



DRIVEWAY AUTHORIZATION APPLICATION

(Electronic Version Available at: <http://casagrandeaz.gov/documents/#247-land-use-application-types-review-authority>)

Curb Description (Please indicate the existing curb condition along the street where driveway is to be created):

No curb exists

Vertical curb: need to cut into it to create ability for a typical vehicle to access the lot

Will require Right of Way Work Permit Application approval in addition to this form

Rolled curb: no modification to curb needed to enable a typical vehicle to access the lot

PROJECT NAME _____

Site Address _____

Assessor Parcel #(s) _____

Width of Lot _____ Width of proposed driveway on property _____

Answer "NA" if not applicable: Width of existing driveway on property _____

Indicate the one that applies:

- This driveway will be connected/ will result in a widening of an existing driveway _____
- This driveway is a separate disconnected new driveway _____

Proposed Driveway Surface Type: decomposed granite concrete/asphalt other _____

Will this be, or result in, a circular driveway? Yes No

PROPERTY OWNER INFORMATION:

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 the following Planning staff member:

Samuel Leonard - samuel.leonard@casagrandeaz.gov 520-421-8630, Ext. 3023

Overview

The Driveway Authorization application allows staff to evaluate City Code requirements, particularly to consider requests to have more than one driveway, a circular drive, or a wider-than-existing driveway in a residential neighborhood. Per 17.56.130.B of the City Code, Single-family uses shall be limited to one drive access per property.

These conditions shall apply unless otherwise granted approval by the Planning and Development Director or their designee. Said Director or designee will evaluate compliance with other City Code requirements including: The driveway paving does not exceed 50% of the required front yard area and the driveway surfacing is dust free and in compliance with the Access Management Standards.

The Development Center Engineer is to advise whether a Right of Way Work Permit will also be needed to complete the installation of the driveway.

Pre-Application Process

Prior to the submittal of an application for Driveway Authorization, the applicant is encouraged to hold a pre-application meeting with the Assistant Planner to review the application submittal requirements, processing steps and timelines.



Public Notice

No public notice is required with this application.

Fees

Driveway Authorization Application: \$100

Technology Recovery Fee: 5% of Review Fee



ELECTRONIC SUBMITTALS

1. All applicants should email the application (form only, no required submittal material) to michelle_hall@casagrandeaz.gov
2. Following the application form submittal, you will be sent a link to a Google Drive folder into which you should submit all required application and submittal materials.
3. Please call 520-421-8630 ext. 3350 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 ^{1,7,8}

Project 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}
Driveway Authorization Application	2	10	2	10	24

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.

⁵ Review of resubmittal shall be limited to:
Addressing 1st 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.

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

⁷ 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 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.



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.

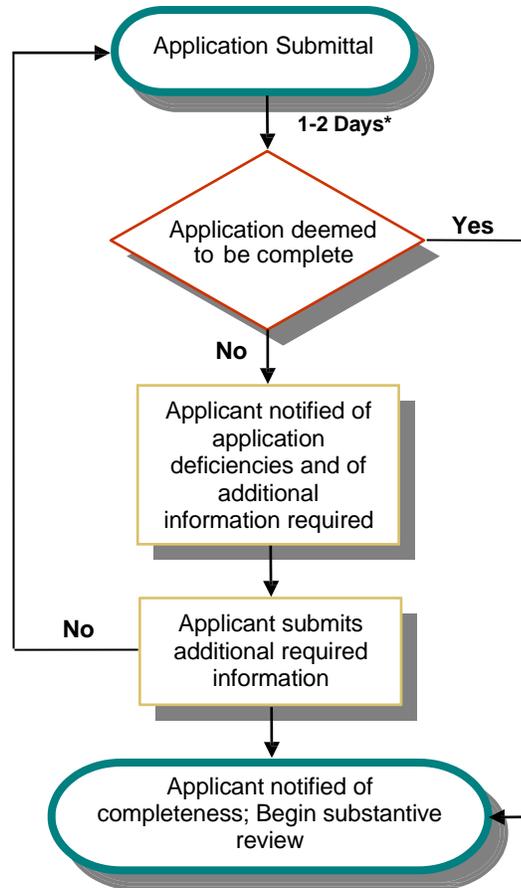
I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of ___additional days.

