



## **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 sheet**
- Step 3: Fill out the attached application**
- Step 4: Submit application and submittal 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 attached to 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 categories listed above. 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 **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 #\_\_\_\_



### **Overview**

From time to time, the City of Casa Grande may choose to amend the General Plan in order to respond to opportunities or for other reasons. Arizona Revised Statutes §9-461.06 allow jurisdictions to determine review cycles for Major General Plan Amendments. For the City of Casa Grande, there are two review cycles for Major Amendments to the General Plan per year. Minor Amendments to the General Plan can occur throughout the year and in conjunction with a zone change or Planned Area Development (PAD) request. State Law defines a Major Amendment as “a substantial alteration of the municipality’s land use mixture or balance as established in the municipality’s existing general plan land use element”. Typically, a Major Amendment is required for sites of 50 acres.

### **Pre-Application Process**

Prior to the submittal of a General Plan Amendment Application the applicant is required to hold a pre-application meeting with the Planner to review the application submittal requirements, processing steps and timelines. During the pre-application stage the applicant’s proposal may be scheduled for a Development Team Meeting which will allow other appropriate review staff to provide the applicant comments and guidance on the proposed amendment. A plan reflecting the proposed General Plan Amendment shall be submitted to the Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting. Said plan shall indicate the following:

- 1) Existing and proposed land use designation of the subject site and all properties within ¼ mile of the proposed amendment
- 2) A site statistics table showing:
  - Existing use of land
  - Existing zoning of the subject area
  - Site area (net & gross, in acres and square feet)
- 3) Boundary line of property with dimensions
- 4) Adjacent streets/rights of ways

### **Public Notice**

- 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.
- 4) Notice to Property Owners - City Staff will prepare and mail the Notice of Public Hearing.

### **Fees**

Major General Plan Amendment: \$2,415 plus \$10.00 per acre for first 160 acres plus \$1.00 per acre for each acre over 160

Minor General Plan Amendment: \$1,050

Technology Recovery Fee: 5% of Review Fee

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

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

**Over-All Review Timeframes for Projects <sup>1,7,8</sup>**

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>
General Plan Amendment – Minor <sup>9</sup>	5	30	5	30	70
General Plan Amendment – Major <sup>9</sup>	5	60	5	60	130

<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 overall time frame by 50%. The specific 1<sup>st</sup> and 2<sup>nd</sup> and overall 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

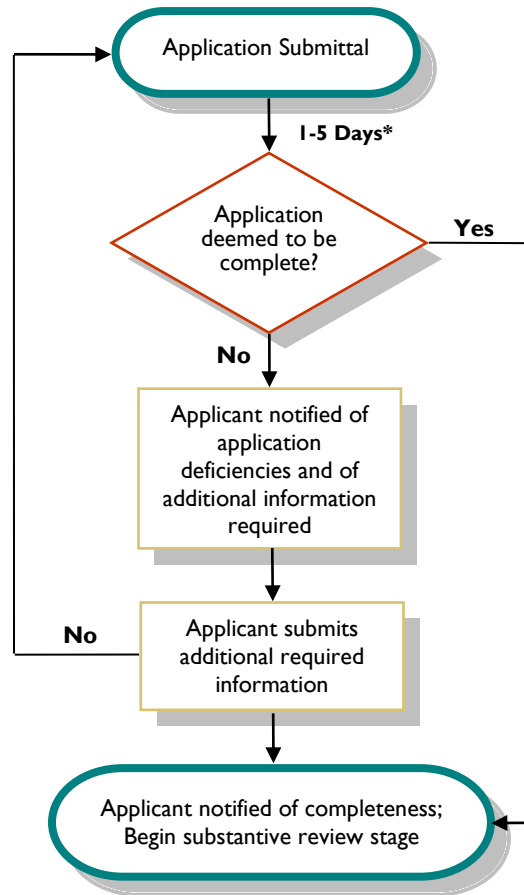
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



