



## **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**

#### **Preliminary Plat Submittal Package Checklist**

Y N

##### ☐ ☐ **Preliminary Plat**

- ☐ ☐ **a)** The Name of the Subdivision. The name shall not duplicate or too closely resemble the name of any subdivision previously filed in the city.
- ☐ ☐ **b)** Date of Preparation and any subsequent revisions.
- ☐ ☐ **c)** Key map on each page, if plat consists of more than two pages.
- ☐ ☐ **d)** Scale, north arrow & vicinity map.
- ☐ ☐ **e)** Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary). The scale must be appropriate to the size of the development.
- ☐ ☐ **f)** Registered Engineer signature and seal.
- ☐ ☐ **g)** The names and addresses of all owners of subdivided lots and unplatted land contiguous to or within two hundred feet of the boundary of the proposed subdivision.
- ☐ ☐ **h)** A legal description of the subdivision boundary;  
Based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure of one part in ten thousand.
- ☐ ☐ **i)** The boundary lines of the subdivision in a heavy solid line and referenced to section or quarter section lines.
- ☐ ☐ **j)** A description of all monuments, both found and set, which mark the boundary of the subdivision, and a description of all control monuments used in the survey.
- ☐ ☐ **k)** Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat.
- ☐ ☐ **l)** Existing contours at a maximum interval of one foot unless waived by the Planning Director.
- ☐ ☐ **m)** General location and extent of any significant natural features such as streams, or drainage ways;
- ☐ ☐ **n)** Floodplains and floodways as delineated on FEMA maps.
- ☐ ☐ **o)** Locations, dimensions, and names of existing & proposed rights of way, easements, lots, access points, structures etc. within two hundred feet immediately adjacent to the property showing how they relate to the proposed subdivision layout.
- ☐ ☐ **p)** Location, size and grades of existing sanitary and storm sewers and location and size of water mains, gas lines, pipelines, or other underground utilities or installations within the proposed subdivision and within two hundred feet immediately adjacent thereto.
- ☐ ☐ **q)** Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths.
- ☐ ☐ **r)** Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes.
- ☐ ☐ **s)** Permanent structures to remain, including water wells and utility lines within or adjacent to property.
- ☐ ☐ **t)** Locations and dimensions of all easements of record within the site.
- ☐ ☐ **u)** Existing zoning and land use of the proposed subdivision and immediately adjacent areas.
- ☐ ☐ **v)** Location and width of proposed streets, sidewalks, trails, alleys, and proposed street names.



