



City of Casa Grande, Development Center, 510 E. Florence Blvd, Casa Grande, AZ 85122 (520) 421-8630

APPROVAL TO CONSTRUCT DRINKING WATER FACILITIES

Upon Completion, please send application and submittal items to: epermitcasagrande@gmail.com

(Notice to Applicants: Construction of Public Water Mains involves a two-part permitting and approval process.

To complete this process, applicants must file the following two applications: E21A-Approval to Construct Drinking Water Facilities and E20B-Approval of Construction)

Project Information: ☐ **Public Drinking Water Main** ☐ **Booster Pump** ☐ **Both**

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Township: _____ Section: _____ Range: _____

Project Description: _____

PROJECT OWNER INFORMATION

Name: _____ **Responsible Representative:** _____

Title: _____ **Email:** _____

Mailing address: _____

Phone Number: _____ **Extension:** _____

CONTACT INFORMATION

Applicant: _____ **Company Name:** _____

Title: _____ **Email:** _____

Mailing address: _____

Phone Number: _____ **Extension:** _____

Registered Engineer for Project: _____ **Registration Number:** _____

Firm Name: _____ **Email:** _____

Phone Number: _____ **Extension:** _____

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, 520-421-8630, Ext. 3019

**AUTHORIZATION**

The Project Owner/Responsible Party hereby authorizes the review of project plans as described for approval to construct and/or provisional verification of conformance under General Aquifer Protection Permit 4.01.

Signature of Project Owner / Representative: _____

Print Name: _____ Date: _____

Please complete and attach Letter of Authorization if Project Owner is not signing above.



COMPLETE THIS FORM ONLY IF THE PROJECT OWNER/ RESPONSIBLE PARTY IS NOT SIGNING THE APPLICATION

LETTER OF AUTHORIZATION

This form is effective for one (1) year from date of signature.

Project Name: _____

Project Location: _____

As the Project Owner / Responsible Party of fiduciary responsibility, I hereby authorize

Contact Person: _____ **Company Name:** _____

Title: _____ **Email:** _____

Mailing address: _____

Phone Number: _____ **Extension:** _____

to file this application for Approval to Construct the following facilities for the above project:

(This Authorization may be used for multiple applications, check all that apply)

☐ Onsite

☐ Offsite

☐ Water

☐ Sewer

Signature of Project Owner/ Representative: _____

Print Name: _____ **Title:** _____

Date: _____

**WATER SYSTEM INFORMATION**

Public Water System Provider: _____

PWS System Name: _____ PWS Number: 0407 - _____

PROJECT COMPONENTS
☐ Waterline ☐ Booster Station ☐ Pressure Tank ☐ Chlorination

Description of Components to be Constructed: _____

QUANTITIES TO BE CONSTRUCTED

Number of Water Connections: _____

Water Main Extension Information			
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Size (inches)		Linear Footage	
Total Linear Footage			



Public Water Supply Number (PWS) Signature Form

Public Water System Provider: _____

PWS System Name: _____ PWS Number: 0407 - _____

WATER SERVICE AGREEMENT - An unconditional agreement which is effective this date has been made between the owners of:

Project Name: _____

Project Location: _____

And the _____ (Public Water Supply Provider)

The undersigned hereby agrees to provide water to the above project with the Public Water Supply (PWS) number and they agree that the PWS is in compliance and on file with Arizona Department of Environmental Quality (ADEQ.)

