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

Development Team Meeting Request

1. Prior to the submittal of most land use applications the applicant is required to hold a Development Team Meeting with the City departments and applicable outside agencies review staff.
2. The purpose of the meeting is to provide the applicant comments and information regarding the specific development requirements, application and processes applicable to the proposed development prior to the submittal of any formal application.
3. Meetings are held virtually and typically held on Wednesdays with the following City Staff and outside agency representatives:

   - Planning & Development Department (Planning, Engineering, and Building)
   - Public Works
   - Fire Department
   - City Management
   - Economic Development
   - ADOT (if adjacent to state highway)
   - Arizona Water Company

4. Development Team Meeting Procedures and Submittal Requirements
   - To schedule a Development Team Meeting the applicant must submit the required materials as outlined below to: cgplanning@casagrandeaz.gov
   - Upon receipt of the application and associated materials, the Development Team Meeting will typically be scheduled within 14 days, depending on availability.
   - The following information must be submitted in electronic format:
     I. 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.
     II. 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

   At the conclusion of the Development Team, the project planner will provide the applicant with a set of meeting notes indicating the development issues, concerns and input provided by the City/Agency Staff at the meeting. It is expected that the formal development application submittal will appropriately address the input provided at the Development Team Meeting.