



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 plan review.

This Administrative Review is **valid for 180 days from the date of acceptance**. For additional information visit our website at www.phoenix.gov/pdd

APPLICANT TO COMPLETE:

Project Name: _____ Project Number(s): _____

Project Address: _____ Email: _____

Applicant Name: _____ Title: _____ Phone: _____

----- **COUNTER STAFF TO COMPLETE** -----

Project Number(s) or Create New: _____ SPAD or Create New: _____

Administrative log-in reviewer shall check the boxes with a (Provided) or (Not provided)

PLOT PLAN IS APPLICABLE IF BOTH BOXES HAVE BEEN CHECKED

- No retaining walls
- Less than 0.5 acres, not in a Floodplain and not within Hillside

REQUIRED INFORMATION:

- Three (3) sets of 24" X 36" or 8 ½" x 11" Grading and Drainage Plot plans
- Completed and signed Grading and Drainage Plot Plan checklist
- Drainage Calculations and Drainage Statement on Cover Sheet or a Sealed Drainage Report will be required if off-site flows impact the site. Projects without offsite flows require a drainage memo.
- Site plan approval stamp

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

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

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____

Phone: _____ Date: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice / (602) 534-5500 TTY.