



## 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:** Pay associated application fees
  - Final fees will be provided to you following application submittal
  - To pay by credit card or e-check call 520-421-8630
  - Credit cards are subject to a 2.7% convenience fee and the e-check fee is \$3
- Step 6:** 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**

This checklist has been provided to assist the applicant in assembling the documentation needed for a complete submittal. Only complete submittals will be accepted for plan review. Please contact our department with questions regarding the required materials.

A Comprehensive Sign Plan must be submitted as one complete package in booklet format containing the following information:

**Y    N**

<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Narrative</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>The following information shall be provided regarding the proposed signs:</b>
<input type="checkbox"/> 1) Wall Signage: a. Square footage of wall signage allowed per linear foot of building elevation b. Specific building elevations which are allocated wall signage c. Style and color schemes for the wall signage d. Lighting specifications		
<input type="checkbox"/> 2) Canopy & Awning Signage: a. Square footage of signage allowed per linear foot of canopy or awning b. Specific canopy or awning elevations which are allocated signage c. Style and color schemes for the signage d. Lighting specifications		
<input type="checkbox"/> 3) Free Standing Signage: a. Number proposed b. Location c. Size and height d. Materials, colors and style (i.e. freeway pylon, monument, low profile, etc) e. Lighting specifications f. Proposed landscaping adjacent to signs		
<input type="checkbox"/> 4) Directional, Menu Boards, etc.: a. Number proposed b. Location c. Size and height d. Materials, colors and style (i.e. freeway pylon, monument, low profile, etc) e. Lighting specifications f. Proposed landscaping adjacent to signs		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site plan, including the following:</b>
1) Site boundaries with dimensions		
2) Existing and proposed building locations		
3) Entrances, drive aisles and parking areas		
4) Existing and proposed sign locations		



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

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



## COMPREHENSIVE SIGN PLAN APPLICATION

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

**Request Type** (Please indicate one of the following):

- New Comprehensive Sign Plan
- Amendment to an Existing Comprehensive Sign Plan

**1. PROJECT NAME** \_\_\_\_\_

Site Address \_\_\_\_\_

Assessor Parcel # (s) \_\_\_\_\_

Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

**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 members:

**Jim Gagliardi** – [jim\\_gagliardi@casagrandeaz.gov](mailto:jim_gagliardi@casagrandeaz.gov); 520-421-8630, Ext. 3020

**Samuel Leonard** – [samuel\\_leonard@casagrandeaz.gov](mailto:samuel_leonard@casagrandeaz.gov); 520-421-8630, Ext. 3023

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

**Daniela Warren** – [daniela\\_warren@casagrandeaz.gov](mailto:daniela_warren@casagrandeaz.gov); 520-421-8630, Ext. 3107



## Overview

In accordance with Section 606 of the Sign Code a comprehensive sign plan may be submitted by the developers of a proposed commercial development which will occupy the entire frontage of one or more block fronts, or by the developers of a planned shopping center. The plan shall include the location, size, height, color, lighting and orientation of all proposed signs, in addition to any other information deemed necessary. If the comprehensive sign plan is found to be acceptable, exceptions to the provisions of this Code may be granted, if the sign areas and densities shown on the plan are in conformity with the intent of the Sign Code and if such exceptions result in an improved relationship between the various parts of a comprehensive sign plan.

Comprehensive Sign Plan applications are typically reviewed by the Board of Adjustment, unless otherwise stipulated that it is subject to Planning & Zoning Commission Review with a Planned Area Development Zoning. They are intended to provide for the establishment of signage criteria that is tailored to a specific development or locations. The intent is to provide for flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs.

## Pre-Application Process

Prior to the submittal of this application the applicant is required to hold a Pre-Application meeting with the Planner to review the application submittal requirements, processing steps and timelines.

## Public Notice:

- 1) Newspaper Notice- City staff will prepare the Notice of Public Hearing.
- 2) 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. City Staff will provide the applicant with sign posting instructions 21 days prior to the hearing. *Said sign must be removed from the site no later than 10 days after the last applicable public hearing. The City offers a sign removal service for a fee (if desired check the box below).*
- 3) Surrounding Property Owner Notification - City Staff will prepare and mail all required notices to surrounding property owners.

