



## 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 an appeal shall be accompanied by the following items that will be reviewed by City Staff:

Y N

- Letter of Explanation:** Submit a letter stating:
  - Grounds for the appeal in accordance with the applicable code requirements as set forth in the overview section.

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

## Fees

Appeal: \$100



## APPEAL OF PLANNING & ZONING COMMISSION DECISION TO COUNCIL

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

**Type of Decision BeingAppealed:**

- Denial of Major Site Plan (17.68.070.E)
- P & Z Decision on a Conditional Use Permit (17.68.140)
- Denial of A PAD Zoning & Preliminary Development Plan (17.68.300.A)
- Denial of a PAD Final Development Plan (17.68.070.E)
- Denial of Rezoning (17.68.520.A)

**1. NAME OF PROJECT BEING APPEALED:** \_\_\_\_\_

Project (DSA) number: \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

**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/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES**

*The signature(s) hereby certify that the statements made by myself and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.*

Signature of Property Owner

Date

Signature of Applicant

Date

*Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.*



## Overview

### Appeal of Major Site Plan (17.68.070.E)

- E. A site plan which has been denied by the commission shall not be reviewed by the council except upon written request by the applicant to the city council within ten days of the commission's decision, and placed on the next available city council agenda. At such meeting, the council shall consider oral or written statements from the applicant, city staff, and public and its own members.

### Appeal of a Conditional Use Permit (17.68.140)

- A. A written appeal shall be taken to the city council by the applicant or any person, firm, corporation, group or association owning real property within one hundred fifty feet of the conditional use applicant's property, aggrieved or affected by the decision of the commission with respect to any conditional use.
- B. The appeal shall be filed in duplicate with the zoning administrator within ten days from the date of action by the commission.
- C. The appeal shall specifically state the grounds therefore and wherein the commission failed to conform to the requirements of these regulations, appellate has otherwise been aggrieved or affected by the actions of the commission.
- D. The zoning administrator shall immediately transmit one copy of the appeal to the commission.
- E. The zoning administrator shall inspect the appeal for defects, and validate the appeal within forty-eight hours of receipt. If the appeal is defective in any particular for noncompliance, the zoning administrator shall immediately send notice to applicant of the fact and the type and nature of the defect or defects.

### Appeal of a PAD Zoning & Preliminary Development Plan (17.68.300.A)

- A. A preliminary development plan which has been recommended for denial by the commission shall not be reviewed by the council except upon written request by the applicant and shall require a public hearing.

### Appeal of a PAD Final Development Plan (17.68.070.E)

- E. A Final Development Plan which has been denied by the commission shall not be reviewed by the council except upon written request by the applicant to the city council within ten days of the commission's decision, and placed on next available city council agenda. At such meeting, the council shall consider oral or written statements from the applicant, city staff, and public and its own members.

### Appeal of Rezoning (17.68.520.A)

- A. A rezoning which has been recommended for denial by the commission shall not be reviewed by the council except upon written request by the applicant, and shall then require a public hearing. Such written request must be made to the planning director within forty-five days of the commission's decision. Notice of the time and place of the hearing shall be given in the time and manner provided for giving of notice of the hearing by the commission as specified in Section 17.68.500 of this chapter. During any public hearing on the matter, the council shall consider oral or written statements from the applicant, city staff, the public and its own members.



### 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>
Appeal - P&Z Decision to City Council <sup>9</sup>	5	20	5	20	50

<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

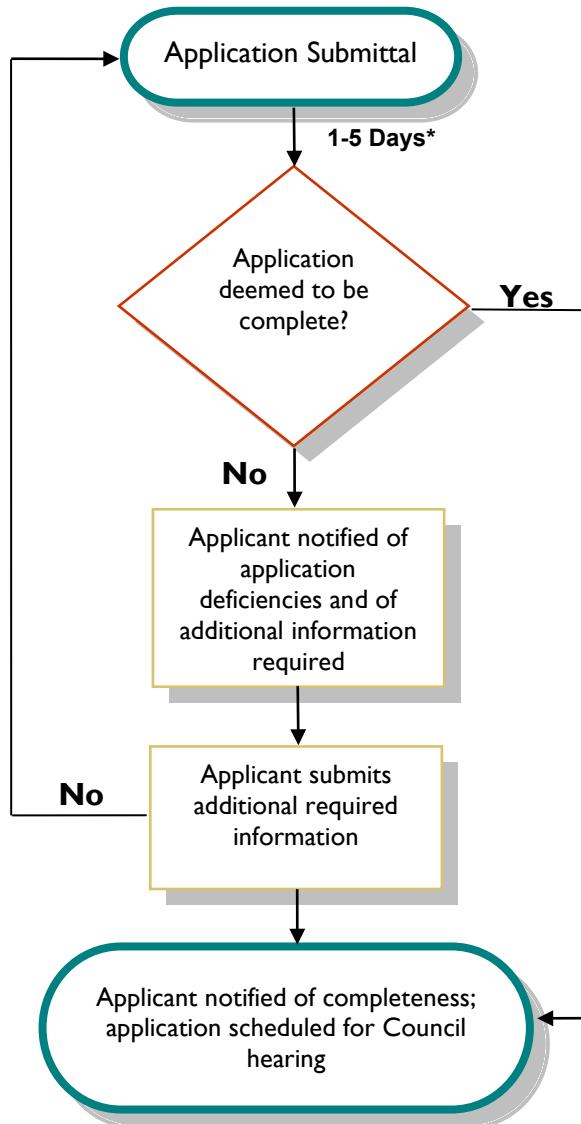
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



