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With some projects, technical issues need to be resolved early in the development process to confirm viability of a project as well as to quickly obtain a building permit. Given these circumstances, it may be desirable for property owners and tenants to request concurrent reviews of site, civil and building plans with pending zoning actions, such as a use permit or variance requests. Proceeding concurrently could adversely impact the project and result in non-refundable fee payments, time delays, plan re-design, and other issues. However, many customers choose to assume these risks.

The Affidavit of Acknowledgment of Assumed Risk formally records this assumption of risk. Planning and Development Department (P&D) staff should obtain an executed copy of this document prior to authorizing concurrent construction plan review beyond the department’s current operating procedures. The affidavit form is a separate document which can be found in the TRT document folder.

Please note that utilization of this process must first be approved by Planning and Development Department staff (Management, Team Leader or Principal Planner) to allow the construction **plan review** to be completed concurrent with actions that may involve public hearings. The Acknowledgement of Assumed Risk process may include Rezoning, Planning Hearing Officer (PHO), Board of Adjustment or zoning adjustment actions (Variance or Use Permit).

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