



# GILA RIVER INDIAN COMMUNITY

## Department of Land Use Planning & Zoning

### Main Location:

P.O. Box E  
291 W. Casa Blanca Rd.  
Sacaton, AZ 85147  
Phone: (520) 562-6003  
Fax: (520) 562-6040

### Realty Services:

64 E. Pima Street  
Sacaton, AZ 85147  
Phone: (520) 562-5060  
Fax: (520) 562-5064

### Administration

### Flood Control Engineering

### Geographic Information Systems

### Land Surveying

### Livestock/Ordinance

### Planning Development

### Realty Services

### Subdivision Administration

The process for the approval of the Certificate of Compliance (COC) per the and Land Development Procedures (LDP):

#### Application

1. Letter of intent, in the letter define the scope of the project and project schedule see 7.1
2. Planning request, with the request we'll need vesting documents that allow construction within the project limits, see 7.1. For example, resolutions granting permission to be within right of ways, land assignments, leases, grant of easement if within a BIA right of ways.
3. Site Plan Information, a topographic survey will be required meeting GRIC requirements. The topographic survey will satisfy most of the requirements within 7.2, items not addressed by the survey will need to be addressed by a site plan. Submit a Survey Request form to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [LandSurveyingTeam@gric.nsn.us](mailto:LandSurveyingTeam@gric.nsn.us) for:
  - a. Current survey data for site
  - b. Survey Review
    - i. Survey shall be reviewed for compliance of GRIC standards. The appropriate requirements checklist shall be signed and dated by the RLS/CFedS and returned with the first submittal (see Appendix C of GRIC Land Survey Minimum Standards)
4. Engineering plan information, engineering plans are required meeting all the requirements, see 7.4 and the requirements of those on the distribution list (stakeholders), see 6.0.

Please submit request along with the supporting documents list above to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [PlanningDevelopmentTeam@gric.nsn.us](mailto:PlanningDevelopmentTeam@gric.nsn.us)

#### Department Review

1. Plan Review, see the requirements within 7.2, 7.3 and 7.4, all stakeholder requirements must be met.
2. The developer may choose to present the project during the monthly Technical Stakeholder meeting by submitting the required plans to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [PlanningDevelopmentTeam@gric.nsn.us](mailto:PlanningDevelopmentTeam@gric.nsn.us) no later than the 2nd Wednesday of the month by 5:00 pm so they can be placed on the stakeholder meeting agenda, see the attached Technical Stakeholder Meeting Schedule.
3. LUPZ will send out site plan, topographic survey, engineering plans, and a project comment form to the stakeholders on the distribution list for a technical review: 1<sup>st</sup> review time frame is 21 calendar days, 2<sup>nd</sup> review time frame is 7 calendar days.
4. After the technical review the project comment forms received from the stakeholders will be sent to the developer via email.
5. The developer will then work with their consultant to make the necessary corrections and resubmit the revised plans with a response sheet to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [PlanningDevelopmentTeam@gric.nsn.us](mailto:PlanningDevelopmentTeam@gric.nsn.us) for a second review.
6. LUPZ will compile the comments received from the second review and determine based on the comments whether a COC will be issued or if there are outstanding issues.
7. LUPZ requires 100% signed plans to issue a COC.

#### Certificate of Compliance

LUPZ will issue a formal certificate of compliance, if based on the written comments received the stakeholders have no issues with the plans reviewed.

#### Building Permit

Building Safety will not issue a permit without the formal certificate of compliance.

Note, this process is adopted by resolution GR-027-20.

