



A.R.S. § 9-835(D) passed by the Arizona Legislature in 2011 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. Only complete applications can be accepted for plan review. This checklist has been provided to assist the applicant in preparing a complete application.

This document serves as your:  Notice of Administrative Completeness  Notice of Deficiency

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

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

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

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

Case Number: \_\_\_\_\_

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"/>	Application information form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pre-application meeting notes; aerial and parcel zoning map (waived items)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Context plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ownership verification form <ul style="list-style-type: none"> <li>• Legal description</li> <li>• Assessors tax parcel numbers</li> <li>• Gross acreage</li> <li>• Ownership authorization letter</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Principles and Development Team
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electronic submittal of entire application

Conditional Items:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Airport in Vicinity form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Deer Valley Airport in Vicinity form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phasing schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SRP Designation of Electrical Substation locations

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

This publication can be made available in alternate formats (Braille, large print or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.

**City of Phoenix Planning & Development Department  
Prelog Administrative Review, Rezoning/Special Permits – Page 2 of 2**

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Note: See the Zoning Information Guide for the Rezoning/Special Permit process for details on submittal requirements.

Contact staff below for questions regarding the Administrative 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).

QS# \_\_\_\_\_