



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

## FLOODPLAIN DETERMINATION REQUEST

Upon Completion, please send application and submittal items to: [permitscasagrande@gmail.com](mailto:permitscasagrande@gmail.com)

**1. Applicant:** \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ How would you like to receive correspondence regarding this application?

☐ US Mail ☐ Email ☐ Fax ☐

**2. Project Location/Information:**

Assessors Parcel Number (s): \_\_\_\_\_

Pinal County Parcel Search Link: <http://pinalcountyaz.gov/Departments/Assessor/Pages/ParcelInfoSearch.aspx>

Parcel Address/Location: \_\_\_\_\_

Existing Land Use Conditions:

☐ Residential (Single Family) ☐ Residential (Multi-Family) ☐ Commercial ☐ Industrial ☐ Vacant Land

☐ Other \_\_\_\_\_

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

\_\_\_\_\_  
Date

**Staff Decision:**

☐ Property, as marked on attached map, is located in Flood Hazard Area: \_\_\_\_\_

☐ Property, as marked on attached map, is NOT located in Flood Hazard Area: \_\_\_\_\_

*\*\* NOTE: This Federal Flood Zone determination is based on the Flood Insurance Rate Map for the City. This letter does not imply that the referenced property will or will not be free from flooding damage. A property not in a Special Flood Hazard Area may be damaged by a flood greater than that predicated on the FIRM or from a local drainage problem not shown. This letter does not create liability on the part of the City of Casa Grande, or any officer or employee thereof, for any damage that results from reliance on this determination.*

**Sources of information:**

Flood Insurance Rate Map (FIRM) for City of Casa Grande effective December 4, 2007; Panel No. \_\_\_\_\_

For Paul Tice  
Floodplain Administrator

\_\_\_\_\_  
Date



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## **Overview**

A floodplain determination is a letter provided by the City Floodplain Administrator verifying the current FEMA Flood Zone Designation per the current Flood Insurance Rate Map for the City.

## **Application Processing/Instructions**

1. Submit completed application by one of the following ways:  
 By mail to City of Casa Grande Development Center, 510 E. Florence Blvd., Casa Grande, AZ 85122  
 E-mail to [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)  
 Fax to 520-421-8631
2. Application Review:
  - *Application Completeness Review: 5 days*
  - *Substantive Review: 20 days*
3. Floodplain Determination Letter issued to the applicant within 20 days of submittal
4. 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 review Engineers:

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

## **Additional Information on-line:**

To view online go to: <http://www.floodsmart.gov>

To view property online go to: <http://fema.gov>

- o Pick Disaster & Maps
- o Pick Map Service Center under maps
- o Select Product Catalog (red tab)
- o Pick Effective FIRMs/FHBMs
- o Select ARIZONA
- o Select PINAL COUNTY
- o Select CASA GRANDE
- o Select current FEMA issued maps (*you will have to find your address on one of these maps*).

## **Definitions:**

**Base Flood**--A flood having a one percent chance of being equaled or exceeded in any given year.

**Zone**--A geographical area shown on a Flood Hazard Boundary Map or a Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

**Zone A** – No Base Flood Elevations determined

**Zone AE** – Base Flood Elevations determined.

**Zone AH** – Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.

**Zone X** – Areas of 0.2 % annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

## **Fees**

Flood Plain Determination Letter: \$30

Technology Recovery Fee: 5% of Review Fee

Over-All Review Time-Frames 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>
Flood Determination Letter	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.



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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.

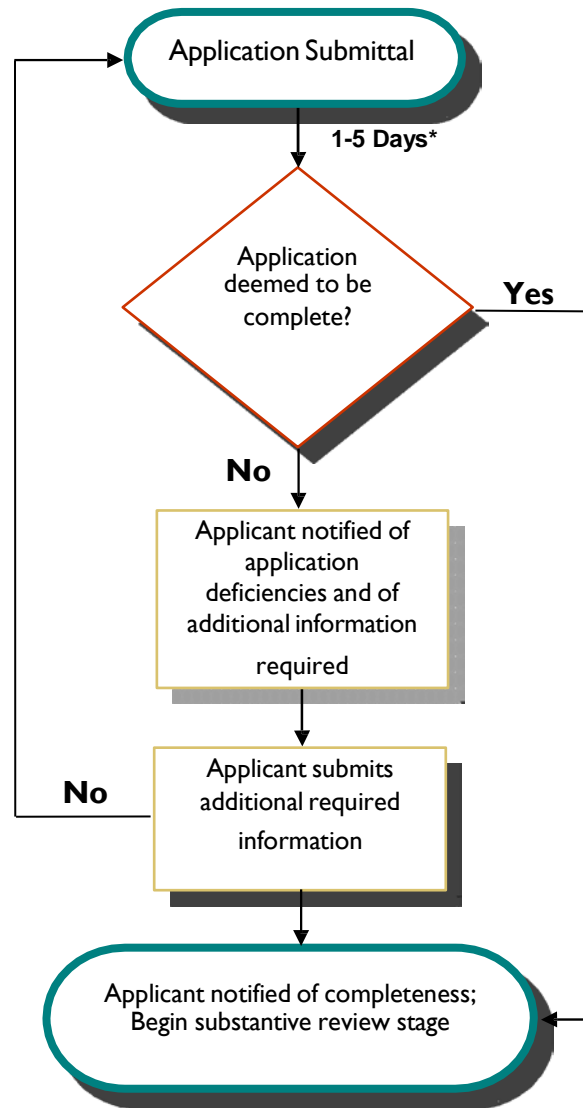
\_\_\_\_\_  
Applicant

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



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## **Completeness Review Intake Checklist**

**DC Review Engineer**

- 1) Completed Application Form \_\_\_\_\_ ☐
- 2) Application Fees \_\_\_\_\_ ☐