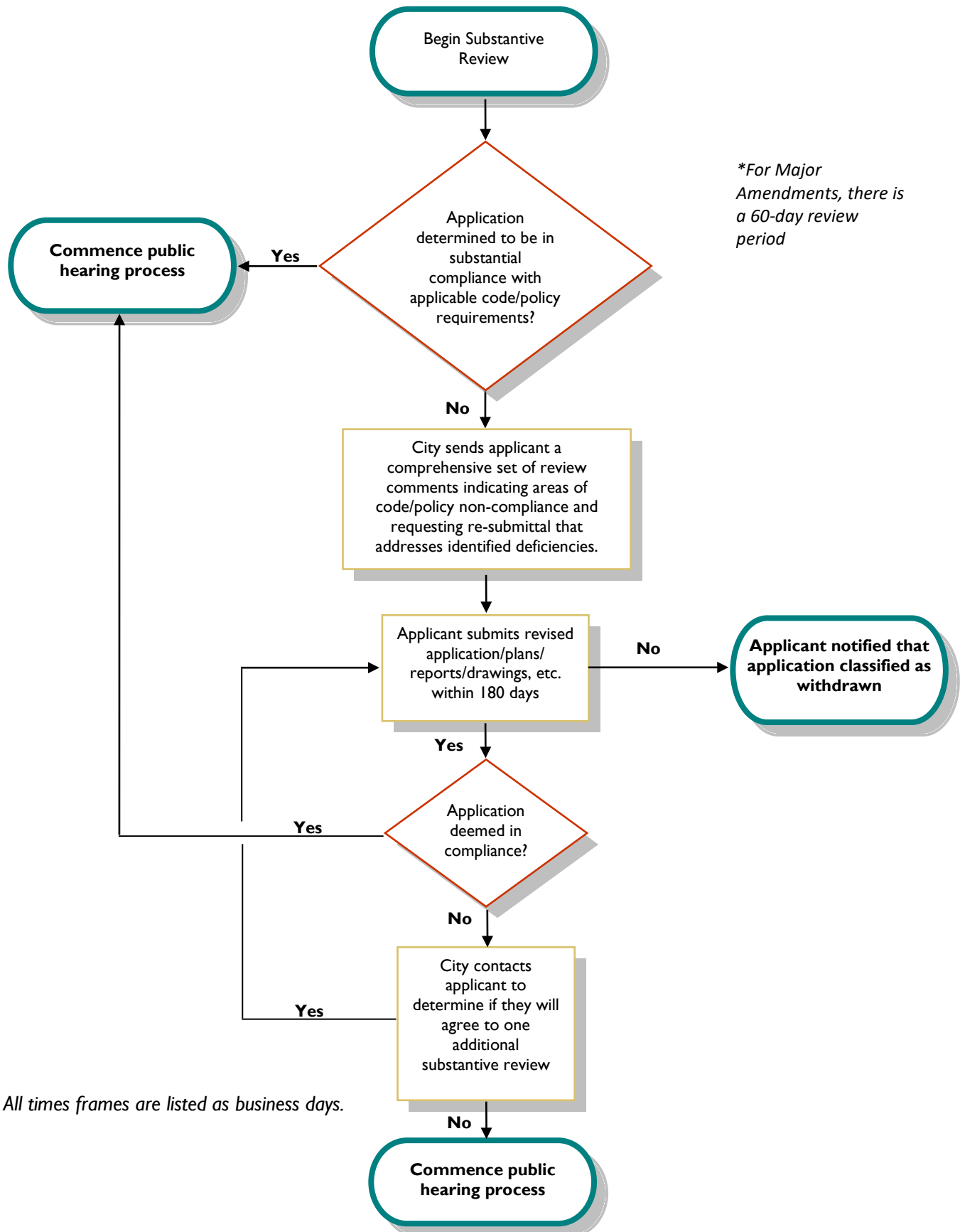
## Administrative Completeness Review Process – General Plan Amendment



