



## SPECIAL USE PERMIT APPLICATION

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

**I. PROJECT NAME** \_\_\_\_\_

Site Address \_\_\_\_\_

Assessor's Parcel #'s \_\_\_\_\_

Site Area \_\_\_\_\_ Building Size \_\_\_\_\_

**2. REQUEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. APPLICANT INFORMATION:**

Name \_\_\_\_\_

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

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

**4. 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 \_\_\_\_\_



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

### Overview

Outlining of a building by means of exposed neon tubing, exposed incandescent lighting, or other exposed artificial illumination may be permitted by obtaining a Special Use Permit from the Board of Adjustments. To qualify for a Special Use Permit the building illumination shall exhibit two or more of the following characteristics such as:

- a. Distinguishing architectural style.
- b. Site location.
- c. Physical scale.
- d. Historical interest.
- e. Exhibit other features that represent a clear variation from conventional development.

The exposed illumination shall meet the following provisions:

- a. Be integrated into the physical elements of the building or development.
- b. Be harmonious with the building's architectural style.
- c. Be used for enhancing the nighttime architecture of the building.
- d. Shall not portray an advertising message.
- e. Lighting specifications shall be:
  - (1) Monochromatic tubing.
  - (2) Not exceed a nominal power rating of 30 millamps.
  - (3) Have a total maximum light output of 250 lumens per foot.

### Pre-Application Process

Prior to the submittal of a Special Use Permit Application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing step, timelines, and to determine whether the proposed Special Use Permit will meet the review criteria of the City Sign Code.

### Public Notice

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) 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. *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). For additional public notice sign posting instructions go to (<http://casagrandeaz.gov/dept/planning/planning-division/public-process/>)*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

### Fees

Special Use Permit: \$1,050.

Technology Recovery Fee: 5% of Review Fee

Sign Removal Fee (Optional): \$100



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

## **Special Use Permit Submittal Package**

Each application shall be accompanied by the following documents that will be reviewed by City Staff and by the Board of Adjustment:

Y N

Completed Site Plan Application

## □ □ Project Narrative

**Applicant Justification**- The applicant must submit a written statement that justifies how the following are met:

- Be integrated into the physical elements of the building or development.
- Be harmonious with the building's architectural style.
- Be used for enhancing the nighttime architecture of the building.
- Shall not portray an advertising message.
- Lighting specifications shall be:
  - a. Monochromatic tubing.
  - b. Not exceed a nominal power rating of 30 milliamps.
  - c. Have a total maximum light output of 250 lumens per foot.

## □ □ Site Plan:

- Name of project
- Vicinity Map
- North arrow and scale of drawing
- Existing zoning and proposed use
- Location and dimensions of existing and proposed property/lot lines
- Location and width of all public and private roads, driveways and alleys with their names shown
- Location and dimensions of all existing and proposed structures labeled as existing or proposed with the current or proposed use noted. Structures include (principle & accessory buildings).
- Distance of all existing and proposed structures from all lot/property lines

Building Elevations:

**Details of Proposed Building Lighting:**

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



## ELECTRONIC SUBMITTALS

1. All applicants should email the application (form only, no required submittal material) to [cgplanning@casagrandeaz.gov](mailto:cgplanning@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 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.

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 Re-submittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
Special Use Permit <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

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Agreed to by City

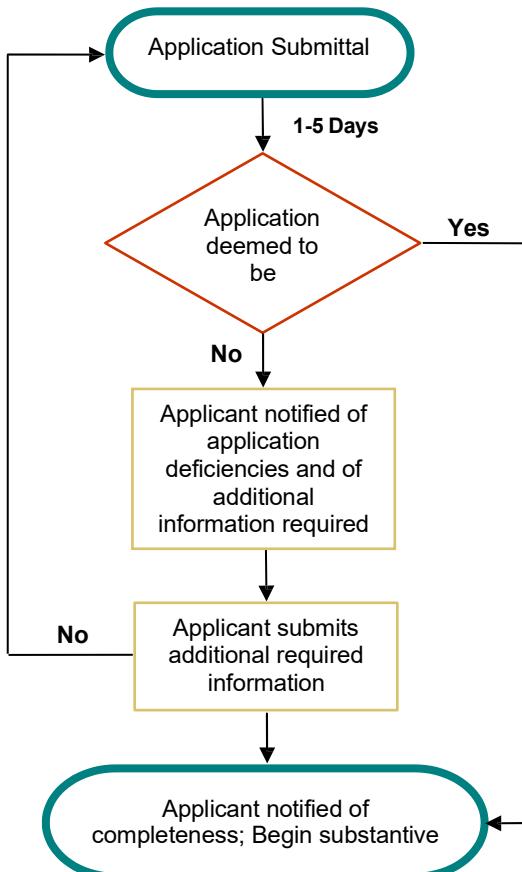
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