- ☐ ☐ **w)** Proposed right-of-way dedications.
- ☐ ☐ **x)** Street cross sections.
- ☐ ☐ **y)** Location of existing and proposed multi-use and pedestrian trails.
- ☐ ☐ **z)** Proposed improvement phasing.
- ☐ ☐ **aa)** Number each lot individually with the last lot number circled.
- ☐ ☐ **bb)** Illustrate the minimum lot width at minimum front setback for all irregular lots.
- ☐ ☐ **cc)** Table of lot sizes.
- ☐ ☐ **dd)** Location of proposed fire hydrants, light standards, stop signs, traffic signals and gang mailboxes.
- ☐ ☐ **ee)** Location, dimension, and size in acres of all sites proposed to be used for commercial, industrial, multifamily residential, public, or quasi-public use, with the use noted.
- ☐ ☐ **ff)** Designation of all land to be dedicated or reserved for public use, with the use indicated.
- ☐ ☐ **gg)** A summary table of the total number of acres, number of lots, acreage of commercial or industrial areas, acreage of open space, amount of land in rights-of-way and other descriptive material useful in reviewing the proposed subdivision.
- ☐ ☐ **hh)** Table of tracts indicating use, area, ownership, and maintenance responsibility.
- ☐ ☐ **ii)** Table indicating development land use data:
  - Total area (acres & square feet);*
  - Total lot count;*
  - Percent of total acreage in each zoning category;*
  - Number of dwelling units (Residential only);*
  - Minimum setbacks;*
- ☐ ☐ **jj)** Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary.
- ☐ ☐ **kk)** All easement and tracts shall list function, ownership, and maintenance responsibilities.
- ☐ ☐ **Preliminary Drainage/Hydrology Report** meeting the requirements of code sections 16.12.040.B & 15.40.1260 (*Contact Development Center Engineer for content requirement*)
- ☐ ☐ **Preliminary Grading and Drainage Plan** including a **Storm Water Pollution Prevention Plan (SWPPP)** meeting the requirements of code sections 16.12.040.B & D; 16.12.030.H; 15.40.1230 (*Contact Development Center Engineer for content requirements*)
- ☐ ☐ **Phasing Plan** meeting the requirements of code section 16.12.040.E
- ☐ ☐ **Preliminary Water Report** (*Contact Development Center Engineer for content requirements*)
- ☐ ☐ **Preliminary Waste Water Report** meeting the requirements of code sections 16.12.040.B (*Contact Development Center Engineer for content requirements*)
- ☐ ☐ **Traffic Impact Analysis** meeting the requirements of the City of Casa Grande Small Area Transportation Plan Section 7.4.
  - a)** Final Traffic Impact Analysis (one & two family subdivisions)
  - b)** All other developments will be required to submit a Final Traffic Impact Analysis upon the submittal of a Major Site Plan/PAD Final Development Plan.
  - c)** A waiver to the Traffic Impact Analysis requirement maybe granted upon submittal of a Trip Generation Estimate (prepared by a qualified professional) that indicates the new development will not result in 100 or more trips per average weekday
- ☐ ☐ **Letters of Certification from the utility companies servicing the development confirming availability of services (will serve letter)** 16.12.040.I)
- ☐ ☐ **Certification from the utility providers that the proposed utility infrastructure and easements are acceptable (16.12.220.A)**
- ☐ ☐ **Title Report**



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

[illegible]

**Final Plat Submittal Package Checklist**

Y N

☐ ☐ **Final Plat**

- ☐ ☐ **a)** The name of the subdivision, centered at the top of each sheet.
- ☐ ☐ **b)** General location of the subdivision by section, township, range, county, and state, entered under the name of the subdivision.
- ☐ ☐ **c)** North arrow, date and scale.
- ☐ ☐ **d)** Boundary lines of the subdivision in a heavy solid line.
- ☐ ☐ **e)** Legal description of the subdivision boundary based on an accurate traverse, giving bearing and linear dimensions that result in a maximum allowable error of closure of one part in ten thousand.
- ☐ ☐ **f)** The location and description of the point of beginning and its proper reference to the monumented boundary survey.
- ☐ ☐ **g)** Location and description of all monuments found or set.
- ☐ ☐ **h)** Bearings, distances and curve data of all perimeter boundary lines indicated outside of the boundary lines.
- ☐ ☐ **i)** Adjoining parcels' subdivision names, parcel number and recording information.
- ☐ ☐ **j)** On curved boundaries and on all curves within the plat, sufficient data to allow the re-establishment of the curves on the ground.
- ☐ ☐ **k)** The location and layout of lots, blocks, tracts, streets, alleys, easements, and other public grounds within and immediately adjoining the plat, with accurate dimensions in feet and one-hundredths of feet, bearings, curve data, length of radii and/or arcs of all curves.
- ☐ ☐ **l)** Drainage easements clearly labeled as such.
- ☐ ☐ **m)** The names of all streets.
- ☐ ☐ **n)** All lots logically and consecutively numbered in the center of the lot with the appropriate address of each lot or parcel of ground.
- ☐ ☐ **o)** All dimensions shown on irregularly shaped lots.
- ☐ ☐ **p)** Parcels completely or partially surrounded by the area being subdivided shall be clearly marked "EXCEPTED," and the common boundary with the subdivision shown in a heavy solid line with bearings and distances.
- ☐ ☐ **q)** A notation of the total acreage of the subdivision and the total number of lots.
- ☐ ☐ **r)** A notarized certificate by all parties having any titled interest in or lien upon the land, consenting to the recording of the plat and dedicating or vacating public ways, grounds and easements.
- ☐ ☐ **s)** A notarized certificate of a registered land surveyor, registered under the laws of Arizona, with his/her address and registration number, stating that the plat is true, accurate and complete and that the described monuments have been found or set as described.
- ☐ ☐ **t)** Reference to Certificate of Assured Water Supply.
- ☐ ☐ **u)** Notation if the subdivision lies within the one-hundred-year floodplain as defined by FEMA.
- ☐ ☐ **v)** All easement and tracts shall list function, ownership, and maintenance responsibilities.
- ☐ ☐ **w)** Certificate of approval of the city engineer as follows:

