



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



## Overview

In accordance with the provisions of the Arizona Revised Statutes, the city council may from time to time change the zoning of parcels of land within the municipality and/or the zoning code regulations of general applicability. These changes in zoning classification or zoning regulations are for the purpose of meeting the land use needs of the residents of the city in conformance with the city's general plan. Rezoning may be initiated by the city council, the commission, the city manager, or the owner of the property, or the owner's agent as duly authorized in writing, proposed for rezoning.

## Pre-Application Process

Prior to the submittal of an application for a Zone Change 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 City/outside agency review staff to provide the applicant comments and guidance on the proposed development. Prior to the meeting, the applicant should provide the following:

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.

## 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

- Zone Change: \$1,575.00 plus \$10.00 per acre

### Plus:

- Technology Recovery Fee: 5% of Review Fees

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@casagradeaz.gov](mailto:daniela_warren@casagradeaz.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>
Zone Change <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.l., 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

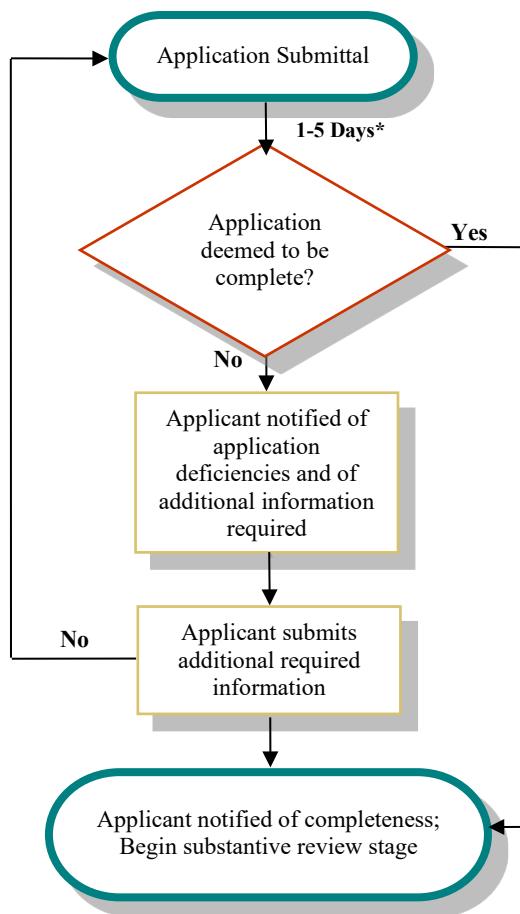
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



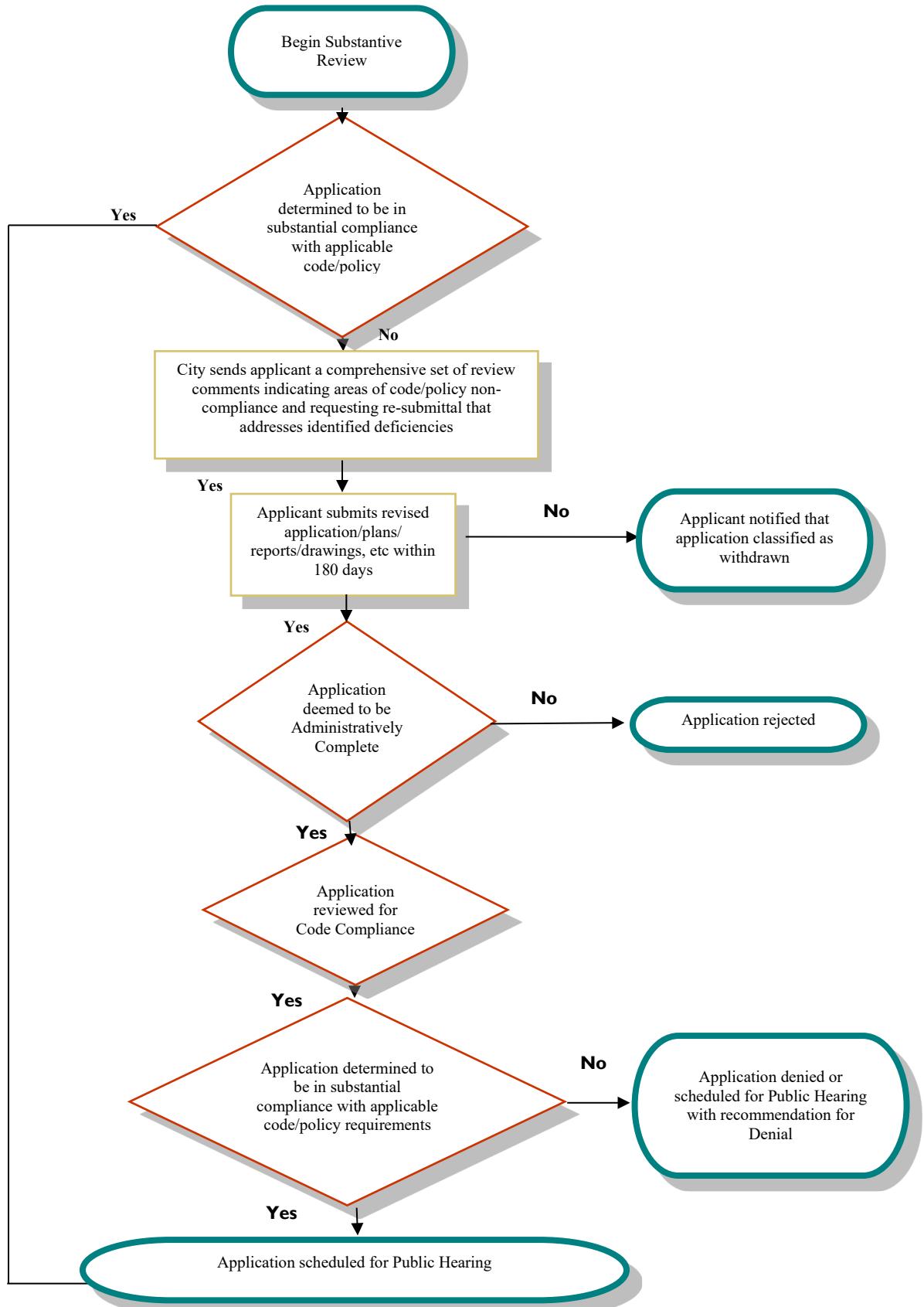
## Administrative Completeness Review Process