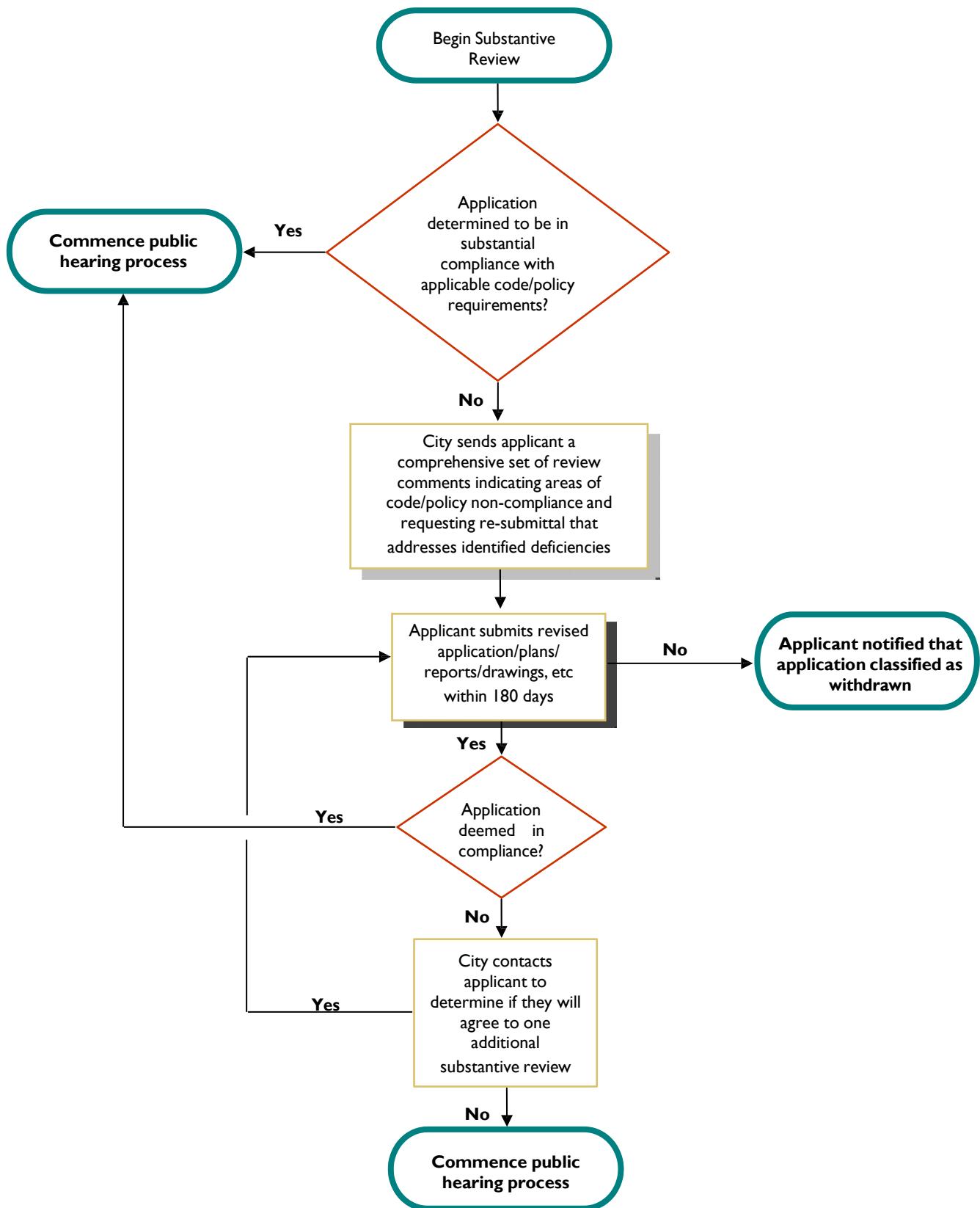
## Administrative Completeness Review Process



\* All time frames are listed as business

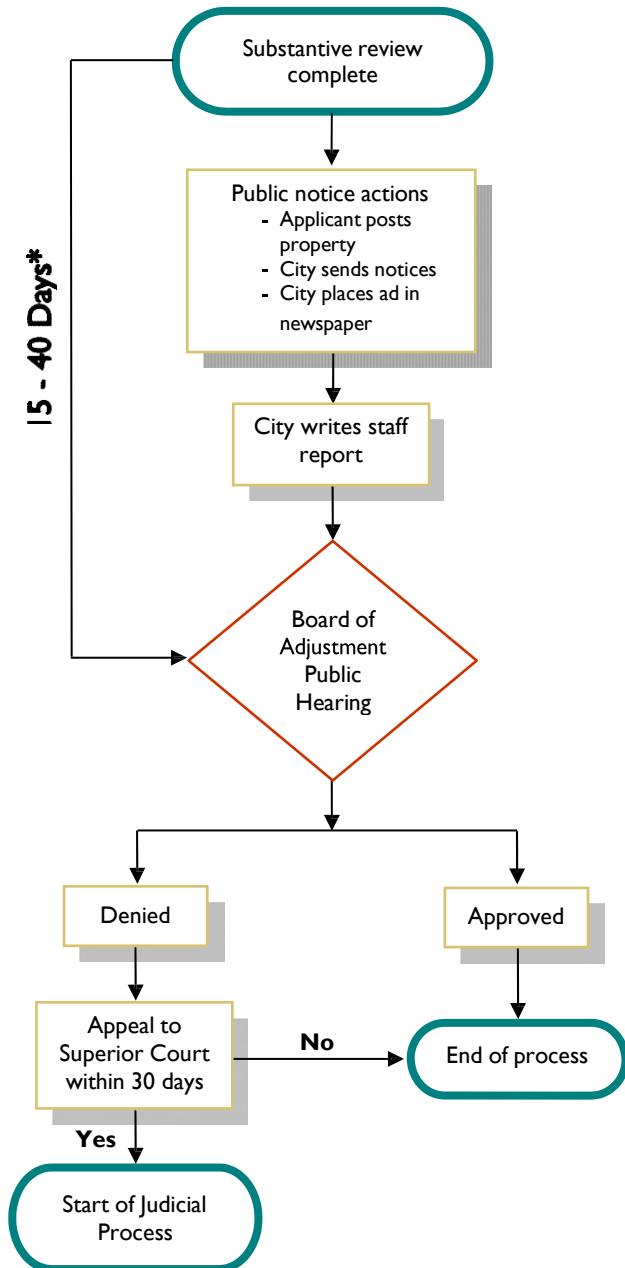


## Substantive Review Process





## Board of Adjustment Public Hearing Process



\* All time frames are listed as business days.