



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

## **SPECIAL FLOOD HAZARD AREA DEVELOPMENT PERMIT APPLICATION**

1. **PROJECT ADDRESS:** \_\_\_\_\_  
(Indicate closest Intersecting streets or alleys)

2. **ASSESSOR PARCEL NUMBER (APN):** \_\_\_\_\_

3. **REQUEST TYPE:**

<input type="checkbox"/> <b>Grading<sup>1</sup></b>	<input type="checkbox"/> <b>Manufactured Home Replacement</b>
<input type="checkbox"/> <b>RV/Park Model Replacement</b>	<input type="checkbox"/> <b>Drainage Structure<sup>2</sup></b>
<input type="checkbox"/> <b>Building Construction</b>	<input type="checkbox"/> <b>Other (Please Describe)</b> _____

4. **APPLICANT INFORMATION:**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

5. **SURVEYOR/ENGINEER:**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

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

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

### **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 permits(s) or other type of permits(s) may be revoked without notice if there is a breach of representations.

1. If this application includes grading activity a Site Development Permit Application shall be submitted for concurrent review.
2. If this application involves construction within the City's Right of Way, a Public Improvement Permit shall be submitted for concurrent review.



### **Submittal Requirements:**

#### **1. Plans, drawn to scale, illustrating the following:**

- a. Site boundaries with the location of any areas of the site contained within a special flood hazard area (i.e. Floodway and/or 100 Year Flood Plain).
- b. Description of the extent to which any water course or special flood hazard area (i.e. Floodway and/or 100 Year Flood Plain) will be altered or relocated as a result of proposed development.
- c. Location, dimensions and elevation of any proposed structures, fill, storage of materials, and drainage facilities.
- d. Proposed elevation of the lowest floor of all structures.
- e. Should floodproofing be used for non-residential structures, a certification by a registered professional engineer or architect that the floodproofing methods meets the flood proofing criteria of City Code Chapter 15.40.910.
- f. Base flood elevation data for development proposals containing more than five acres.

#### **2. Final Drainage Report Required:**

##### **A. A Final Drainage Report shall be submitted by all applicants requesting one of the follow:**

1. Site grading.
2. Construction of right of way improvements.
3. Construction of any structures.

##### **B. Impact on Special Flood Hazard Area:**

Each drainage report must verify that the proposed development within the Special Flood Hazard Area will not result in any rise in the base flood elevation, nor will increase flooding hazards upstream or downstream of the altered portion of the floodway. Per City Code 15.40.1050.

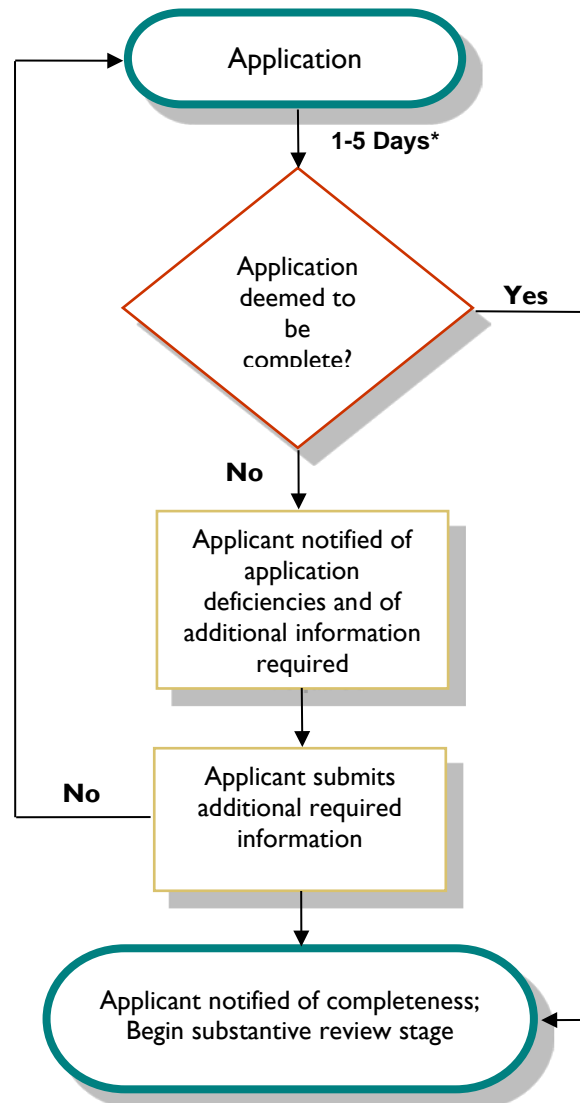
#### **3. Storage Restrictions:**

- A. Storage or processing of materials that are buoyant, flammable, explosive, or could be injurious to human, animal or plant life is prohibited in special flood hazard areas.
- B. Allowable Storage:  
Storage of material or equipment may be allowed if not subject to major damage by floods and if firmly anchored to prevent flotation or if readily removable from the area within the time available after flood warning.

