.00 per acre

Minor Amendment to Site Plan: \$1,050.00

Plus:

Traffic Impact Analysis Fee: \$600 **Technology Recovery Fee:** 5% of Review Fees

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
Jaclyn Sarnowski	jaclyn_sarnowski@casagrandeaz.gov	520-421-8630, Ext. 3161
Samuel Leonard	samuel_leonard@casagrandeaz.gov	520-421-8630, Ext. 3023
Daniela Warren	daniela_warren@casagrandeaz.gov	520-421-8630, Ext. 3107

**Overall Review Timeframes for Projects^{1,7,8}**

Project Classification	Administrative Completeness Review (CR) of Initial Submittal²	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}
Site Plan/Major Amendment ⁹	5	30	5	30	70
Minor Amendment	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 the date of application submittal to the date of acceptance or rejection of the application as administratively complete.

³Substantive Review timeframes are calculated from the date of acceptance of the application for Substantive Review, or upon receipt of resubmittal 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 Overall 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 overall time frame by 50%. The specific 1st, 2nd, and overall 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 the 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 that were the basis for the application denial, with the payment of a fee equal to 25% of the 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

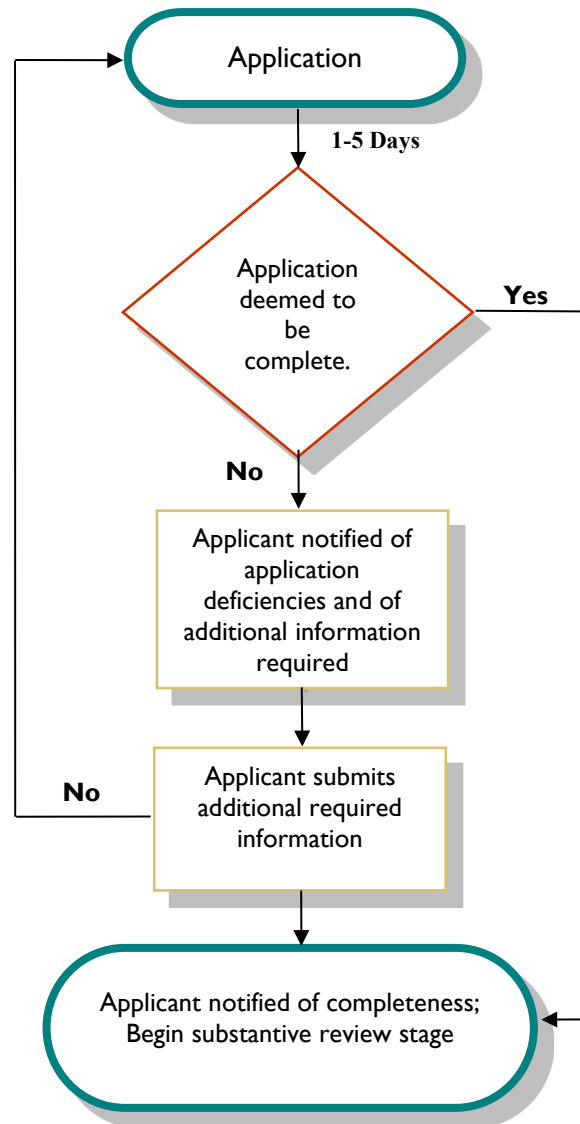
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



