



## 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:** 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 a Certificate of No Effect or Certificate of Appropriateness shall be accompanied by the following:

Y    N

<input type="checkbox"/>	<input type="checkbox"/>	<b>Project narrative</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal description</b>	
<input type="checkbox"/>			<b>Residential Site Plan</b> , containing the following:
<input type="checkbox"/>			<input type="checkbox"/> Name of project
<input type="checkbox"/>			<input type="checkbox"/> Date of plan preparation including subsequent revisions
<input type="checkbox"/>			<input type="checkbox"/> North point indicator
<input type="checkbox"/>			<input type="checkbox"/> Scale of not less than 1" to 50'
<input type="checkbox"/>			<input type="checkbox"/> Vicinity map
<input type="checkbox"/>			<input type="checkbox"/> Site statistics (in table form), indicating the following:
<input type="checkbox"/> Zoning & proposed use			
<input type="checkbox"/> Site area in square feet			
<input type="checkbox"/> Total building area ( <i>square feet</i> )			
<input type="checkbox"/>			<input type="checkbox"/> Boundary line of property with dimensions
<input type="checkbox"/>			<input type="checkbox"/> Buildings and structures with dimensions
<input type="checkbox"/>			<input type="checkbox"/> Existing/proposed building setbacks
<input type="checkbox"/>			<input type="checkbox"/> Fences and walls
<input type="checkbox"/>			<input type="checkbox"/> Sidewalks, walkways, driveways,
<input type="checkbox"/>			<input type="checkbox"/> Adjacent streets and street rights-of-way
<input type="checkbox"/>			<b>Commercial Site Plan</b> , containing the following:
<input type="checkbox"/>			<input type="checkbox"/> Name of project
<input type="checkbox"/>			<input type="checkbox"/> Date of plan preparation including subsequent revisions
<input type="checkbox"/>			<input type="checkbox"/> North point indicator
<input type="checkbox"/>			<input type="checkbox"/> Scale of not less than 1" to 50'
<input type="checkbox"/>			<input type="checkbox"/> Vicinity map
<input type="checkbox"/>			<input type="checkbox"/> Site statistics (in table form), indicating the following:
<input type="checkbox"/> Zoning & proposed use			
<input type="checkbox"/> Site area in square feet			
<input type="checkbox"/> Total building area ( <i>square feet</i> )			
<input type="checkbox"/> Total number of parking spaces including bike racks and handicap parking			
<input type="checkbox"/> spaces			
<input type="checkbox"/> Boundary line of property with dimensions			
<input type="checkbox"/> Buildings and structures			
<input type="checkbox"/> Existing/proposed building setbacks			
<input type="checkbox"/> Fences and walls			
<input type="checkbox"/> Proposed detached signage			
<input type="checkbox"/> Parking facilities, including bicycle racks			
<input type="checkbox"/> Sidewalks, walkways, driveways, loading areas and docks, bikeways			
<input type="checkbox"/> Adjacent streets and street rights-of-way			
<input type="checkbox"/> Onsite and offsite traffic flow			
<input type="checkbox"/> Proposed improvement phasing			
<input type="checkbox"/> Elevation drawings illustrating the design and color of the proposed work (if applicable);			



- Perspective drawings, including the relationship of the proposed work to adjacent properties (if applicable);
- Photographs of the property;
- Where the proposed work includes signs of lettering, a scale drawing showing the type of lettering to be used, all dimensions and colors, a description of the materials to be used, the method of illumination, and a plan showing the sign's location on the property; and
- Any other information that the Planning Department may deem necessary in order to visualize the proposed work (see Planning Department Staff).

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



## CERTIFICATE OF NO EFFECT/CERTIFICATE OF APPROPRIATENESS APPLICATION

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

**Request Type** (Please indicate application type):

- Certificate of No Effect
- Certificate of Appropriateness

**1. HISTORIC LANDMARK/DISTRICT NAME** \_\_\_\_\_

Street Address \_\_\_\_\_

Assessor's Parcel #'s \_\_\_\_\_

Acreage \_\_\_\_\_ Building Area (sq. ft.): Existing \_\_\_\_\_ Proposed \_\_\_\_\_

**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 AUTHORIZATION:**

*Signature of Property Owner*

*Date*



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 Planning staff member:

Jaclyn Sarnowski – [jaclyn\\_sarnowski@casagrandeaz.gov](mailto:jaclyn_sarnowski@casagrandeaz.gov), 520-421-8630, Ext. 3161

### **Pre-Application Process**

No person shall carry out any exterior alteration, restoration, reconstruction, demolition, new construction or moving of a landmark or property within a historic district, nor shall any person make any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving or other exterior elements visible from a public street or alley that affect the appearance and cohesiveness of the historic landmark or historic district, without first obtaining a **Certificate of No Effect** from the Planning Department or a **Certificate of Appropriateness** from the Historic Preservation Commission. "Alteration" means any construction or change of the exterior of a building, object, site or structure designated a landmark. For buildings, objects or structures, "alteration" shall include, but is not limited to, the changing of roofing or siding materials; changing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, swings or other ornamentation, and the changing of paint color. "Alteration" shall not include ordinary repair and maintenance.