Name of Authorized Agent: _____

Title: _____

Phone: _____

Email: _____

Signature _____

Date: _____

- **Signature must not be over one (1) year old.**
- **This agreement MUST be signed by the Public Water System Representative NOT the Engineer or Project owner.**
- **Failure to provide a Public Water Supply (PWS) number that is in compliance will result in immediate rejection of your project.**



Submittal Requirements:

Upon Completion, please send application and submittal items to: epermitcasagrande@gmail.com

1. **Civil Plans** (1 set with initial submittal; 2 sets once approved for signature; requires City of Casa Grande signature format, see below Note: Requires approval by Arizona Water Company prior to submittal.)
2. **Stormwater Pollution Prevention Plan (SWPPP)**
3. **Final Water Design Report**
3. **Approved Arizona Water Company Service Agreement**
4. **Traffic Control Plan** (1 set with initial submittal; 2 sets once approved for signature)
5. **Engineer's Cost Estimate**
6. **Electronic Files of all Civil Plans and Reports in PDF Format**
7. **Application Review Fees – Due at Time of Application Submittal**
 - a. Development Center Engineering review fee: \$150.00 per Civil Plan page.
 - b. Public Works Engineering review fee: \$150.00 per Civil Plan page
 - c. Final Water Report: \$300.00 (DC/PW Review)(\$150.00 each)
 - d. Technology Recovery Fee: 5% of Total Permit Fees
8. **Application Review Fees – Due at Time of Permit Issuance**

REQUIRED SIGNATURE BLOCK FORMAT

City of Casa Grande Plan Approval Recommended

Civil Engineer _____
 Date: _____ Expiration Date: _____
 The City approves these plans in concept only. The
 City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer _____ Date: _____
 Expiration Date: _____
 The City approves these drawings in concept only.
 The City accepts no responsibility for errors or omissions.

“As-Built Certification”

Accepted by:

City Engineering Inspector _____ Date _____

City Engineer _____ Date _____



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Over-All Review Time-Frames for Engineering Permits ^{1,7,8}

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Approval to Construct & Approval of Construction - Public Drinking Water Facilities (E-20B)	2	30	2	30	64

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive 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.

⁴ 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 1st comprehensive review document.

⁵ Review of resubmittal shall be limited to:

- Addressing 1st 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.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷ 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 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The 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.

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 2nd 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 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd 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

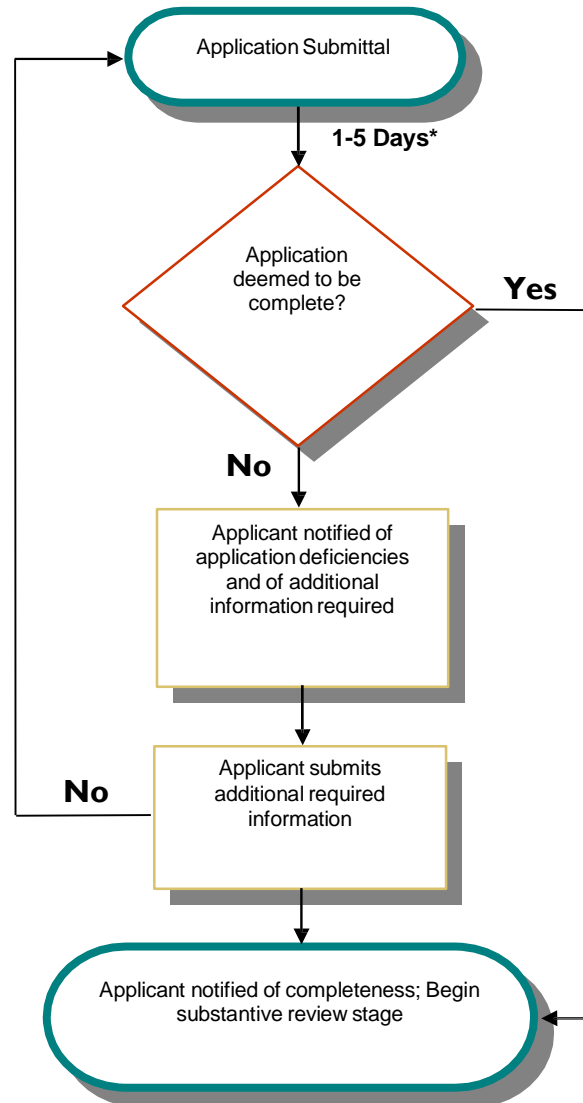
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following

- 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.



Administrative Completeness Review Process



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



Substantive Review Process – Approval to Construct