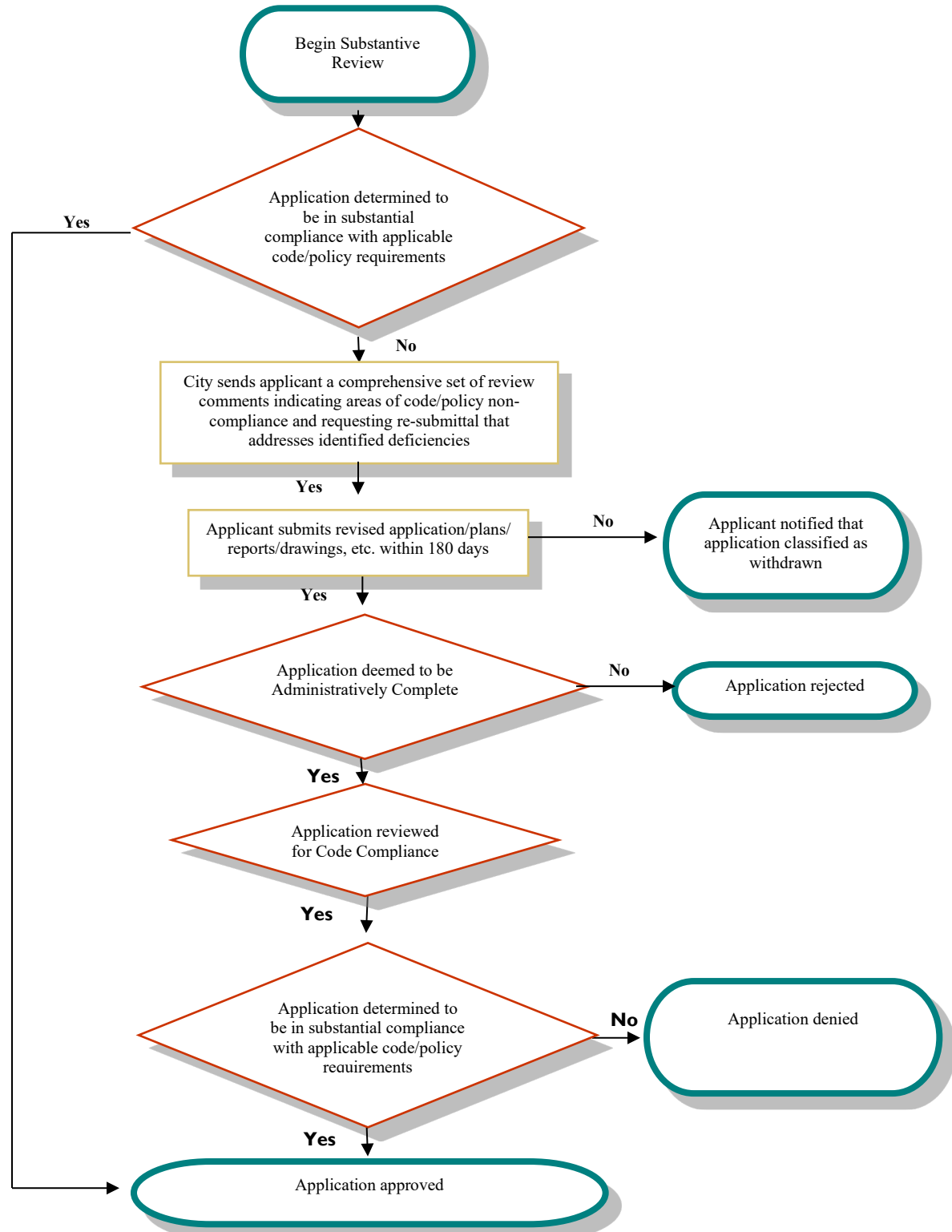
Administrative Completeness Review Process



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



Substantive Review Process





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

Applications for a new Site Plan, or Major Amendment to a previously approved Site Plan, shall be accompanied by the following submittal materials that will be reviewed by City Staff administratively:

This list has been provided to help the applicant assemble 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.

