



This document specifies the administrative and substantive time frames per Arizona Revised Statutes Section 9-835.

- Time frames are calculated in calendar days
- Substantive review time frames include initial comprehensive review and one subsequent review
- The city shall approve, conditionally approve or deny an application after substantive and subsequent review
- If design changes are made by the applicant that are not in response to a request for corrections, an additional comprehensive review may take place, and the city may have an additional 50% of the substantive review time frame
- By mutual agreement, the city and an applicant may extend the substantive review time frame and overall time frame by not more than 50%

Commercial / Multifamily Building Plan Review		Administrative	Substantive
<b>Major</b>	> 50,000 + Sq. Ft. > \$5,000,000	<b>10</b>	<b>90</b>
<b>Medium</b>	5,000 – 50,000 Sq. Ft. \$350,000 - \$5,000,000	<b>10</b>	<b>70</b>
<b>Minor</b>	< 5,000 Sq. Ft. < \$350,000	<b>10</b>	<b>50</b>
<b>All Revisions</b>		<b>10</b>	<b>50</b>

Single Family Residential Building Plan Review			Administrative	Substantive
Major	Custom, Standard, Addition and Remodel	>2,000 Sq. Ft. and / or >1 Level	10	60
	Revision		10	40
Minor	Addition and/or Remodel	2,000 Sq. Ft. or Less and 1 Level	10	40
	Revision		10	30
Building Plot Plans (RSF, RSP)			5	15
Revision to Plot Plan			5	10

Civil and Landscape Plan Review (Initial and RVSNs)		Administrative	Substantive
<b>Major</b>	> 20 Acres > 50 Lots 16+ Sheets	10	60
<b>Medium</b>	2.5 – 20 Acres 15-50 Lots 7-15 Sheets	10	50
<b>Minor and Small Plan</b> Fire line, S512, Fire Hydrant, Realignment	< 2.5 Acres < 15 Lots < 7 Sheets	10	40
<b>Landscape</b> Inventory, Salvage, Slope Analysis, Hillside, Preservation		10	60
<b>Plat / Map of Dedication (MOD)</b>		10	60

Fire Prevention Plan Review	Administrative	Substantive
<b>New Submittal / Modification</b>	10	60
<b>Minor – Submittal / Modification</b> Emergency Access, Address Directories, Gates, Automatic Hood Systems, Residential Automatic Sprinklers (Plot Plan)	10	60

Site Plan Review	Administrative	Substantive
<b>Preliminary Site Plan</b>	10	60
<b>Major Site Plan</b>	10	60
<b>Minor Site Plan</b>	10	40

Miscellaneous Processes	Administrative	Substantive
<b>Preliminary Meeting</b>	10	60
<b>Building Code Modifications</b>	10	60
<b>Technical Appeals</b>	10	60
<b>Lot Split / Lot Combination</b>	10	60
<b>Abandonment / Dedication</b>	10	90

Zoning Entitlement	Administrative	Substantive
Rezoning	10	120
Planning Hearing Officer (PHO) Stipulation Modification	10	65
Zoning Adjustment (Variance & Use Permits)	10	52

Sign Plan Review	Administrative	Substantive
Variance / Use Permit - (including Major Amendment to Comprehensive Sign Plan) Requires Hearing Officer	10	82
Billboard	10	80
Use Permit	10	82
CSP Major Amendment	10	82
CSP Minor Amendment	10	56
Design Review	10	40
Engineering Review	10	60
Ground Sign	10	60
Wall / Window Sign	10	30
Comprehensive Sign Plan	10	82