## Appeal Rights:

- 1) The applicant may file an appeal of the Board of Adjustment decision on a Comprehensive Sign Plan to the Superior Court within 30 days of the Board's decision.
- 2) The applicant may file an appeal of the Planning Commission's decision on a Comprehensive Sign Plan to the City Council within 10 days of the Commission's decision. Said appeal shall be placed on the next available City Council agenda and Council shall consider oral or written statements from the applicant, city staff, the public, and its own members (17.68.070.E)

## Fees:

Comprehensive Sign Plan: \$1,050

Technology Recovery Fee: 5% of review fee

Public Hearing Sign Removal Fee (Optional): \$100



## 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 Resubmittal <sup>5,7,8</sup> and Staff Decision to Approve/Deny	Over-All Review Timeframe <sup>6,7,8</sup>
Comprehensive Sign Plan <sup>9</sup>	5	30	5	30	70

<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.

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Applicant

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Agreed to by City

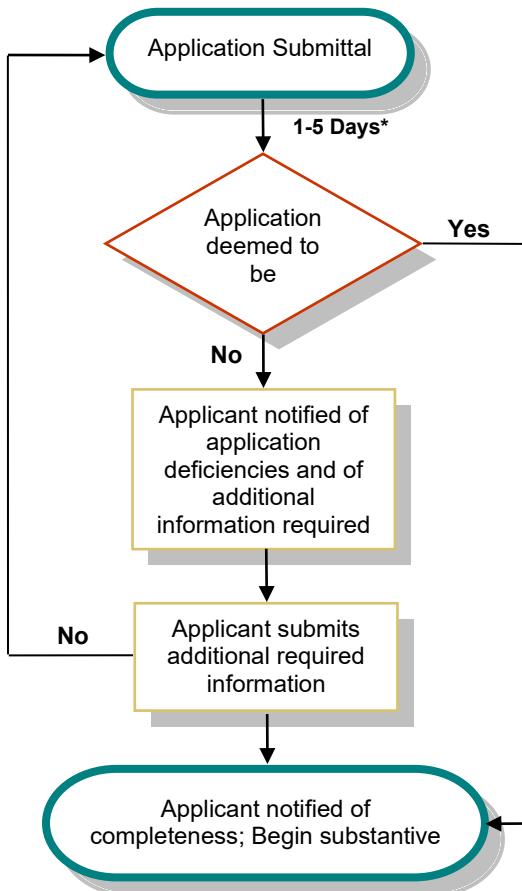
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



