



## 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 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 #\_\_\_\_\_



### **Pre-Application Process**

Prior to the submittal of an application for a PAD Zoning 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 City/outside agency review staff to provide the applicant with comments and guidance on the proposed development. The applicant should bring the following information to the pre-application meeting:

- 1. Project Narrative indicating the following:**
  - a. Applicant information
  - b. Description of proposed development
  - c. Other information the applicant believes may be useful to allow City/Agency Staff to familiarize themselves with the project.
- 2. Conceptual Site Plan drawn at a readable size and scale indicating the following:**
  - a. Proposed site boundaries & lot configurations
  - b. Proposed building footprints & land uses
  - c. Proposed access, parking & circulation
  - d. Proposed utility services
  - e. Proposed drainage facilities
  - f. Special site conditions

### **Public Notice**

- 1) Pre-Scoping Letter or Neighborhood Meeting** -- Prior to submitting an application, the applicant is responsible for sending notification letters to property owners within at least 300'. Staff will provide more details at the pre-application meeting. Depending on the potential for adverse impacts, a neighborhood meeting may also be required.
- 2) Newspaper Notice** - 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. 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).*
- 4) Surrounding Property Owner Notification** - City Staff will prepare and mail all required notices to surrounding property owners.

### **Proposition 207 Waiver**

The City requires that all zone change applicants sign a Proposition 207 Waiver prior to 2nd reading, and final approval, of the re-zoning ordinance by City Council.

### **Fees**

- Initial PAD Zoning: \$2,750
- Amendment to PAD Zoning:
  - Major Amendment (Planning Commission and City Council): \$2,750
  - Major Amendment (Planning Commission): \$1575.00

### **Plus:**

Technology Recovery Fee: 5% of Review Fees



## Major Amendment to an existing PAD Zoning Guide Submittal Package

Each application for a Major Amendment to a PAD Zoning Guide shall be filed in accordance with Article V of the City Code and comply with the following code requirement:

### Section 17.68.330.B:

*All changes not considered Minor Changes as defined under Section 17.68.330 A, shall be considered Major Changes. All Major Changes shall be submitted to the Planning and Zoning Commission for their review and approval in accordance with the procedure and requirements defined under Article V of this Code, except that only Major Changes requesting a change of land use, changes to the proposed arterial or collector roadway transportation circulation system, loss of open space, increase in residential density, the addition of cluster type development, or any request pertaining to a Large Single Retail Use or Large Multiple Use Shopping Centers shall be required to be forwarded to the City Council for final approval. All other Major Changes shall be decided upon by the Planning and Zoning Commission.*

**NOTE:** The specific submittal requirements for a PAD Amendment will be determined by Planning Staff during the Pre-Application Meeting based upon the nature and scope of the proposed amendment.

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

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> |
|--|---|---|---------------------------|---|--|
| PAD – Prelim Dev Plan – Initial and Major Amendment – PZ & CC <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 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.

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Applicant

Agreed to by City

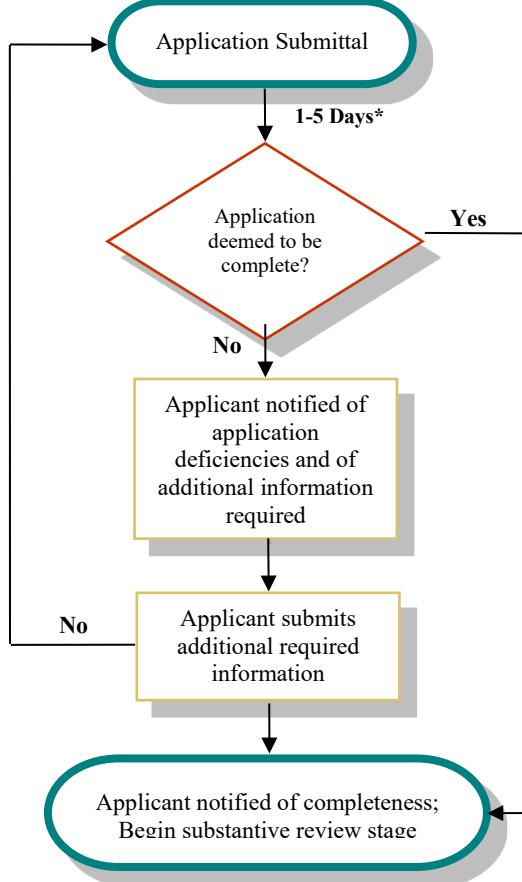
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