- **Completed Site Plan Application**
- **Project narrative**
 - The narrative should describe the project in detail, including number of employees, hours of operations, etc.
- **Site Plan**
 - Name of Project
 - Date of plan preparation, including subsequent revisions
 - North point indicator
 - Scale of not less than 1" to 100' for Commercial, 1" to 50' for Residential
 - Vicinity Map
 - Site statistics (in table form), indicating the following:
 - Zoning and proposed use
 - General Plan Classification
 - Site area net and gross (show in acres and square feet)
 - Total building area in square feet
 - Percent of site building coverage
 - Total number of required and provided parking spaces, including handicapped spaces and bike racks
 - Adjacent zoning districts
 - Dimensioned site boundary and any proposed new lot configurations
 - Buildings and structures
 - Setbacks (building and parking)
 - Fences and Walls
 - Detached signage
 - Exterior refuse collection areas
 - Exterior lighting (including cut sheets)
 - Parking, internal circulation, loading areas, and access details
 - Dimensions between all driveways, and between all driveways and roadways
 - Provisions for handicapped accessibility, including but not limited to wheelchair ramps, parking spaces, handrails, and curb openings in accordance with A.R.S. 34-404 through 34-439
 - Existing and proposed public and private sidewalks/walkways, multi-use and pedestrian trails
 - Existing and proposed street improvements, one hundred fifty feet, except for sites adjacent to major arterial streets, where the distances shall be two hundred feet, giving widths, preliminary curve data
 - Existing and proposed right-of-way dedications
 - Significant natural features and existing vegetation

**▪ Conceptual Landscape Plan**

- Name of Project
- 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
- Site visibility triangles
- Landscape statistics (in table form), indicating the following:
 - Amount of net site area
 - Ground floor area of all buildings
 - Number of required and proposed parking spaces
 - Amount of all proposed landscape areas (required and provided)
 - Linear feet of street frontage
- The location and identification of all 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, and other landscape materials and improvements
- Quantities and sizes of landscape materials
- Quantity, location, and size of groundcover materials.
- The location, height, type, and general design and finish of all proposed screening walls
- The location of all proposed stormwater drainage and retention areas
- Notes or graphical representations adequately showing the intent of the proposed plan and materials and indicating how the plans will comply with the Landscape Code.
- Notes or graphic indications of the proposed type of irrigation system, water source, pressure, and supply outlet.

▪ Conceptual Architectural Elevations/Renderings

- Date of preparation, including dates of any subsequent revisions
- Building dimensions
- Gross square footage of existing and proposed structures
- Front, rear, and side elevations, with a description of exterior materials, lighting, and colors to be used
- Height above mean sea level of the lowest floor when the structure is proposed to be in a floodway or floodplain area
- Show screen wall/fence/trash enclosure elevations

▪ Preliminary Grading & Drainage Plan meeting the requirements of code section 15.42.260

- Contact Development Center Engineer for requirements, Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

▪ Preliminary Utility Plan

- Preliminary layout of the water service system, indicating fire hydrants, valves, meter vaults, water line sizes, and connections to the water main network
- Preliminary layout of the wastewater service lines and connection to the public system



- **Traffic Impact Analysis Scoping Checklist**
- **Traffic Impact Analysis/Traffic Impact Statement**
- **Preliminary Drainage/Hydrology Report** meeting the requirements of code section 15.42.260
 - Contact Development Center Engineer for content requirement
- **Preliminary Wastewater Report**
 - Contact Development Center Engineer for content requirements
- **Preliminary Water Report**
 - Contact Development Center Engineer for content requirements
- **Lighting Photometric Plan**

If any items listed above are missing, please list and provide an explanation or reasoning for the exclusion.

**Minor Amendment to Approved Site Plan Submittal Package Checklist**
(must be included with application)

This checklist has been provided to help the applicant assemble 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.

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- **Completed Site Plan Application**
 - **Project narrative**
 - **Amended Site Plan**
(Site plan, landscape plan, architectural elevations, grading & drainage plan, etc.).
The amended plans 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.
 - **Revised Final Design Drainage Report** (If applicable due to increase in developed flow)

If any items listed above are missing, please list and provide an explanation or reasoning for the exclusion.



Minor Amendment to approved Site Plan (17.68.090.B.1)

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