



# 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 Land Use Action Review (LUAR) per the 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. Complete Planning Request form indicating if a lease or land assignment is needed.
3. Motion of Support from the District for the project
4. Display map

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. The requestor may choose to present the project during the monthly Technical Stakeholder meeting by submitting the required plans or presentation 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.
2. LUPZ will initiate the land review to the stakeholders on the distribution list for a technical review: review time frame is 21 calendar days
3. After the technical review the project responses received from the stakeholders will be used to develop a report.
4. The Land Use Planner will provide the requestor with a copy of the LUAR report and if land assignment is needed the resolution process will start.
5. The Certificate of Compliance process can run concurrently with the LUAR process.

#### Resolution Process

1. LUAR, draft resolution, and boundary and topographic survey (if applicable) are routed through Office of Community Manager and Executive Office
2. Routing will then continue through Community Council Secretary Office (CCSO) material submittal process.
3. Approved packet will be placed on Planning and Zoning (P&Z) monthly meeting agenda for motion of support and to be forwarded to Natural Resources Standing Committee (NRSC).
4. Planning Development Team (PDT) will submit approved resolution packet and P&Z motion of support to CCSO to be placed on the next NRSC agenda for recommendation of approval and forward to Council.
5. PDT will submit resolution packet to CCSO office to be placed on Council agenda.
6. CCSO will forward PDT the approved resolution and it will be released to the requestor.

Planning and Zoning Commission meets once a month. Please anticipate 2-3 months for the resolution process.

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 _____	Posted/Completed: _____	X E-mailed
	X Verify _____	Initials: _____	X FTP Site
	X Pending _____		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: \_\_\_\_\_

**Gila River Indian Community Office of Land Use Planning and Zoning  
Display Map – Sketch Plan Requirements**

1. Name, address, telephone number of applicant
2. (Intentionally left blank)
3. Date display or sketch was completed and revision dates
4. Graphic scale and north arrow
5. Legend included – symbols, abbreviations, line weights and types
6. (Intentionally left blank)
7. (Intentionally left blank)
8. (Intentionally left blank)
9. (Intentionally left blank)
10. Record bearings and distances shown (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. (Intentionally left blank)
14. (Intentionally left blank)
15. (Intentionally left blank)
16. Vicinity map
17. Gross land area of parcel(s) included (if applicable)
18. Reference documents listed (if applicable)
19. (Intentionally left blank)
20. (Intentionally left blank)
21. (Intentionally left blank)
22. (Intentionally left blank)
23. (Intentionally left blank)
24. Section location map with Public Land Survey System nomenclature (if applicable)
25. (Intentionally left blank)
26. Title including: lot, block, tract or subdivision name; the section, township, range and meridian, county and state, visible address and the owner or leaseholders name
27. General notes (if applicable)
28. (Intentionally left blank)
29. Location of all buildings, if none so note (imagery can be used)
30. Location of buildings and improvements within 5 feet of boundary (imagery can be used)
31. (Intentionally left blank)
32. Driveways, alleys of access on or crossing property shown (imagery can be used)
33. Substantial visible improvements in addition to buildings (imagery can be used)
34. (Intentionally left blank)
35. Indication of public way on land (imagery can be used)
36. Location of all utilities observable (imagery can be used)

Deliverables:

37. Three hard copies of drawing, minimum size 11 x17, and PDF
38. (Intentionally left blank)
39. (Intentionally left blank)
40. (Intentionally left blank)

**Gila River Indian Community Office of Land Use Planning and Zoning  
Boundary and Topographic Survey Requirements**

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 and the owner or leaseholders name
27. General notes
28. Sheet index map
29. Location of all buildings' if none so note
30. Location of buildings and improvements within 5 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 utilities observable, floodplain and zoning Information

**Gila River Indian Community Office of Land Use Planning and Zoning  
Boundary and Topographic Survey Requirements**

Additional Topographic 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

Deliverables:

37. Three hard copies of drawing 24x36, RLS signed and sealed
38. AutoCAD file
39. Parcel closure report
40. Legal description in electronic format