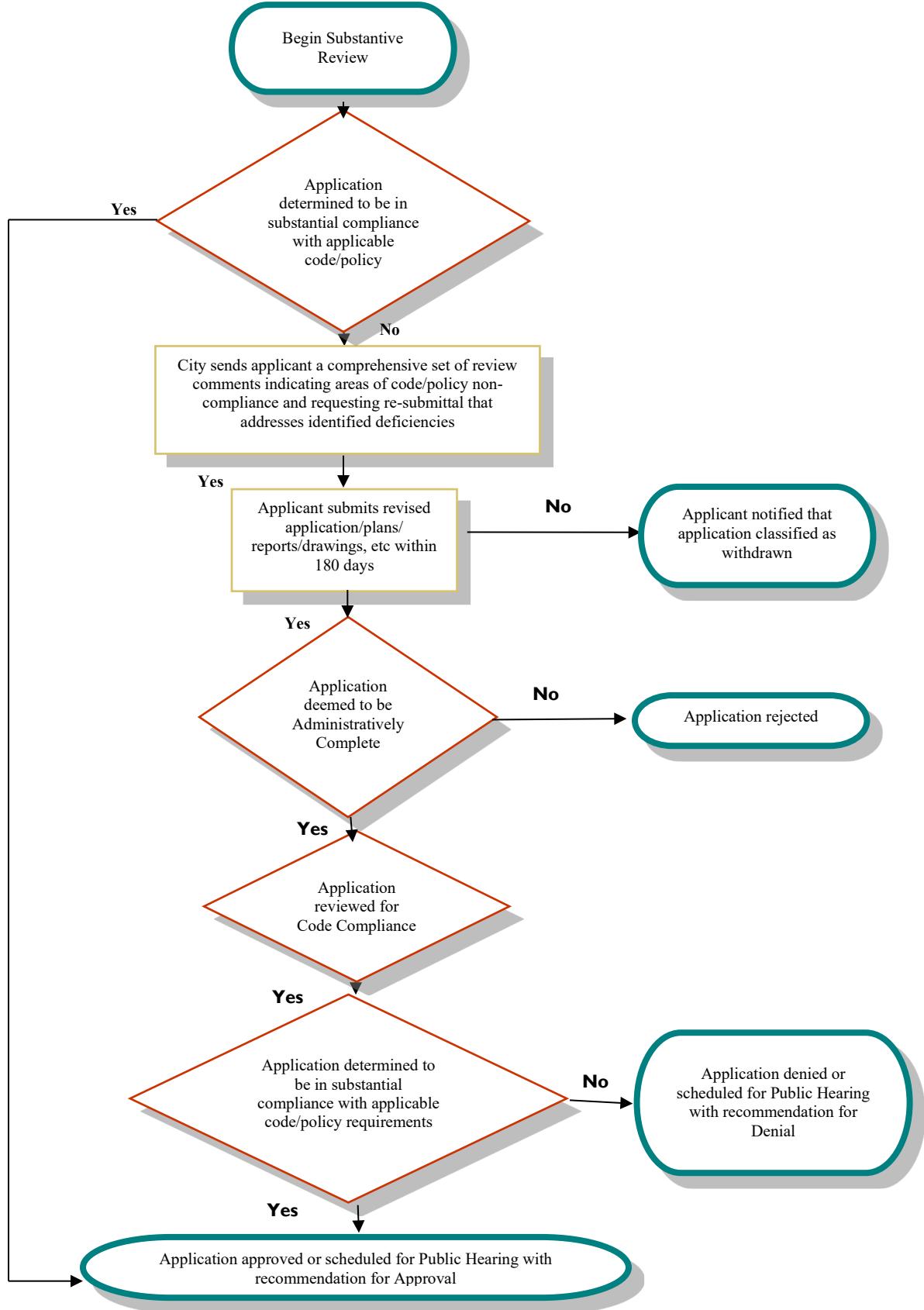
## Administrative Completeness Review Process