**Gila River Indian Community**  
 Department of Land Use Planning & Zoning

*P.O. Box E  
 291 W. Casa Blanca Rd.  
 Sacaton, Arizona 85147*



*Phone: (520) 562-6003  
 Casa Grande Line: (520) 836-7291  
 Phoenix Line: (480) 899-0056  
 Fax: (520) 562-6040*

**LUPZ REQUEST FORM  
 PLANNING**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ FAX NO. \_\_\_\_\_

**TYPE OF USE**

X Tribal Department Use Only - Dept: \_\_\_\_\_ X Bureau of Indian Affairs Use Only - Dept: \_\_\_\_\_  
 X Community Member Use Only - GRIC Enrollment No.: \_\_\_\_\_ X Other: \_\_\_\_\_

**TYPE OF REQUEST**

X LUAR (Land Use Action Review) X Certificate of Compliance X Planning Review X Zoning  
 X Temporary Land Use Permit Certificate of Compliance Waiver Special Use Permit Variance

Other: \_\_\_\_\_

Location: District: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
 Lot #: \_\_\_\_\_ Allot #: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

**BRIEF EXPLANATION OF REQUEST**

Number of copies being requested: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Requestor

\_\_\_\_\_  
 Printed Name of Requestor

**EVERY ATTEMPT WILL BE MADE TO PROCESS THE REQUEST IN A TIMELY MANNER. DELAYS MAY ARISE IN RETRIEVING INFORMATION AND APPROVAL MAY BE REQUIRED FROM ADMINISTRATION.  
 SUBMIT FORM TO LUPZ FRONT DESK OR EMAIL [LUPZSUPPORTGROUP@GRIC.NSN.US](mailto:LUPZSUPPORTGROUP@GRIC.NSN.US)**

LUPZ OFFICE USE ONLY			
Date Received Stamp	Administration	Closed / Completed By	Delivered Via:
Doc ID# _____	X Approve _____	Project Name: (Address/File Name) _____	X Mailed
	X Decline _____	_____	X E-mailed
	X Verify _____	Posted/Completed: _____	X FTP Site
	X Pending _____	Initials: _____	X Inter-Office Mail
			X Hand Delivered

LUPZ Staff Releasing Document: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Items Released to (sign name): \_\_\_\_\_ Date: \_\_\_\_\_

Requested Items Released to (print name): \_\_\_\_\_ Date: \_\_\_\_\_

## 6.0 DISTRIBUTION LIST

1. Department of Environmental Quality
2. Department of Public Works
3. Pima-Maricopa Irrigation Project
4. Building Safety Department
5. Gila River Fire Department
6. Cultural Resources Management Program
7. Tribal Projects
8. Gila River Indian Irrigation and Drainage District
9. Gila River Indian Community Department of Transportation
10. Land Use Planning and Zoning Director
11. Land Use Planning and Zoning Flood Control
12. Land Use Planning and Zoning Geographic Information System
13. Land Use Planning and Zoning Realty
14. Land Use Planning and Zoning Survey
15. Land Use Planning and Zoning Ordinance
16. Land Use Planning and Zoning Planning
17. Arizona Public Service (WHERE APPROPRIATE)
18. Gila River Indian Community Utility Authority (WHERE APPROPRIATE)
19. Salt River Project (WHERE APPROPRIATE)
20. Gila River Telecommunication Inc. (WHERE APPROPRIATE)
21. Kinder Morgan – El Paso Natural Gas (WHERE APPROPRIATE)
22. Southwest Gas (WHERE APPROPRIATE)
23. San Carlos Irrigation Project (WHERE APPROPRIATE)

## 7.0 REQUIRED INFORMATION

The required information for two of the three processes is noted below. For required information for the Development Proposal Review Process contact PLFC.

The Director of LUPZ may waive any of the required information if the information exists or is clearly not necessary to the evaluation of the proposal. In special circumstances the LUPZ Director may require additional information necessary for a thorough evaluation of the proposal.