### **APPLICATION COMPLETENESS REVIEW CHECKLIST**

	<b>DC Engineer</b>
1) <b>Site Plan:</b>	<input type="checkbox"/>
2) <b>Grading and Drainage Plan:</b>	<input type="checkbox"/>
3) <b>Drainage Report:</b>	
4) <b>Site Development Permit (if applicable)</b>	<input type="checkbox"/>
5) <b>Public Improvement Permit (if applicable)</b>	<input type="checkbox"/>
6) <b>Application Review Fees:</b>	<input type="checkbox"/>
a. <b>Review Fees: \$40.00 + \$150.00/ Civil Plan Sheet</b>	
b. <b>Technology Recovery Fee: 5% of Total Permit Fees</b>	

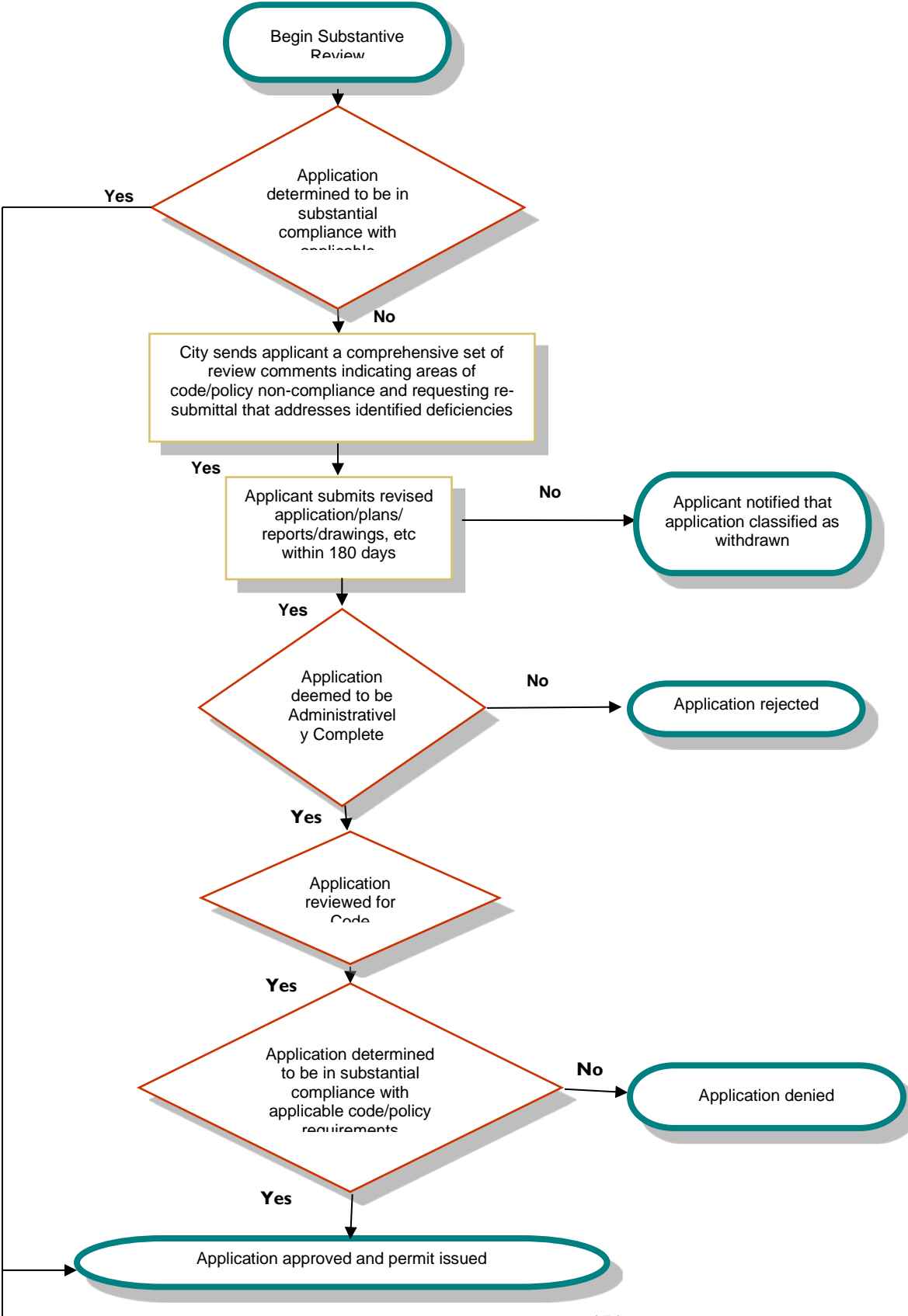
**Upon Completion, please send application and submittal items to: [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)**



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



Substantive Review Process



Over-All Review Time-Frames for Engineering Permits <sup>1,7,8</sup>


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

Permit 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>
Site Development (E-16)	2	30	2	30	64

<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:

- Addressing 1<sup>st</sup> review comments that the applicant failed to adequately address in their resubmittal; or
- 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 2<sup>nd</sup> 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:

- Demands payment of a tax, fee, penalty, fine or assessment.
- Denies an application for a permit or license that is issued by the city or town.
- 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.