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

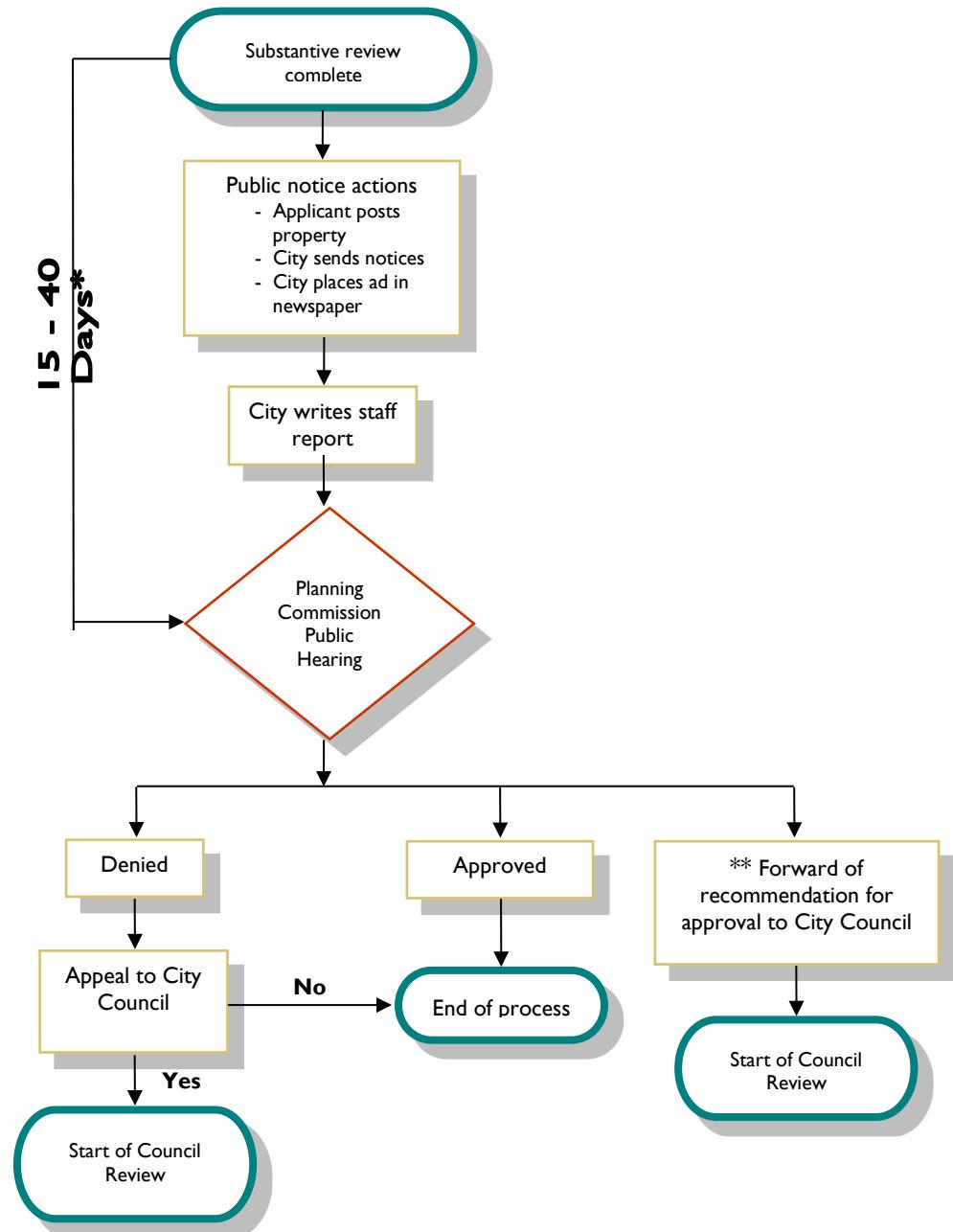


## Substantive Review Process





## Planning Commission Public Hearing Process – Major PAD Amendments requiring P & Z Approval

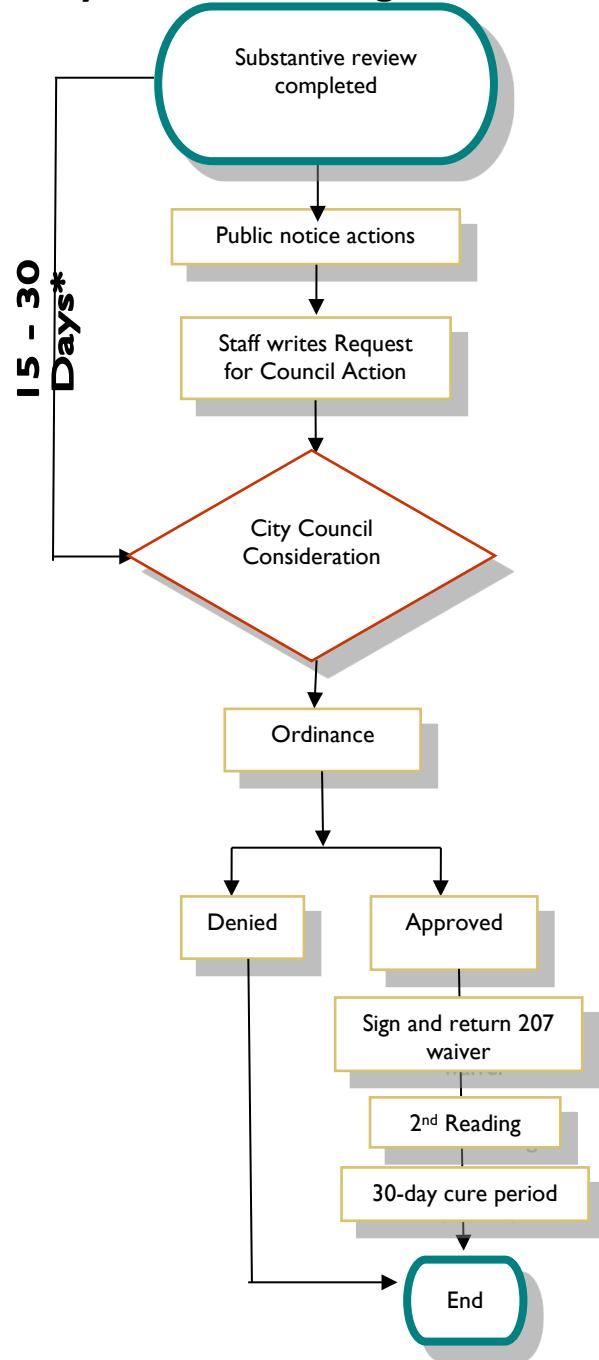


\* All times frames are listed as business days.

\*\*Initial PAD Zonings and Major Amendment's involving specific land use, transportation and open space changes require both Planning and Zoning Commission and City Council review and action (see 17.68.330.B)



## City Council Hearing Process



\* All times frames are listed as business days.



## INITIAL PAD ZONING GUIDE SUBMITTAL REQUIREMENTS MUST BE INCLUDED WITH APPLICATION

- **A Legal description and exhibit of the proposed PAD**
- **PAD Guide addressing the following**
  1. **Introduction and project description**
  2. **Land Use Area description(s)** – each land use should address the following design standards:
    3. Permitted/Conditional Uses
    4. Design Standards
      - a. Density
      - b. Maximum Height
      - c. Setbacks
      - d. Open Space
      - e. Parking Standards
      - f. Landscape
      - g. Others
    5. Architectural and Theming Standards (Buildings and Walls...)
      - a. Images/Elevations
      - b. Colors
      - c. Other
 

or
      - d. Actual product proposed
    6. Signage standards
      - a. Height
      - b. Square feet
      - c. Location(s)
      - d. Aesthetics; or
      - e. Actual signage proposed
    7. Other items applicant would like to address
  - **Public Scoping Statement**
    - Provide details on the scoping process, if comments were received, summarize the comments and how/if they were addressed; provide comments as an attachment.
  - **Land Use Plan, at a scale not smaller than one-inch equals one hundred feet indicating the following:**
    - Perimeter boundary of the PAD Zone.
    - Illustration of all proposed land uses:
      - a. Residential, broken down by the various proposed residential building types/densities.
      - b. Commercial/Office
      - c. Industrial
      - d. Proposed open space and recreational areas.
      - e. Other (Schools, churches, etc.)
    - Phasing Plan (if applicable)
  - **Conceptual Landscape Plan** indicating landscaping theme/character of the development.