### 7.1 Required Written Information (LUAR & COC)

1. Letter of Intent - Summary of project, describing the purpose, benefits and key points of the proposal signed by developer
2. Ownership, name & address of property owner(s), developer, and each individual or company having a financial interest in the project
3. Project Schedule
4. Signed and validated leases or approvals from allottees, if allotted land is involved
5. Display showing project limits

### 7.2 Required Boundary and Topographic Survey Information\* (LUAR & COC)

1. Name, address, telephone number and signature of RLS
2. Official seal and registration number
3. Date survey was completed and revision dates
4. Graphic scale and north arrow
5. Legend included – symbols, abbreviations, line weights and types
6. All data necessary for mathematical closure
7. Point of commencement and point of beginning shown
8. Basis of bearings
9. GRIC Resolution GR-18-97 system of coordinates (GRIC Survey Control Network)
10. Both record and measured bearings and distances shown (record if applicable)
11. Adjoining documented parcels, easements and right of ways labeled – if no doc. R/W note, include street names
12. All easements evidenced by recording documents shown – if no doc. easement note
13. Gores or overlaps along exterior boundary shown
14. All monuments found or set labeled
15. Monuments placed at all corners
16. Vicinity map
17. Gross land area of parcel(s) included in legal description
18. Reference documents listed
19. Legal description included record and measured (record if applicable)
20. Surveyors certification
21. Section ties minimum to two corners record and measured (record if applicable)

22. Survey meets minimum standards set forth and adopted by the Arizona Board of Technical Registration (with exception of recording)
23. Certified Federal Surveyor (CFedS) required
24. Section location map shown with bearings, distances and monumentation shown
25. Maximum allowable relative positional precision for all boundary monuments will be 0.07 feet plus 50 parts per million
26. Title including: lot, block, tract or subdivision name; the section, township, range and meridian, county and state, visible address (LUPZ # in case of no visible address) and the owner or leaseholders name, district
27. General notes
28. Sheet index map
29. Location of all buildings, if none so note
30. Location of buildings and improvements within 25 feet of boundary
31. Physical evidence of encroaching structural appurtenances
32. Driveways, alleys of access on or crossing property shown
33. Substantial visible improvements in addition to buildings
34. Parking areas and stripes
35. Indication of public way on land
36. Location of visible utilities, floodplain and zoning Information

#### DELIVERABLES

37. Three hard copies of drawing 24x36 on bond paper, CFedS/RLS signed and sealed and PDF
38. AutoCAD file
39. Parcel closure report
40. Legal description in electronic format
41. ADDITIONAL SURVEY ITEMS
  - a. Identify survey or legal description being retraced to define subject parcel(s)
  - b. GRIC control points used identified on survey
  - c. Temporary benchmark (2) located on site and listed in table and on survey
  - d. Spot elevations, finish floors, manhole rims & inverts
  - e. Contours with break lines used
  - f. Building setbacks shown

\*MUST BE PART OF PLAN SET

#### 7.3 Required Site Plan Information\* (COC)

1. Map data- Name of development, north arrow, scale, date
2. Planned. buildings, location, sf., height, setbacks
3. The planned use of land and buildings
4. Parking plan with ingress and egress
5. Designated Refuse Collection Area, screening
6. Building Elevations, architectural design
7. Landscape plan
8. ADA accommodations

\*MUST BE PART OF PLAN SET

#### 7.4 Required Engineering Plan Information\* (COC)

1. Note of Conformance with Preliminary Plat Stipulations
2. Scale: 1"=100' or 1"=50', if less than 10 acres. Preferably 1"=20' Scale for smaller areas
3. Sheet Size 24" x 36" and or 11" x 17" (depending on project size. Consult with LUPZ)
4. Name, Address, Phone Number, Seal and Signature of Az. State Registered Land Surveyor (R.L.S.)
5. Name, Address, Phone Number, Seal and Signature of Az. State Registered Architect (R.A.)-All architectural sheets
6. Name, Address, Phone Number, Seal and Signature of Az. State Registered Professional Engineer (P.E.)-Each Sheet
7. Name, Address, Phone Number, of all other Disciplines involved. Label Community approved permit to work number
8. Subdivision Ties to fractional corners
9. Exception areas labeled as "Not Part of this Plan"
10. All existing dedications and easements from past documents
11. All adjacent dedications (within 100 ft of subject property) labeled.
12. Note that street names conform to MAG Standards, State, B.I.A., M.C.D.O.T., and Community GIS assigned street names
13. Show all boundaries: R.O.W., D.E., P.U.E., V.N.A.E., etc. if applicable
14. Bearings and Distances of all property lines and street courses
15. Width/Dimensions of all streets, alleys, easements, etc. and conform to stipulated requirements
16. Points of Tangencies, central angles of all curvilinear streets, and radius of all rounded street line intersections
17. Check to ensure all tracts shown by consecutive letter. All areas within the plat boundary not occupied by lots or public streets shall be shown as a tract.
18. Corners set or Found
19. Results of Survey/Topographic Survey with min. 1ft contours
20. Community Resolutions Exhibit (if other than scattered homesite)
21. Submit a digitized electronic copy of the Final Plat
22. All existing buildings and significant structures
23. All proposed buildings, location, setback dimensions from property line
24. Parking Plan with Legal Ingress and Egress
25. Show existing and proposed ground surfaces in Profile. Show existing and proposed contours and topographic features in plan view
26. Utilities onsite, size, elevation, operator, and any improvements needed to extend service
27. Existing/Proposed Spot elevations and Contour Lines (min 1 ft. contour intervals), drainage arrows, grade breaks, and high points
28. Show proposed grading, buildings, etc. with a heavier line to designate proposed versus existing condition

