



PUBLIC IMPROVEMENT PERMIT APPLICATION

(Permit authorizing construction of public improvements that will be dedicated to the City of Casa Grande for Ownership and Maintenance)

Upon Completion, please send application and submittal items to: epermitscasagrande@gmail.com

Request Type:

Street Improvements Gas Main Installation Traffic Signal Street Lights
 Sidewalk City/CIP Project Electric Other:

1. PROJECT LOCATION: _____

2. DESCRIPTION OF WORK: _____

3. STREET CLOSURE REQUIRED: _____ Yes _____ Dates _____ No

4. APPLICANT INFORMATION:

Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Phone Number: _____ Email: _____

Status (Owner, Lessee, Agent, etc.): _____

5. CIVIL ENGINEER:

Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Phone Number: _____ Email: _____

6. CONTRACTOR PERFORMING WORK:

Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Phone Number: _____ Email: _____

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 review Engineers:

Cesar Adamos – cadamos@casagrandeaz.gov, 520-421-8630, Ext. 3019

CITY INTAKE:

Date Accepted & Logged In: _____
Assigned DC Engineer: _____



Submittal Requirements:

Upon Completion, please send application and submittal items to: epermitscasagrande@gmail.com

1. **Civil Plans** (1 set with initial submittal; 2 sets once approved for signature; requires City of Casa Grande signature format, see attachment Note: As-Built plans for all public improvements must be provided and approved prior to city acceptance of the public improvements for city ownership and maintenance)
2. **Stormwater Pollution Prevention Plan (SWPPP)**
3. **Reports** (1 (one) set labeled "Draft" with initial submittal; 1 (one) set labeled "Final" once approved for signature)

Required	Waived
a. Drainage Design Report	<input type="checkbox"/>
b. Wastewater Design Report	<input type="checkbox"/>
c. Geotechnical Soil Report	<input type="checkbox"/>
d. Final Water Report	<input type="checkbox"/>

4. **Traffic Control Plan** (1 set with initial submittal; 2 sets once approved for signature)

5. **Engineer's Cost Estimate (See Attached)**

6. **Electronic Files in PDF Format**

7. **Application Review Fees**

- a. Development Center Engineering review fee \$15.00 per Civil Plan page
- b. Public Works Engineering review fee \$150.00 per Civil Plan page
- c. Final Drainage Report: Engineering \$300.00 (DC/PW Review)(\$150.00 each)
- d. Wastewater Reports: Engineering \$300.00 (DC/PW Review)(\$150.00 each)
- e. Final Water Report Engineering \$300.00 (DC/PW Review)(\$150.00 each)
- f. Public Works Inspection Fee: 4% of Construction Costs (\$50,000 maximum)
- g. Technology Recovery Fee: 5% of Total Permit Fees

REQUIRED SIGNATURE BLOCK FORMAT

City of Casa Grande Plan Approval Recommended

Civil Engineer _____

Date: _____ Expiration Date: _____

The City approves these plans in concept only. The City accepts no responsibility for errors or omissions.

City of Casa Grande Plan Approval

City Engineer _____ Date: _____

Expiration Date: _____

The City approves these drawings in concept only. The City accepts no responsibility for errors or omissions.

"As-Built Certification"

Accepted by:

City Engineering Inspector _____ Date _____

City Engineer _____ Date _____

Over-All Review Time-Frames for Engineering Permits ^{1,7,8}

Permit Classification	Administrative Completeness Review (CR) of Initial Submittal ²	Review of Initial Submittal and Staff Decision to Approve or Issue a Review Letter ^{4,8}	CR Review of Re-Submittal	Review of Resubmittal ^{5,7,8} and Staff Decision to Approve/Deny	Over-All Review Timeframe ^{6,7,8}
Public Improvement (E-15)	2	30	2	30	64

¹All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.

²Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.

³Substantive 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.

⁴ 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 1st comprehensive review document.

⁵Review of resubmittal shall be limited to:

- a) Addressing 1st 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.

⁶Over-All Review timeframe is the sum of the Completeness, Initial & Resubmittal Substantive Review timeframes.