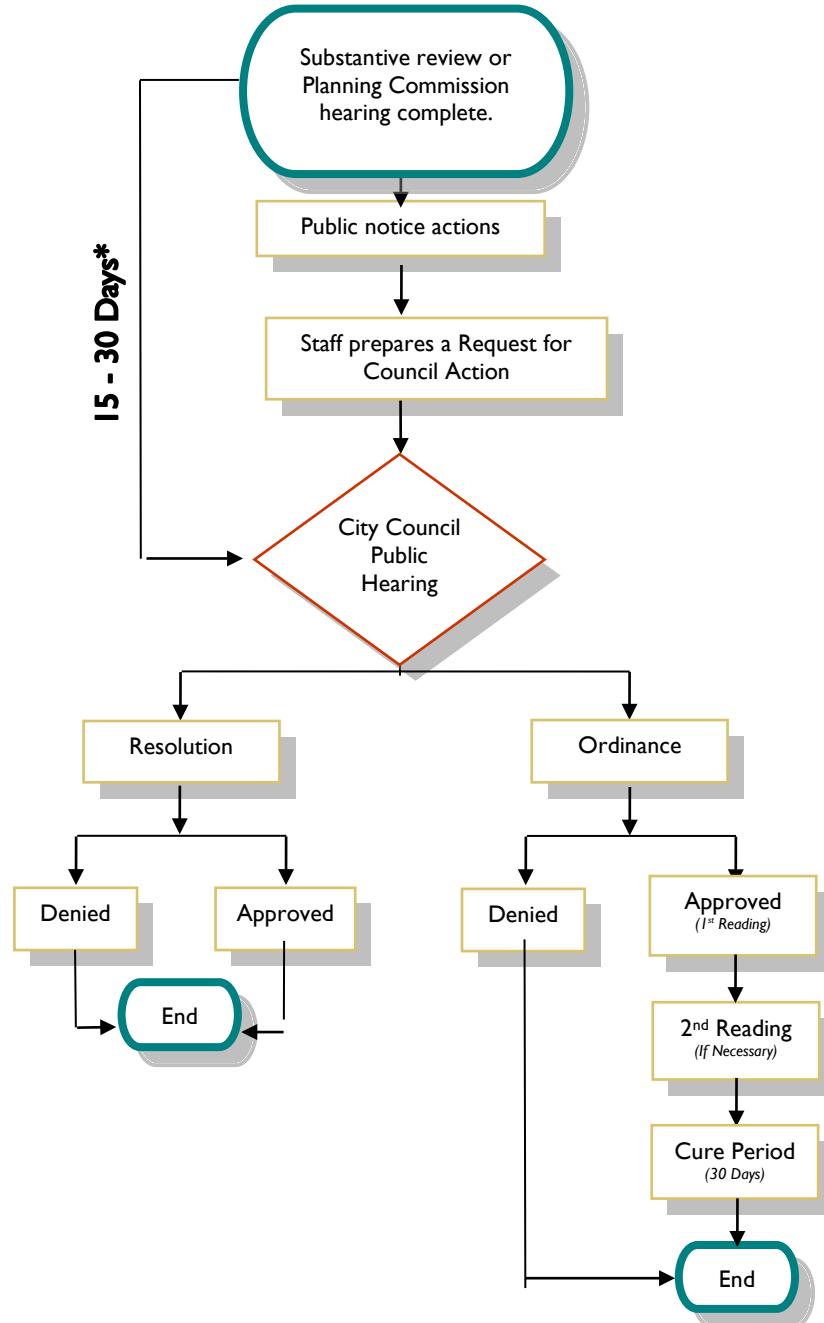
## Administrative Completeness Review Process



\* All time frames are listed as business days.



## City Council Public Hearing Process



\* All time frames are listed as business