

**MARIJUANA ZONING VERIFICATION APPLICATION**Electronic version available at: <https://casagrandeaz.gov/241/Land-Use-Application-Processing-Forms>**I. APPLICANT INFORMATION:**

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

**2. PROPERTY OWNER INFORMATION:**

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

**3. Location of Proposed Marijuana Use:**

Assessor's Parcel Number (s): \_\_\_\_\_  
Pinal County Parcel Search Link: <https://app1.pinal.gov/search/parcel-search.aspx>  
Parcel Address/Location: \_\_\_\_\_

**4. Type of Marijuana Use: (Check all that apply)**

- ☐ Cultivation Facility
- ☐ Dispensary
- ☐ Dispensary Cultivation Facility
- ☐ Infusion Facility
- ☐ Other (Please specify) \_\_\_\_\_

**5. Type of Building to be used: (Check one)**

- ☐ Single Tenant/User Building
- ☐ Multiple Tenant/User Building

If multiple tenant/users building, please provide detail on how the construction of the common interior walls meet any of the following standards:

- a. Minimum 6-inch Masonry
- b. Interior wall covered with sheet metal, a minimum of 18 gauge, and one layer of ½" plywood fastened with screws to the interior wall studs.
- c. Construction designs approved by the Building Official as providing equivalent level of security.

**6. Marijuana Distance Requirements:****a. 500 Foot Separation –**

Marijuana uses shall meet a minimum separation of 500 feet, measured in a straight line, from the boundary of the parcel containing a Marijuana use to the property boundary of the parcel containing any of the uses listed below:

- **Other marijuana use: except that a marijuana dispensary may be co-located in the same building as a marijuana cultivation facility**
- **Substance Abuse Diagnostic and Treatment Facility or other Drug or Alcohol Rehab Facility**
- **Property zoned, used, or platted for residential purposes**
- **Public library or public park**
- **Church or Religious Institution**
- **Airport**



Please indicate in the blanks provided the type of use, distance and exact address of any of the above listed uses which are within 600 feet of the proposed Marijuana facility/property:

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

*Any Marijuana Use that is located within 50 ft of the minimum separation distance of any of the above land uses may be required to provide evidence from a registered Land Surveyor that the proposed marijuana use complies with the minimum land use separation requirements.*

**6. Marijuana Distance Requirements:****b. 1000 Foot Separation:**

Marijuana uses shall meet a minimum separation of 1,000 feet, measured in a straight line, from the boundary of the parcel containing the marijuana use to the property boundary of the parcel containing any of the uses listed below.

- **Public or Private School**
- **Day Care Center Providing Care to Children**

Please indicate in the blanks provided the type of use, distance and exact address of any of the above listed uses which are within 1,100 feet of the proposed Marijuana facility/property:

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

Use: \_\_\_\_\_

Distance: \_\_\_\_\_ Address: \_\_\_\_\_

Staff Confirmation:    Complies with zoning    Does not comply with zoning

*Any Marijuana Use that is located within 50 ft of the minimum separation distance of any of the above land uses may be required to provide evidence from a registered Land Surveyor that the proposed marijuana use complies with the minimum land use separation requirements.*



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

**OWNER/APPLICANT ACKNOWLEDGEMENT OF RESPONSIBILITIES:**

*The signature(s) hereby certify that the statements made by me and constituting part of this application are true and correct. I am fully aware that any misrepresentation of any information on this application may be grounds for denial of this application. I agree that if this request is issued on the representations made in this submittal, and any approval or subsequently issued building permit(s) or other type of permit(s) may be revoked without notice if there is a breach of representations.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Applicants who are not the property owner of record are required to have the application co-signed by the property owner and provide a signed statement by the property owner authorizing the submittal of the application on their behalf by the applicant. See attached Owner Authorization Form.*

**Fees**

Marijuana Zoning Verification Letter: \$75

Technology Recovery Fee: 5% of application fee



### **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, we will send a link to a Google Drive folder for you to 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>
Zoning Verification Letter – Marijuana	5	20	5	20	50

<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.

<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.

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

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.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City

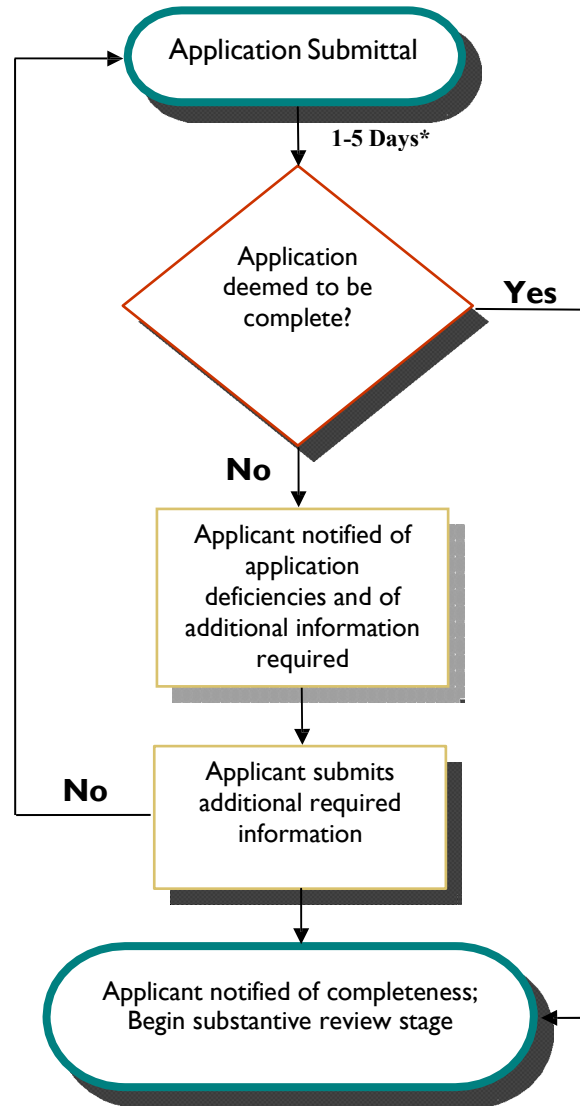
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.*



**MARIJUANA ZONING VERIFICATION LETTER INFORMATION****OVERVIEW****HELPFUL HINTS**

- Use the application form provided.
- Make sure the property is located in the City of Casa Grande city limits prior to requesting a letter.
- Make sure to include payment with your submittal.

**Submit to:**

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

**What is a Marijuana Zoning Verification Letter?**

A Marijuana zoning verification letter is a document provided by the City to verify the current zoning of a proposed Marijuana use site along with an indication of whether the current use is permitted and meets the requirements of the City of Casa Grande Marijuana Ordinance.

**What type of information is provided in a Marijuana Zoning Verification Letter?**

The zoning verification letter will determine:

- Whether the proposed Marijuana use complies with all applicable City of Casa Grande zoning regulations.

The Marijuana Zoning Verification letter is provided in a standard format approved by the City of Casa Grande.

**How do I obtain a Marijuana Zoning Verification Letter?**

Complete the application above and submit with the required application fee of \$105 + 5%.