



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 review.

Name: _____

Address: _____

Phone: _____ Email: _____ Fax: _____

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

Case Number: _____

- Variance Use Permit Formal Interpretations Stipulated Review of ZA Time Extension

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"/>	Zoning Adjustment worksheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ownership verification forms
<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"/>	Notification affidavits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage posting affidavits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Historic Preservation Approval

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

Note: See the Zoning Information Guide for the Zoning Adjustment process for details on submittal requirements. Contact staff below for questions regarding the Administrative Review Screening

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

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

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.

QS# _____