Data on this plat reviewed and approved this \_\_\_ day of \_\_\_\_, 20\_\_, by the City Engineer of Casa Grande, Arizona.



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

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\_\_\_\_\_  
City Engineer

- a) Certificate of compliance with the preliminary plat as approved by the city of Casa Grande planning and zoning commission as follows:

This plat is in compliance with the original preliminary plat approved by the city of Casa Grande Planning and Zoning Commission on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The Final Plat reviewed and approved this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Planning and Zoning Commission Chairperson

\_\_\_\_\_  
Planning Director

- b) Certificate of acceptance and approval by the city council as follows:

Approved by the City Council of the City of Casa Grande, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

- c) Certificate for recording by the County Recorder shall be included on all sheets at the top right corner as follows:

STATE OF ARIZONA}	
COUNTY OF PINAL} SS	
I hereby certify that the within instrument is filed in the official records of this County in Fee No: _____ Date: _____ Request of: _____ Witness my hand and official seal.	
Virginia Ross	Pinal County Recorder
By: _____	Deputy

- ☐ ☐ **Title Report (16.12.190)**
- ☐ ☐ **Operating Agreement indicating authority to sign (if not individually owned)**
- ☐ ☐ **Certification from the utility providers that the proposed utility infrastructure and easements are acceptable (16.12.220.A)**
- ☐ ☐ **Proposed Covenants, Conditions & Restrictions (16.12.220.B)**
- ☐ ☐ **Site Development Permit Application** *(to be submitted separately for concurrent review and approval prior to plat recordation)*
- ☐ ☐ **Public Improvement Permit Application** *(to be submitted separately for concurrent review and approved prior to plat recordation)*



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

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- ☐ ☐ **Final Landscape Plan Application** *To be submitted with Site Development Permit*
- ☐ ☐ **Maintenance Improvement District Documentation** (if required)

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

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**Final Plat Vacation Submittal Package Checklist**

Y   N

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- ☐ ☐ **Copy of Recorded Final Plat**
  - ☐ ☐ **Title Report**



**PLAT APPLICATION**Electronic Version Available at : <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>**Request Type** (Please indicate the type of plat – submit one application per Plat type):☐ Preliminary Plat☐ Final Plat☐ Final Plat Vacation☐ Re-Subdivision Preliminary Plat☐ Re-Subdivision Final Plat

1. **PROJECT NAME** \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Assessor Parcel #(s) \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_ # of Lots \_\_\_\_\_
2. **APPLICANT INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_
3. **PROPERTY OWNER INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ 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

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. 3020Samuel Leonard – [samuel\\_leonard@casagrandeaz.gov](mailto:samuel_leonard@casagrandeaz.gov), 520-421-8630, Ext. 3023Jaclyn Sarnowski – [jaclyn\\_sarnowski@casagrandeaz.gov](mailto:jaclyn_sarnowski@casagrandeaz.gov), 520-421-8630, Ext 3161

**Overview**

The City of Casa Grande Subdivision Ordinance (Title 16) governs the subdivision of land. Generally, a subdivision plat is required when land is proposed to be divided into four or more lots or parcels, or any division if a new street is involved. Subdivision plats are also required for condominium projects and Planned Area Development zoned projects.