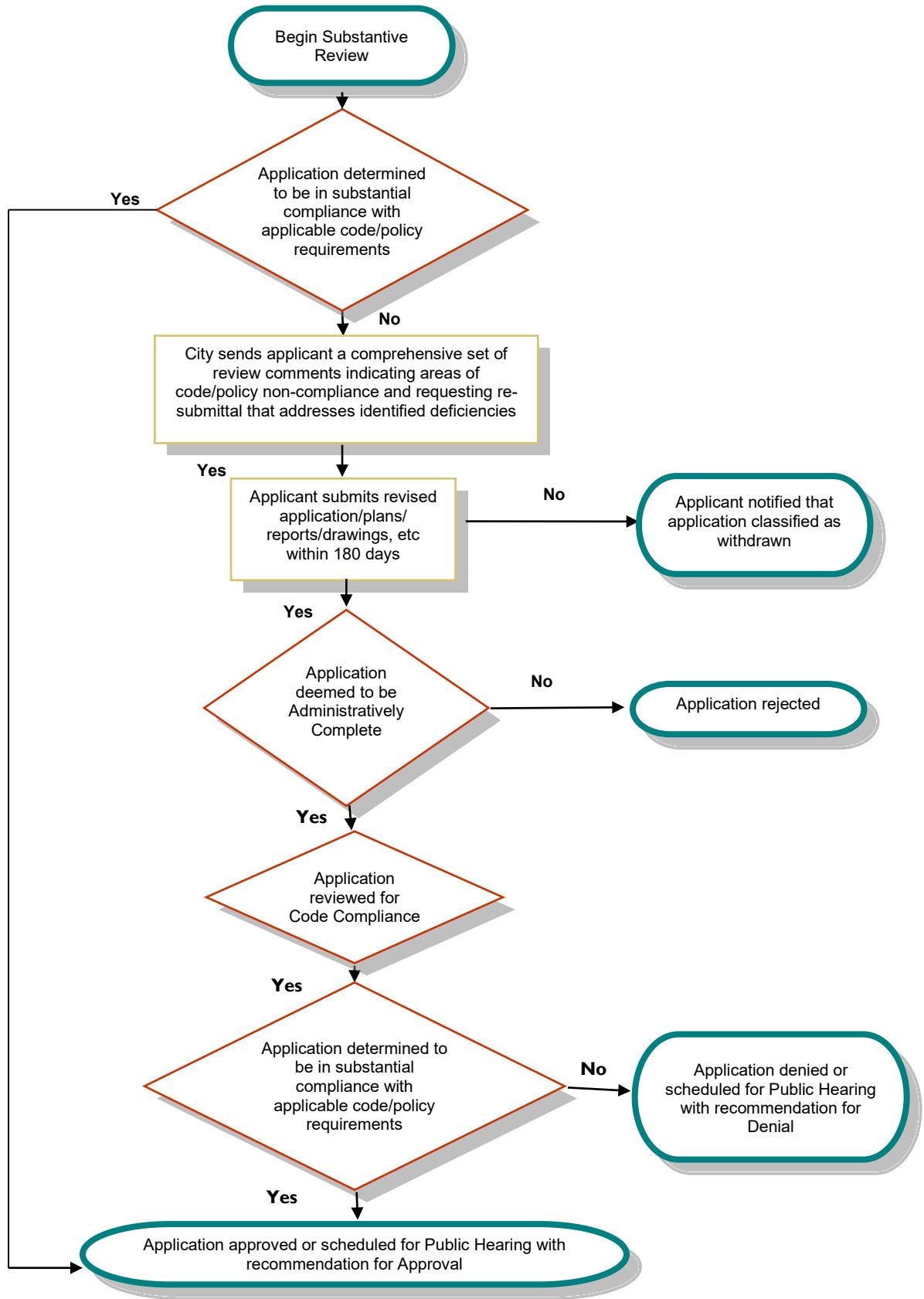
## Administrative Completeness Review Process



\* All time frames are listed as business days.