⁷If 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 2nd resubmittal)**. Said additional request for correction shall not exceed 50% of the Substantive Review time frame for the specific type of permit.

⁸The 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.

⁹Indicates 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 2nd 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 2nd review of an application as long as said 2nd review does not exceed the over-all time frame by 50%. The specific 1st and 2nd and over-all review timeframes for this application are provided above. Applicants may sign below, consenting to a 2nd 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

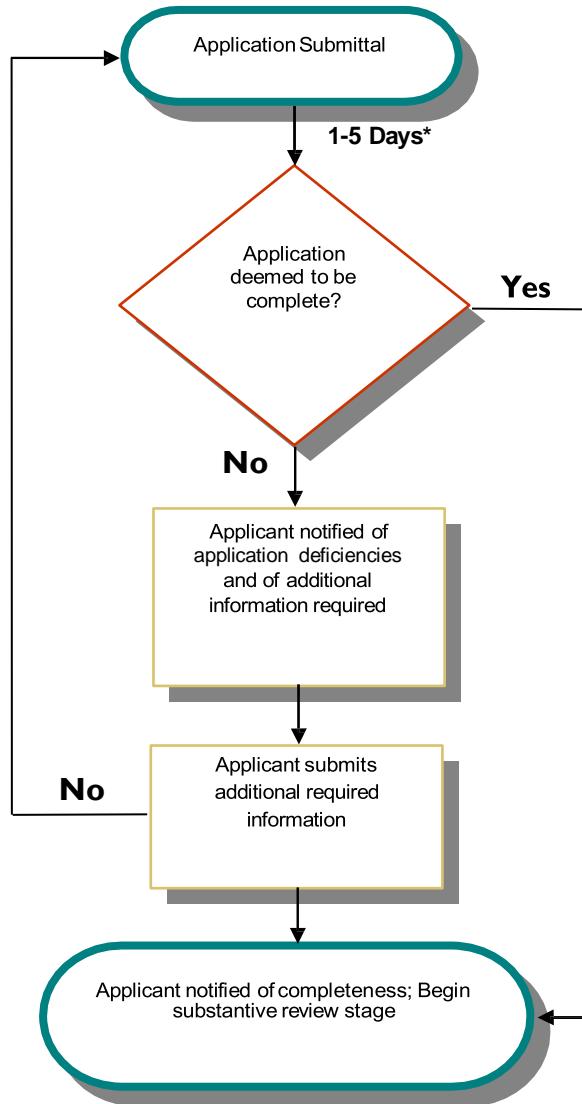
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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.



