



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
Major	> 50,000 + Sq. Ft. > \$5,000,000	10	90
Medium	5,000 – 50,000 Sq. Ft. \$350,000 - \$5,000,000	10	70
Minor	< 5,000 Sq. Ft. < \$350,000	10	50
All Revisions		10	50

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

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

Site Plan Review	Administrative	Substantive
Preliminary Site Plan	10	60
Major Site Plan	10	60
Minor Site Plan	10	40

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