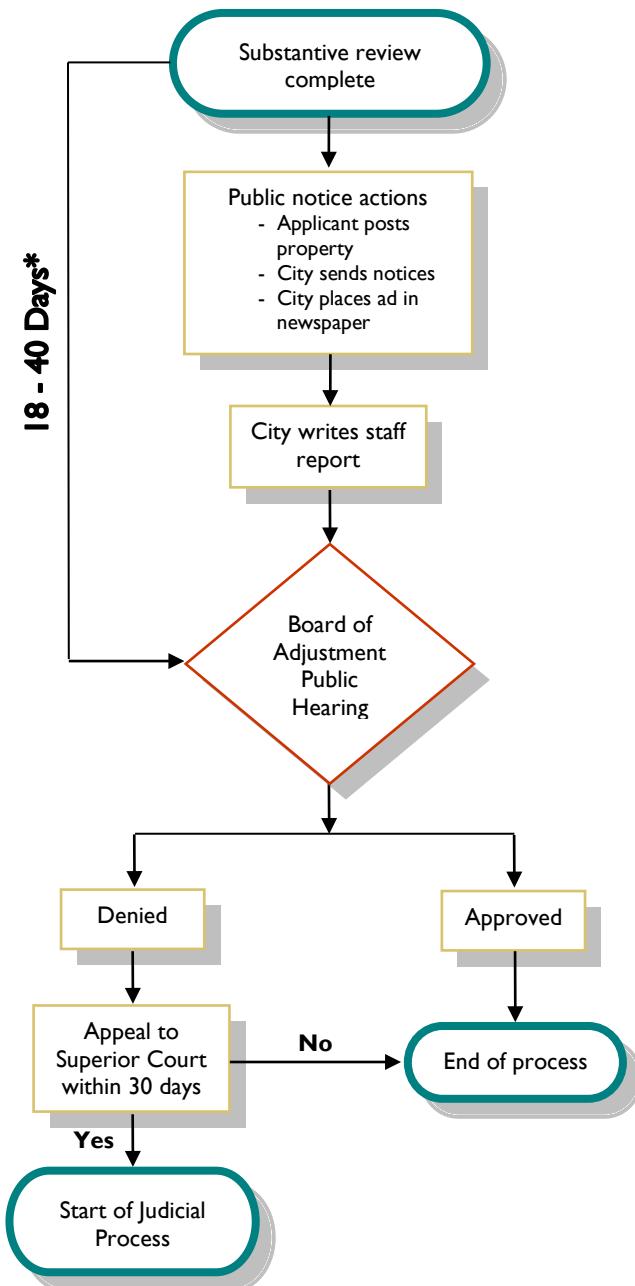


## Substantive Review Process





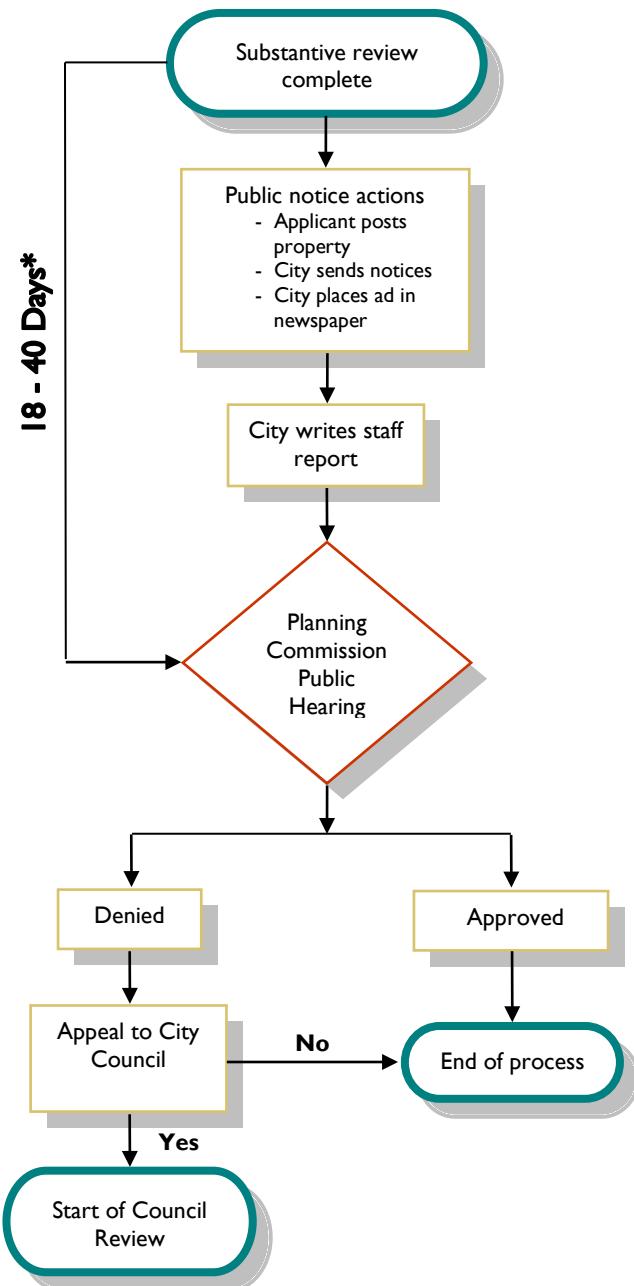
## Board of Adjustment Public Hearing Process



\* All times frames are listed as business days.



## Planning Commission Public Hearing Process



\* All time frames are listed as business days.