



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

## SITE DEVELOPMENT PERMIT

(Permit authorizing the construction of site improvements including any of the following)

1. Construction of new retention or other drainage facilities
2. Grading of areas in excess of 4350 square feet
3. Construction of new utility underground infrastructure

**Upon Completion, please send application and submittal items to: [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)**

**Request Type** (Please indicate application types):

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Full Site Development    | <input type="checkbox"/> Preliminary At-Risk Site Grading <sup>1</sup> | <input type="checkbox"/> Final Grading                              |
| <input type="checkbox"/> Site Drainage Facilities | <input type="checkbox"/> Parking Lot & Drive Aisle Construction        | <input type="checkbox"/> Site Utility Infrastructure <sup>2,3</sup> |
| <input type="checkbox"/> Other (specify) _____    |  |   |

1. **PROJECT NAME** \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 Assessor Parcel #(s) \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Acreage \_\_\_\_\_
  
2. **APPLICANT INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_
  
3. **CIVIL ENGINEER INFORMATION:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_
  
4. **CONTRACTOR PERFORMING WORK:**  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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 Development Center Engineer:

**Cesar Adamos** – [cadamos@casagrandeaz.gov](mailto:cadamos@casagrandeaz.gov), 520-421-8630, Ext. 3019

**Submittal Email** – Please send your application and submittal items to: [epermitscasagrande@gmail.com](mailto:epermitscasagrande@gmail.com)

**Fees:****Site Development Permit**

Development Center Engineering review fee \$150.00 per Civil Plan page

Public Works Engineering review fee \$150.00 per Civil Plan page

Final Drainage Reports: \$300.00 (DC/PW Review)(\$150.00 each)

Wastewater Reports: \$300.00 (DC/PW Review)(\$150.00 each)

Soil / Geotechnical Report: \$300.00 (DC/PW Review)(\$150.00 each)

Public Works Inspection Fee: 2% of Construction Costs; (\$10,000 maximum).

**Plus:**

Technology Recovery Fee: 5% of Total Permit Fees

Please see the attached submittal checklist for the Site Development Permit.



**Site Development Permit Submittal Package Checklist**  
**(must be included with application)**

Y N

☐ ☐ **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 private site development improvements must be provided and approved prior to City final approval and issuance of Certificate of Occupancy unless otherwise waived by the Public Works Inspector.
- Electronic version of plan in PDF format

<b>REQUIRED SIGNATURE BLOCK FORMAT</b> <b>City of Casa Grande Plan Approval Recommended</b> Civil Engineer _____ Date: _____ Expiration Date: _____ The City approves these plans in concept only. The City accepts no responsibility for errors omissions.	
<b>City of Casa Grande Plan Approval</b> City Engineer _____ Date: _____ Expiration Date: _____ The City approves these drawings in concept only. The City accepts no responsibility for errors or omissions.	
<b>"As-Built Certification"</b> Accepted by:	
City Engineering Inspector _____	Date _____
City Engineer _____	Date _____

☐ ☐ **Stormwater Pollution Prevention Plan (SWPPP)**
☐ ☐ **Reports**

- ☐ Drainage Design Report
- ☐ Wastewater Design Report
- ☐ Water Design Report
- ☐ Geotechnical Soil Report

☐ ☐ **Traffic Control Plan**
☐ ☐ **Floodplain information, including the following:**

Flood area designation and the regulatory flood elevation if located within a special flood hazard area: \_\_\_\_\_

- ☐ ☐ **Engineers Cost Estimate** (see attached)
- ☐ ☐ **Application Review Fees**
- ☐ ☐ **Final Landscape Plan application submittal**

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

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Over-All Review Time-Frames 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>
Site Development Permit/	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

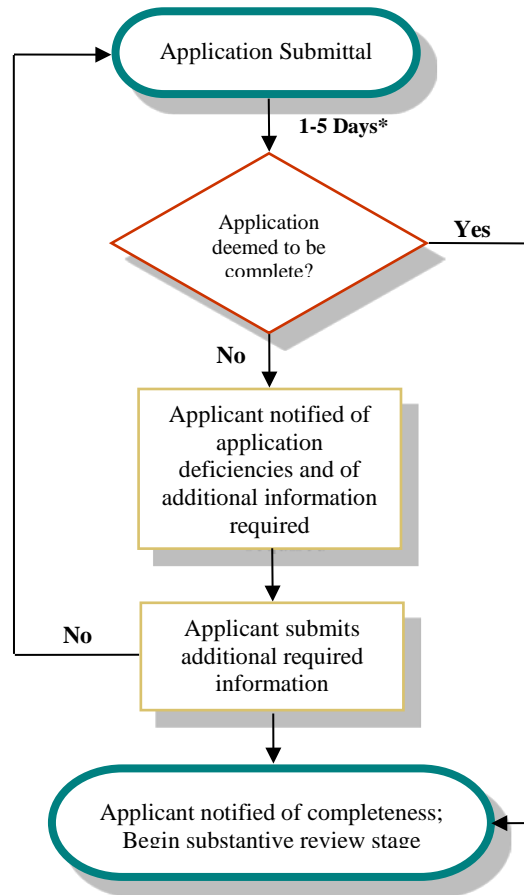
A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

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