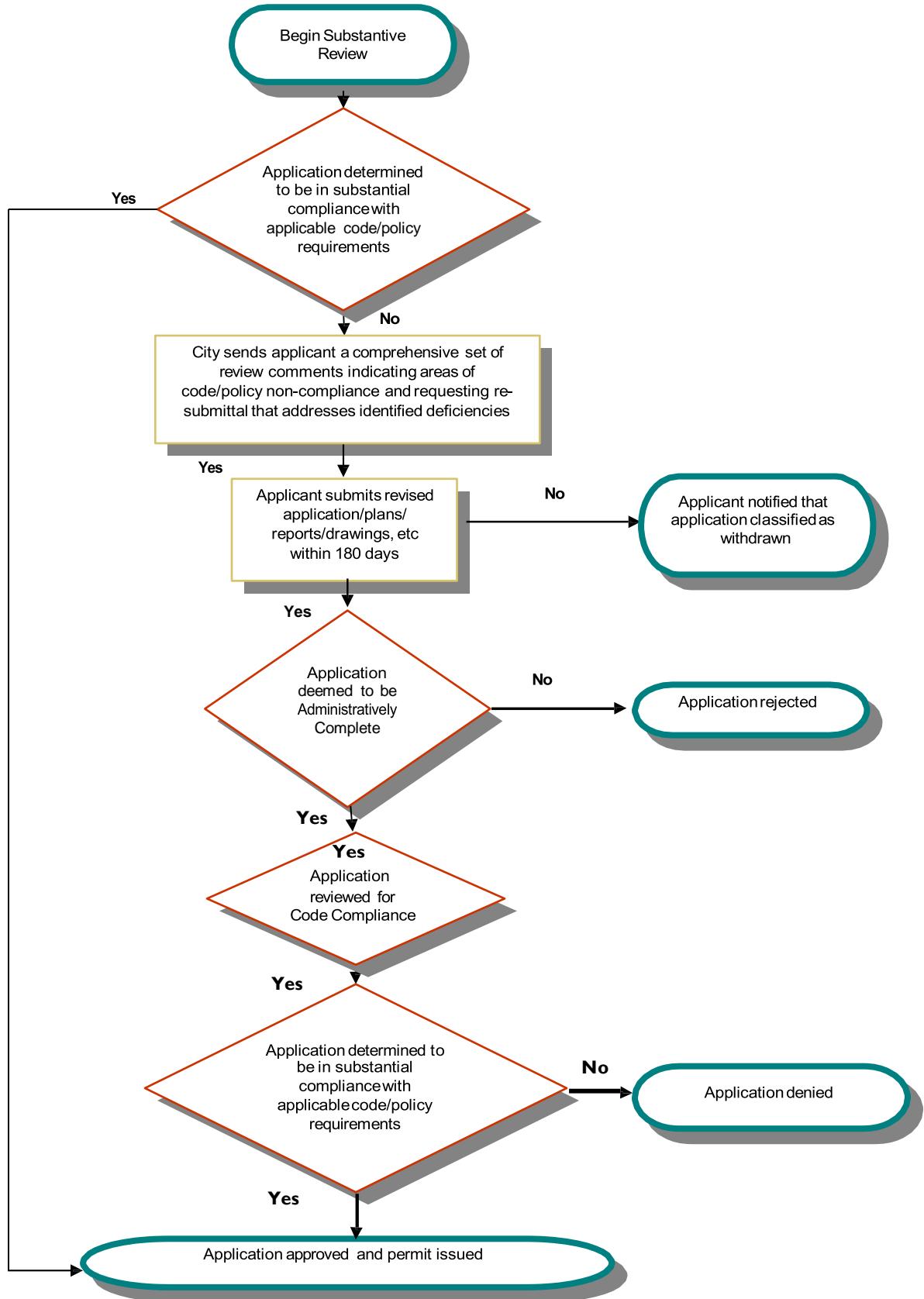
Administrative Completeness Review Process



* All time frames are listed as business days.



Substantive Review Process





APPLICATION COMPLETENESS REVIEW CHECKLIST

DCEngineer

1. Site Plan:	<input type="checkbox"/>
2. Civil Plans: (One set)	<input type="checkbox"/>
3. Drainage Design Report	<input type="checkbox"/>
4. Wastewater Design Report	<input type="checkbox"/>
5. Geotechnical Report	<input type="checkbox"/>
6. Final Water Report	<input type="checkbox"/>
7. StormWater Pollution Prevention Plan (SWPPP):	<input type="checkbox"/>
8. Line Item Cost Estimate for all improvements: (signed by contractor)	<input type="checkbox"/>
9. Traffic Control Plan: (if applicable)	<input type="checkbox"/>
10. Road Closure Plan	<input type="checkbox"/>
11. ADEQ Notice of Intent to Discharge Sewage (if applicable)	<input type="checkbox"/>
12. CD of all Civil Drawings and Reports:	<input type="checkbox"/>
13. Application Review Fees	
a. Development Center Engineering review fee \$150.00 per Civil Plan page	<input type="checkbox"/>
b. Public Works Engineering review fee \$150.00 per Civil Plan page	<input type="checkbox"/>
c. Final Drainage Report: \$300.00 (DC/PW Review)(\$150.00 each)	<input type="checkbox"/>
d. Wastewater Reports: \$300.00 (DC/PW Review)(\$150.00 each)	<input type="checkbox"/>
e. Final Water Report \$300.00 (DC/PW Review)(\$150.00 each)	<input type="checkbox"/>
f. Public Works Inspection Fee: 4% of Construction Costs	<input type="checkbox"/>
g. Technology Recovery Fee: 5% of Total Permit Fees	<input type="checkbox"/>