**Pre-Application Process**

Prior to the submittal of a Preliminary Plat 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 development. A Concept Plan and Project Narrative shall be submitted to Planning staff at least ten (10) days prior to the scheduling of the Pre-Application/Development Team Meeting (17.68.270).

**Public Notice - Preliminary Plat Only** (unless determined necessary for Final Plat)

- 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.

**Fees**

- ☐ Preliminary Plat: \$1,800 plus \$10 per lot
- ☐ Preliminary Plat Extension: \$500.00
- ☐ Resubdivision or Expired Preliminary Plat: \$880.00 plus \$10 per lot
- ☐ Final Plats: \$840.00 plus \$10 per lot
- ☐ Resubdivision Final Plats: \$420.00 plus \$10 per lot
- ☐ Final Plat Vacation: \$210.00

**Plus:****Reports**

Preliminary Engineering Reports: (water, waste water, soils) No fee

Traffic Impact Study (TIA) \$600

Final Engineering Reports: \$300 per report

Technology Recovery Fee: 5% of Review Fees

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>
Preliminary Plat <sup>9</sup>	5	30	5	30	70
Final Plat <sup>9</sup>	5	30	5	30	70
Final Plat Vacation <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 2<sup>nd</sup> 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

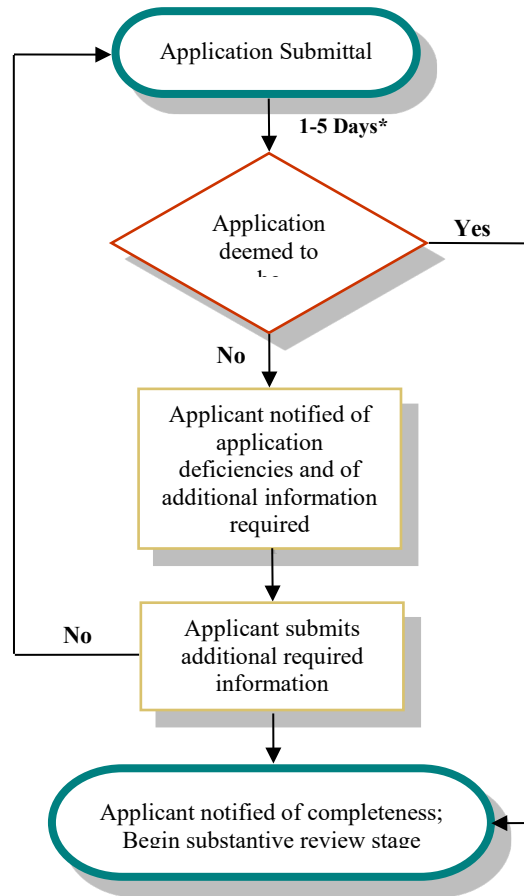
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



