



State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

----- **Staff Use Only** -----

KIVA/Application Number: \_\_\_\_\_

Location: \_\_\_\_\_ QS# \_\_\_\_\_

Prov	Req	N/A	Def	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written request for proposed dustproofing material, including explanation of use on the site and proposed material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan of area to be covered with alternate material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parcel map with site/area delineated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

*Prov = Provided; Req = Required; N/A = Not Applicable; Def = Deferred*

Note: See the Zoning Information Guide for the Request to Use Alternate Dustproofing Materials for details on submittal requirements.

**Per the requirements of state law, this permit application is:**

- Accepted as Administratively Complete
- Deficient, items marked above are required for application acceptance

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

This Administrative Review is valid for 180 days. For additional information visit our website at [www.phoenix.gov/pdd](http://www.phoenix.gov/pdd).

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.