Prior to the submittal of either a Certificate of No Effect or Certificate of Appropriateness application, the applicant is required to hold a Pre-Application meeting with the Planner to review the type of Certificate required, application submittal requirements, processing steps and timelines.

### **Certificate of No Effect**

A Certificate of No Effect is granted by the City of Casa Grande Planning and Development Department for minor exterior alterations to the exterior of a building, object, site, or structure designated as a landmark.

### **Application Processing**

- 1) **Staff Review of Submitted Plans**- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 14 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 10 days.
- 2) **Planning Department Action** - If the Planning Department finds that the facts presented in the matter justify approval, it may approve the request with any conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance. If the Planning Department finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. The applicant can appeal the Planning Department's decision to the Historic Preservation Commission by applying for a Certificate of Appropriateness

### **Certificate of Appropriateness**

### **Application Processing**

- 1) **Staff Review of Submitted Plans**- The complete application will be reviewed by the City Planning Department Staff. Review comments will be sent back to the applicant within 21 days after the submittal of a complete application. The applicant is responsible for addressing staff comments/redlines and submitting revised plans. Staff will respond to the re-submittal, and any subsequent reviews within a maximum of 14 days. After comments/redlines have been adequately addressed, a Staff Report will be prepared and the application forwarded to the Historic Preservation Commission for consideration at the next regularly scheduled meeting.
- 2) **Historic Preservation Commission Hearing** –The Commission shall hold a public hearing on the application, at



which an opportunity will be provided for proponents and opponents of the application to present their views. The Commission shall approve, approve with conditions deemed necessary to preserve the intent of the Historic Preservation Ordinance or deny the certificate of appropriateness. If the Commission finds that the facts presented do not justify approval, it must deny the request and will specify the reasons. Normally, a decision is made at the same meeting that the hearing is held. Historic Preservation Commission hearings are held on the forth Monday of each month at 6:00 p.m. at the City Hall Council Chambers, 510 E. Florence Boulevard, Casa Grande, AZ 85122.

- 3) **Hardship Application** – If the Historic Preservation Commission denies a Certificate of Appropriateness request, applicant may apply for relief on grounds of hardship. Application shall be made in writing and submitted to the Commission within 45 days after receipt of written denial.
- 4) **Appeals** – Any person aggrieved by a decision of the Historic Preservation Commission relating to hardship may, within 15 days of the decision, file a written application with the City Council for review of the decision.

**Public Notice (Certificate of Appropriateness only)**

- 1) **City Staff will provide the applicant the following notification items 21 days prior to the hearing:**
  - a) Sign Posting Instructions
- 2) **Notice of the Paper**- City staff will prepare the Notice of Public Hearing.
- 3) **Sign Posting**- The applicant must post a Notice of Public Hearing Sign at least fifteen (15) calendar days prior to the date of the public hearing subject to the Casa Grande Public Notice Sign Posting Instructions.  
(<http://casagrandeaz.gov/dept/planning/planning-division/devforms/>)
- 4) **Notice to Property Owners** - City Staff will prepare and mail the Notice of Public Hearing.



### 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 Re-submittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
Certificate of No Effect	5	20	5	20	50
Certificate of Appropriateness <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.

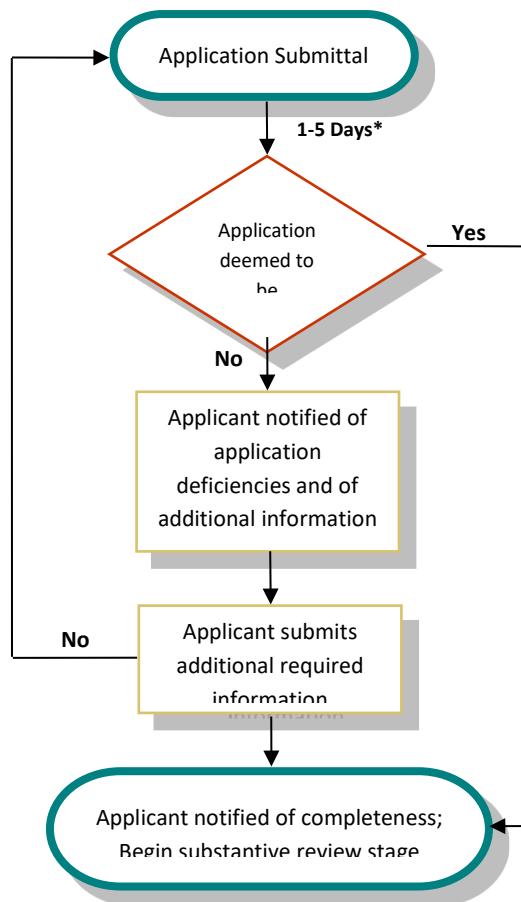
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of \_\_\_\_\_ additional days.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City