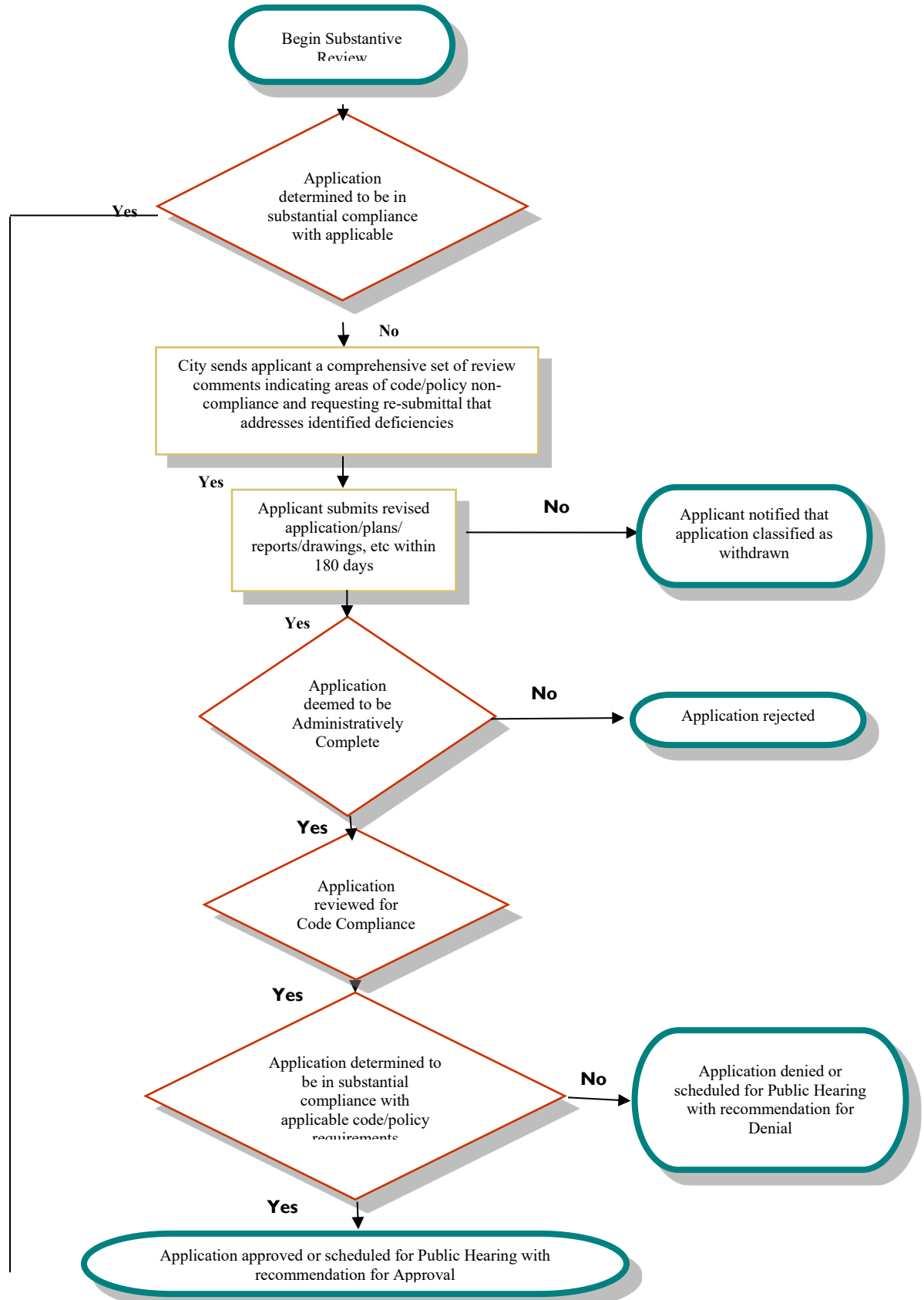
## Administrative Completeness Review Process