Applicant

Agreed to by City



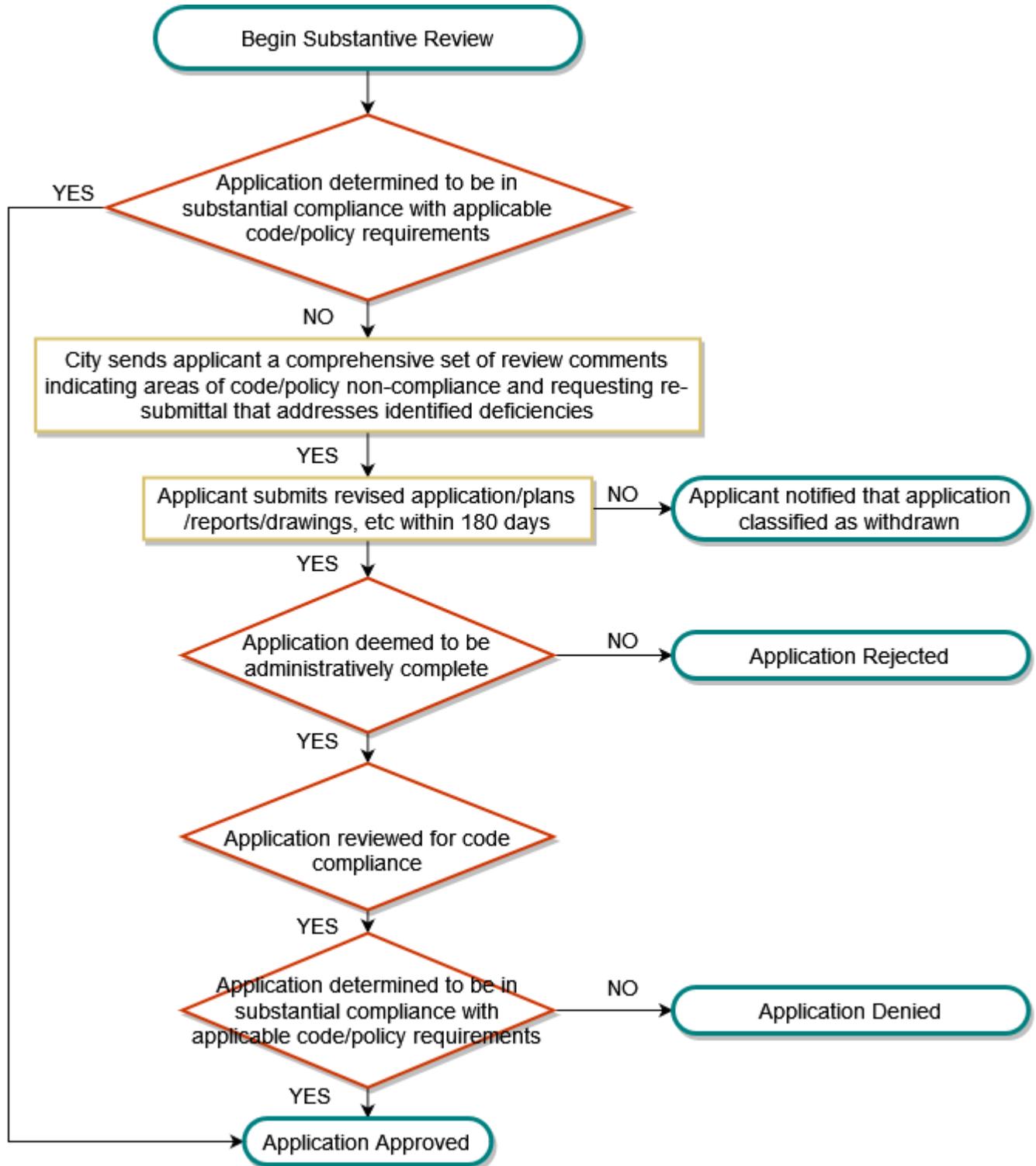
ADMINISTRATIVE COMPLETENESS REVIEW PROCESS



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



SUBSTANTIVE REVIEW PROCESS





COMPLETENESS REVIEW INTAKE CHECKLIST

Project Narrative

Site plan

Digital Submittal (such as PDF) containing all required submittal items