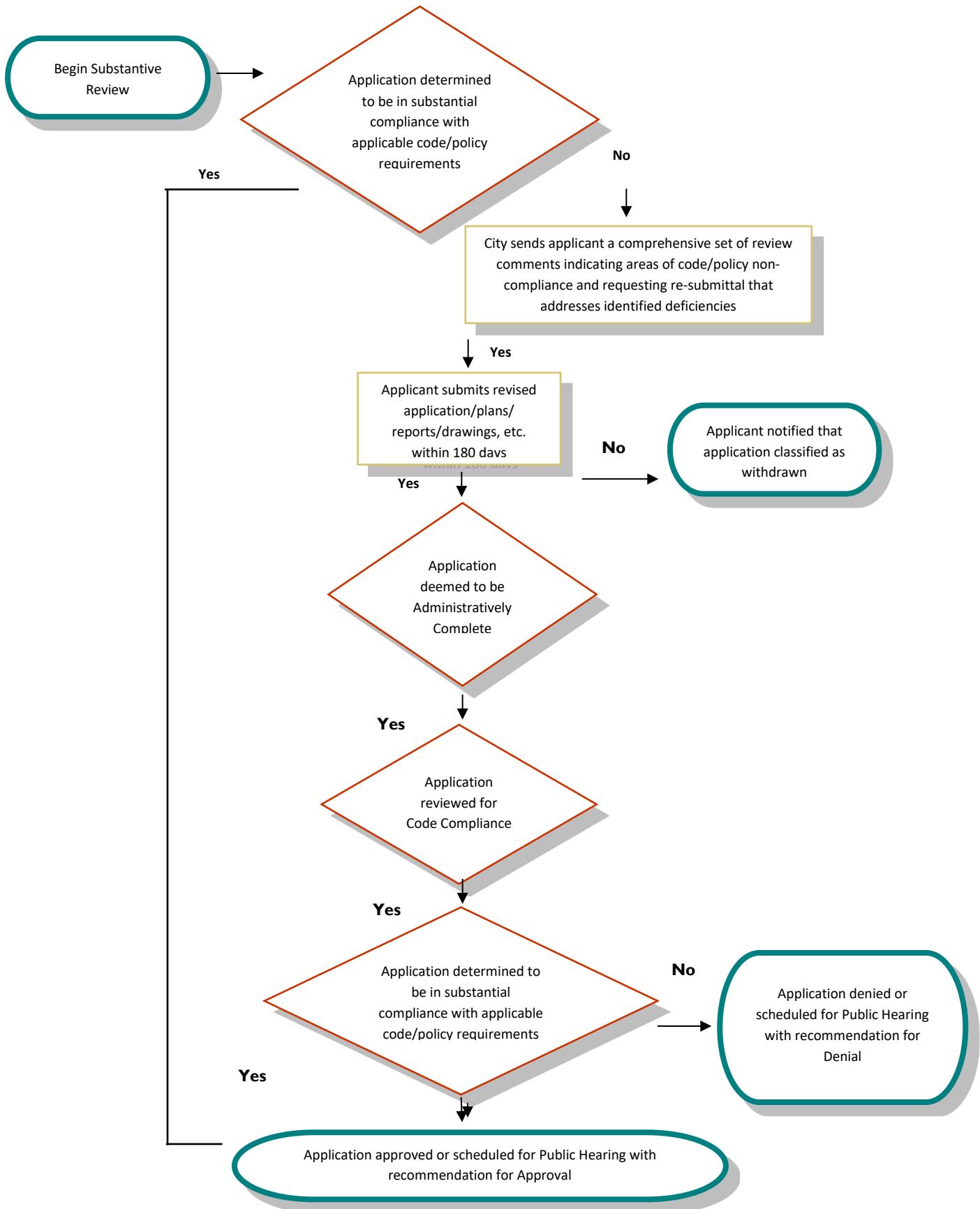
## Administrative Completeness Review Process



\* All time frames are listed as business days.



## Substantive Review Process





## Historic Preservation Commission Public Hearing Process