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

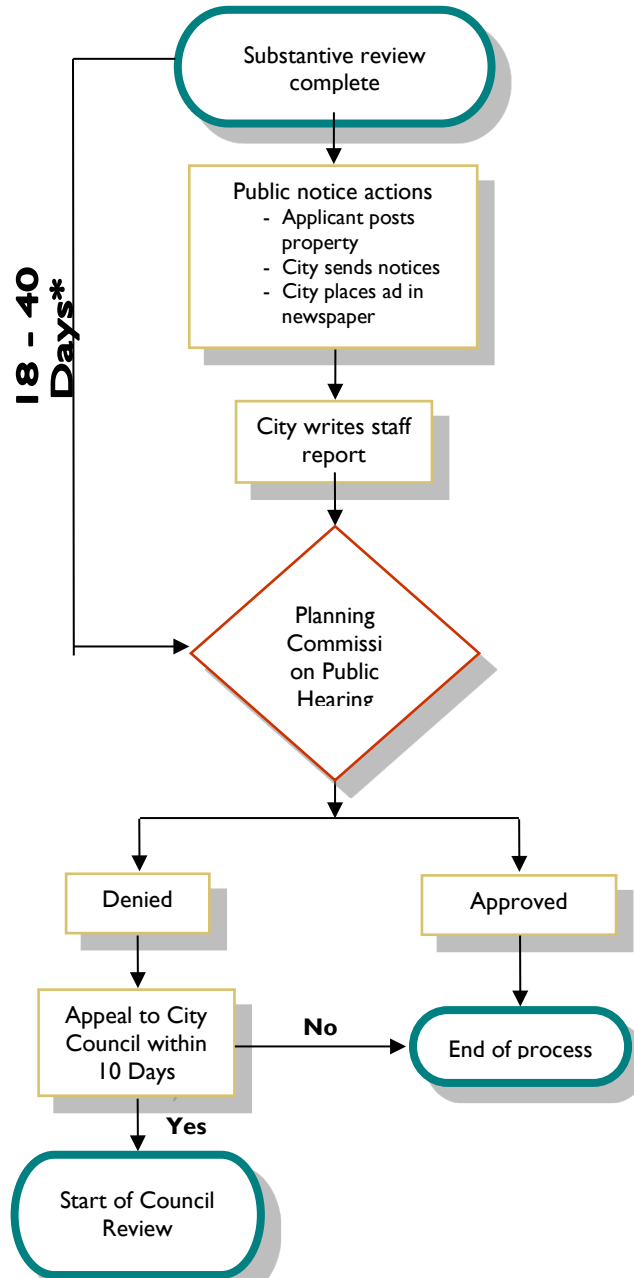


## Substantive Review Process





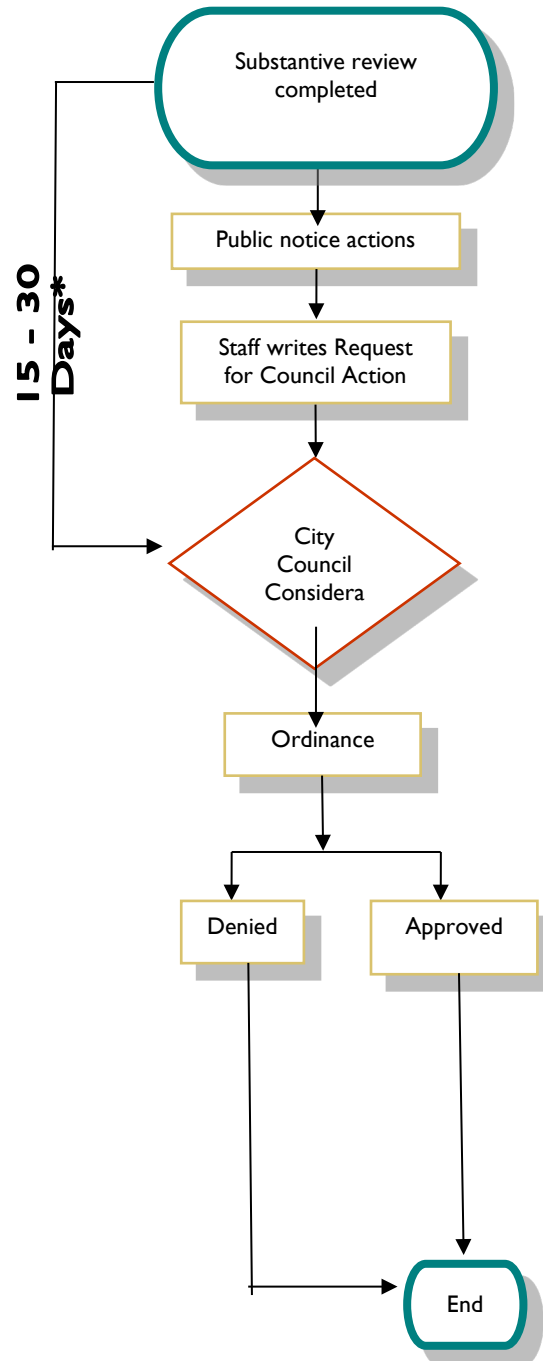
## Planning Commission Public Hearing Process (Preliminary Plat Only)



\* All times frames are listed as business days.



## City Council Hearing Process (Final Plat and Vacation Only)



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