



In order to provide the best possible customer service, the Planning and Development Department (P&D) requests that on the business day prior to your planned visit, you call or fax our office with the address(es) and APN(s) of the site(s) you are planning to submit for review. If you have more than two submittals, you will need to call to schedule a log-in appointment.

To ensure that the proper project and amendment numbers are given to your project, research must be done which can take up to an hour to complete. By providing the project address(es) and APN(s) prior to your submittal, your time at the counter can be reduced to a few minutes.

Please use the following procedure to submit your site plans for wireless products:

- 1) Fax the information to (602) 534-5936, using the attached form, by 3 p.m. Please allow a 48-hour turnaround time for all research to be done before submittal can be made.
- 2) If you have more than two submittals, you will need to make an appointment to submit your plans. To make an appointment call (602) 534-5933.
- 3) Comply with the appropriate submittal checklist requirements and bring copies (if applicable) of the staff notes to the Payments and Submittals Counter at the time of submittal.
- 4) Ensure that you have sufficient payment for your submittals. See the current P&D fee schedule or call (602) 534-5933.

By working together we can minimize the time you spend at the Counter and ensure that your project starts out on the right path. If you have any questions, please call (602) 534-5933.

This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact Planning and Development Department at (602) 262-7811 voice or (602) 534-5500 TTY.