    - Location & area of all perimeter landscaping and open spaces
    - Wall plans and locations
    - Entry Features
  - **Utility Plan** indicating the location, size and capacity of existing and proposed utility mains servicing the site.



- **Master Drainage/Hydrology Plan indicating:**
  - Existing and proposed drainage patterns
  - Location and extent of existing drainage channels, 404 washes, arroyos, etc.
  - Topography with two-foot contour intervals, to a distance of 100 feet beyond the property boundary
  - Location, extent and general information of any existing major vegetative cover
- **Master Circulation Study indicating the following:**
  - Major land use, development and transportation assumptions
  - Study area conditions:
    - a. Existing and proposed development in study area
    - b. Existing roadways and traffic control
    - c. Proposed site access locations
    - d. Discussion of planned short and long term transportation improvements with estimated construction dates, both within the PAD and off-site improvements that will impact the PAD
  - Transportation/Street network information, including:
    - a. Proposed Arterial and collector roadways locations, right of ways and cross-sections.
    - b. Proposed pedestrian and/or bicycle circulation elements
    - c. Location and right of way for all existing perimeter roadways as well as any proposed right of way dedications.

If not provided, provide an explanation or reasoning for the exclusion below.

**PAD ZONING APPLICATION**Electronic Version Available at <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>**Request Type** (Please indicate the type of request):

Initial PAD Zoning (17.68.280)  
 Amendment to an approved PAD  
     Major Amendment Requiring Planning Commission Approval Only (17.68.330.B)  
     Major Amendment Requiring Planning Commission & City Council Approval (17.68.330.B)

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

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

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

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

**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:**

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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:

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Notary Public