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

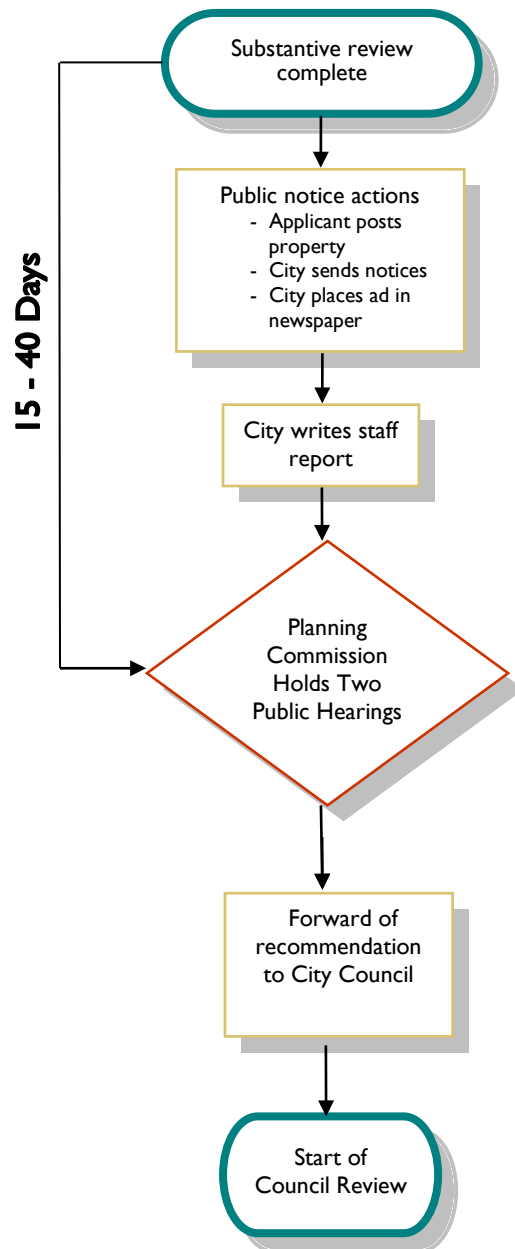


## Substantive Review Process – General Plan Amendment





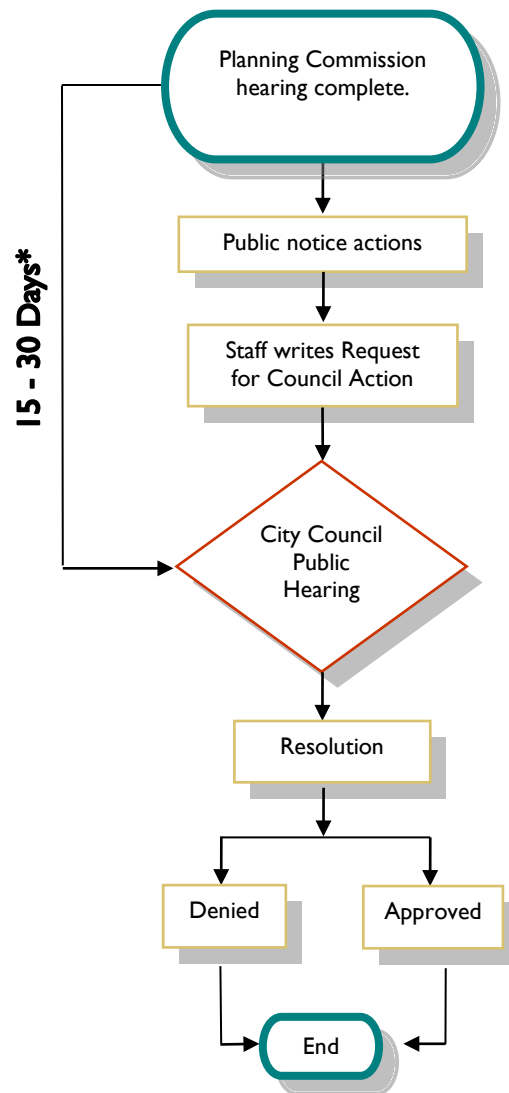
## Planning Commission Public Hearing Process – General Plan Amendment



*\* All times frames are listed as business*



## City Council Public Hearing Process – General Plan Amendment



*\* All times frames are listed as business*



## **SUBMITTAL MATERIAL REQUIREMENTS** **MUST BE INCLUDED WITH APPLICATION**

This sheet 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.

All requests to amend the General Plan shall be submitted to the City of Casa Grande Planning and Development Department and shall be accompanied by the following:

- 1) Narrative:** describing the reason for the amendment
- 2) Response to the General Plan Amendment Determination criteria:**
  1. Describe and detail how each of the General Plan Guiding Principles (from the land use element section) are achieved with the proposed General Plan Amendment.
  2. Describe how the proposed amendment enhances or has no net impact on future water supplies.
  3. Describe how the proposed amendment enhances or has no net impact on mobility and traffic congestion.
  4. Describe how the proposed amendment enhances or has no net impact on the quality and quantity of publicly accessible open spaces and trails.
  5. Describe how the proposed amendment enhances or has no net impact on the natural environment, including air and water quality.
  6. Describe and detail how any of the general plan goals and/or action steps are achieved by the proposed amendment.
  7. Describe how the proposed amendment impacts the General Plan land use pattern. Provide acreages and percentage of impact for each impacted category.

**For General Plan Amendments requiring a Growth Area Change from Phase II to Phase I, address the following criteria:**

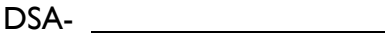
1. Whether the property has approved Certificates of Assured Water Supply (CAWS) or could be provided
2. Whether the property could be served by the Casa Grande wastewater treatment facility or could be developed using alternative wastewater service.
3. Whether the property could be provided fire, police, sanitation, and street maintenance services in a cost- effective manner.
4. Whether the property is in a land use classification that allows urban-level development.
5. Whether the property is currently within the City limits or is in the process of being annexed.

**3) Land Use Exhibit indicating the following:**

- a. Name of project/development
- b. Date of preparation
- c. North point indicator
- d. Vicinity map
- e. Site statistics (in table form), indicating the following:
  - i. Existing use of land
  - ii. Existing zoning of the subject area
  - iii. Site area (net & gross, in acres and square feet)
- f. Existing and proposed land use designation of the subject site and all properties within ¼ mile of the proposed amendment
- g. Boundary line of property with dimensions
- h. Adjacent streets/rights of ways

**4) Legal description of the perimeter boundary of the proposed amendment location.**

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



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

**Request Type** (Please indicate the type of Amendment):

☐ Major Amendment    ☐ Minor Amendment

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

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

Land Area: Acres \_\_\_\_\_ Sq. ft. \_\_\_\_\_

Existing Land Use Classification(s) \_\_\_\_\_

Requested Land Use Classification(s) \_\_\_\_\_

Existing Zoning District(s) \_\_\_\_\_

### Proposed Use of the Property

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**3. PROPERTY OWNER INFORMATION:**

Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**OWNER AUTHORIZATION:**

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

STATE OF ARIZONA )  
 ) ss

County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public