



## DRIVEWAY AUTHORIZATION APPLICATION

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

**Curb Description** (Please indicate the existing curb condition along the street where driveway is to be created):

- No curb exists
- Vertical curb: need to cut into it to create ability for a typical vehicle to access the lot
  - Will require Right of Way Work Permit Application approval in addition to this form
- Rolled curb: no modification to curb needed to enable a typical vehicle to access the lot

**PROJECT NAME** \_\_\_\_\_

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

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

Width of Lot \_\_\_\_\_ Width of proposed driveway on property \_\_\_\_\_

Answer "NA" if not applicable: Width of existing driveway on property \_\_\_\_\_

Indicate the one that applies:

- This driveway will be connected/ will result in a widening of an existing driveway \_\_\_\_\_
- This driveway is a separate disconnected new driveway \_\_\_\_\_

Proposed Driveway Surface Type:  decomposed granite       concrete/asphalt       other \_\_\_\_\_Will this be, or result in, a circular driveway?  Yes       No**PROPERTY OWNER INFORMATION:**

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

Phone \_\_\_\_\_ 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 the following Planning staff member:

**Samuel Leonard - [samuel\\_leonard@casagrandeaz.gov](mailto:samuel_leonard@casagrandeaz.gov) 520-421-8630, Ext. 3023**  
**Daniela Warren - [Daniela\\_warren@casagrandeaz.gov](mailto:Daniela_warren@casagrandeaz.gov) 520-421-8630, Ext. 3107**

### **Overview**

The Driveway Authorization application allows staff to evaluate City Code requirements, particularly to consider requests to have more than one driveway, a circular drive, or a wider-than-existing driveway in a residential neighborhood. Per 17.56.130.B of the City Code, Single-family uses shall be limited to one drive access per property.

These conditions shall apply unless otherwise granted approval by the Planning and Development Director or their designee. Said Director or designee will evaluate compliance with other City Code requirements including: The driveway paving does not exceed 50% of the required front yard area and the driveway surfacing is dust free and in compliance with the Access Management Standards.

The Development Center Engineer is to advise whether a Right of Way Work Permit will also be needed to complete the installation of the driveway.

### **Pre-Application Process**

Prior to the submittal of an application for Driveway Authorization, the applicant is encouraged to hold a pre-application meeting with the Assistant Planner to review the application submittal requirements, processing steps and timelines.

### **Public Notice**

No public notice is required with this application.

### **Fees**

**Driveway Authorization Application: \$105**

**Technology Recovery Fee: 5% of Review Fee**



# SUBMITTAL PACKAGE

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.

Driveway Authorization Applications are required to be reviewed and approved by the Planning and Development Director or their designee.

**IN ADDITION TO THE APPLICATION THE FOLLOWING IS REQUIRED:**

Y N

- Site Plan**, at a scale not smaller than one-inch equals one hundred feet indicating the following:
  - a) Name of project
  - b) Address
  - c) North Arrow
  - d) Name and location of abutting streets
  - e) Identify existing public sidewalks
  - f) Property outline noting dimensions of property lines
  - g) Location of house on property and distance of house from property lines
  - h) Location of existing and proposed driveways, identifying such as existing or proposed
  - i) Identify dimensions of existing and proposed driveways including its length and width from the property line inward toward the home. Also note distance from proposed driveway to nearest side property line.
  - j) Identify driveway surface type proposed. Note: must be dust-free.
- Project Narrative** (a brief description of the reason for the request and the details of the request)
- Hard Submittal** (the above documents sent both as a hardcopy and digital submittal.)

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



## ELECTRONIC SUBMITTALS

1. All applicants should email the application (form only, no required submittal material) to [cgplanning@casagrandeaz.gov](mailto:cgplanning@casagrandeaz.gov)
2. Following the application form submittal, you will be sent a link to a Google Drive folder into which you should submit all required application and submittal materials.
3. Please call 520-421-8630 to pay by credit card or e-check. Credit cards are subject to a 2.7% convenience fee and the e-check fee is \$3.



## 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>
Driveway Authorization Application	2	10	2	10	24

<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.



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

Agreed to by City

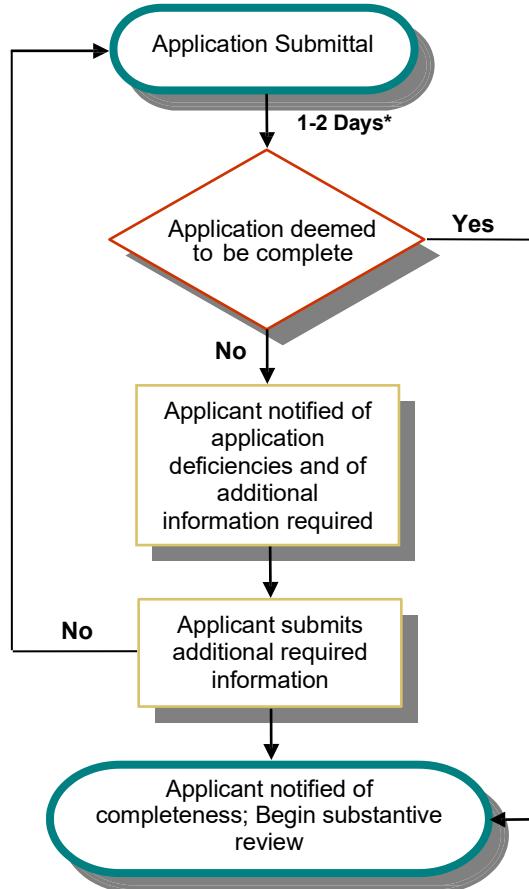
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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