\* All time frames are listed as business days.

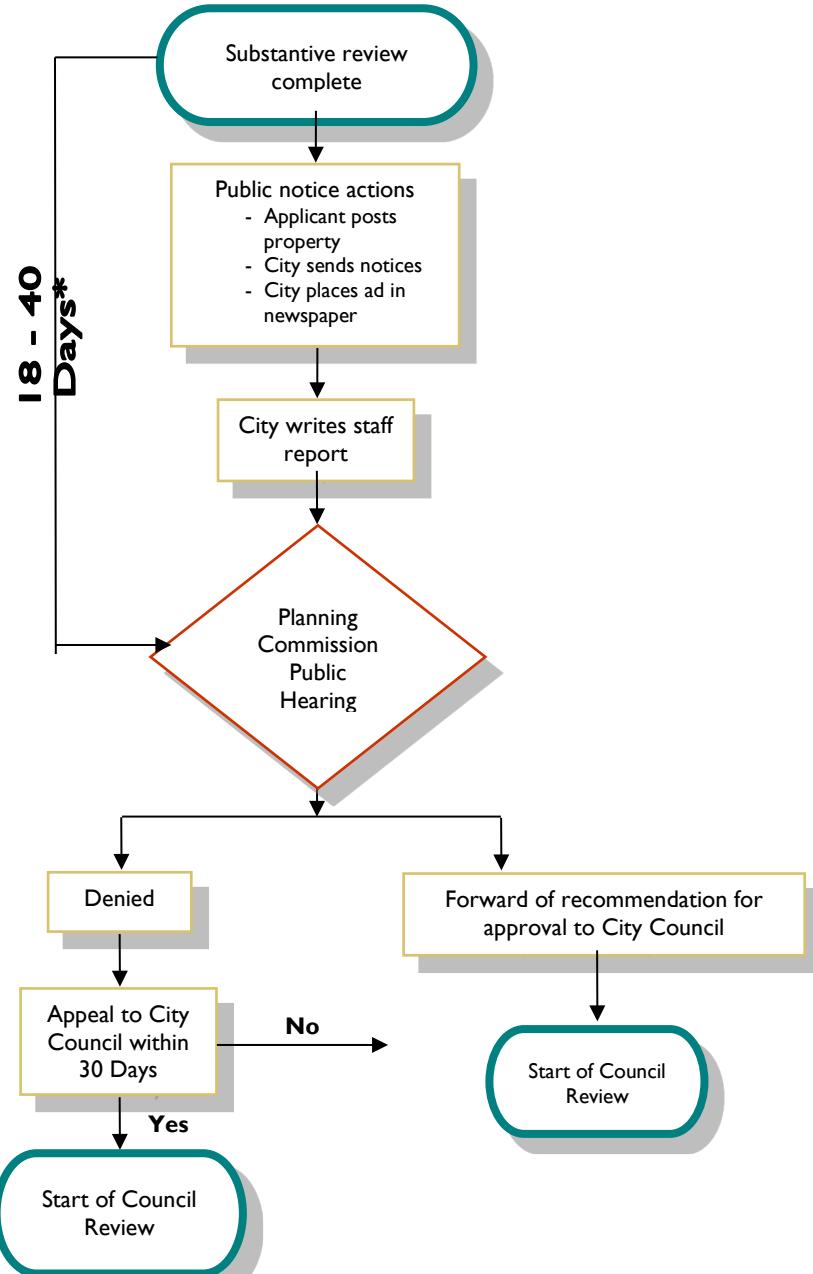


## Substantive Review Process



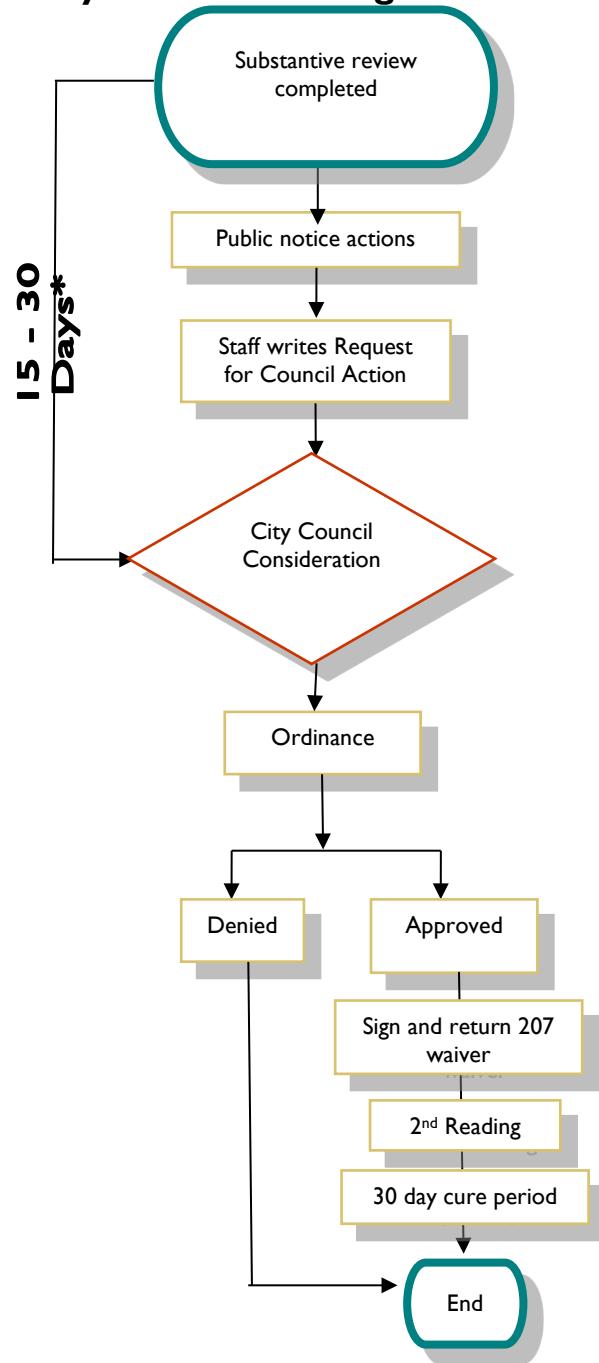


Planning Commission Public Hearing Process





## City Council Hearing Process



\* All times frames are listed as business days.



## **SUBMITTAL MATERIAL REQUIREMENTS**

### **MUST BE INCLUDED WITH APPLICATION**

#### **Zone Change Submittal Package**

- **Project Narrative**
  - Narrative should describe the current and proposed zoning and anticipated use, if applicable.
  - Include the existing land use category and how the proposed zoning fits within the land use category.
  - Provide details on the scoping process, if comments were received, summarize the comments and how/if they were addressed; provide comments as an attachment.
- **Legal Description**
- **Zone Change Exhibit showing existing and proposed zoning with surrounding properties**
- **Copy of scoping letter, mailing list**

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



## ZONE CHANGE APPLICATION

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

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

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

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

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

Proposed Zoning \_\_\_\_\_

**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*