29. All offsite improvements (Roads, Utilities, Drainage) on separate sheets, but labeled sufficiently to show tie in with site on Civil Plan
30. Planned storm water discharge locations, ultimate outfall location(s) with elevation(s)
31. Planned Water Use/Irrigation Systems
32. Label size, type, treatment of ground surface, irrigation system affecting Landscape
33. Soils Report (with percolation rates for drain time calculations for retention basins)
34. Proposed finished floor elevations a min. 1 ft. above the adjacent 100-yr water surface elevation.
35. Building Elevations, architectural designs
36. Nearest Fire hydrant
37. Provide Earthwork Cut and Fill Volumes with Net amounts exclusive of street quantities
38. Provide all applicable notes, including Grading and Drainage Notes
39. Provide Elevation Datum and Benchmark Elevations with Exact Locations
40. Provide spot elevations every 50 ft. on adjacent properties sufficient to depict existing conditions that effect drainage of property to be filled. Usually 30 ft. beyond property line is sufficient

\*MUST BE PART OF PLAN SET



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## Department of Land Use Planning & Zoning

### Technical Stakeholders Meetings Schedule

**Main Location:**  
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**Administration**

**Flood Control  
Engineering**

**Geographic  
Information  
Systems**

**Land Surveying**

**Livestock/Ordinance**

**Planning  
Development**

**Realty Services**

**Subdivision  
Administration**

Meetings are every 3<sup>rd</sup> Thursday of the month.

Meetings:	January 19, 2023
	February 16, 2023
	March 16, 2023
	April 20, 2023
	May 18, 2023
	June 15, 2023
	July 20, 2023
	August 17, 2023
	September 21, 2023
	October 19, 2023
	November 16, 2023
	December 21, 2023

Deadline for submissions of material is the 2<sup>nd</sup> Wednesday of the month by 5:00 p.m. (may change dependent on number of days in the month); material is to be submitted to [LUPZSupportGroup@gric.nsn.us](mailto:LUPZSupportGroup@gric.nsn.us) and copy [PlanningDevelopmentTeam@gric.nsn.us](mailto:PlanningDevelopmentTeam@gric.nsn.us)

Deadlines for material submittal:	January 11, 2023
	February 08, 2023
	March 08, 2023
	April 12, 2023
	May 10, 2023
	June 07, 2023
	July 12, 2023
	August 09, 2023
	September 13, 2023
	October 11, 2023
	November 08, 2023
	December 13, 2023

The Planning Development will send out the agenda and the projects for review. This will be done by 5:00 p.m. the Thursday before the scheduled meeting.

If there are no items for a meeting it will be cancelled and notice will be sent out the 2<sup>nd</sup> Thursday of the month.

For questions please contact the Planning Development Manager at [PlanningDevelopmentTeam@gric.nsn.us](mailto:PlanningDevelopmentTeam@gric.nsn.us).