



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.

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tracking #s:** (if known): **Project (Kiva) #** \_\_\_\_\_ (SCSR/SCMJ/SCSU/AMND) # \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor Parcel Number(s) (APN):** \_\_\_\_\_

**Submittal Type:**

**Pre-Application (PAPP)**

- Option 1
- Option 2
- Follow-Up
- DTC/WU Pre-Application
- DTC/WU Fact-Finding\*

**Preliminary (PRLM)**

- Subdivision
- Site Plan
- Revised

**Final Site Plan (Minor/Major)**

- Commercial (SCSR/SCMJ)  1<sup>st</sup> Review
- Multi-Family (SCSR/SCMJ)  2<sup>nd</sup> Review
- Subdivision (SCSU)  3<sup>rd</sup> Review
- Amendment (AMND)  Other: \_\_\_\_\_

*\*use separate submittal form for Fact-Finding request for any site NOT located within in DTC/WU*

- Wireless Communications Facility (SCSR/AMND)**  **Model Home Complex (MDHM)**
- Single-Family Design Review Diversity Exhibit (SCSU)**  **Other:** \_\_\_\_\_

Number of Copies			Pre-Application Submittal (Option 1 only) or DTC/WU Fact-Finding Submittal
Required	Provided?	N/A	
1			Context Plan with photos
6			Conceptual Site Plan/Plat
1			1 disk (CD/DVD/USB) with copies of all plans
			Other:

Number of Copies			Final Site Plan (Major or Minor) or Final Site Plan Amendment
Required	Provided?	N/A	
6			Site Plan
2			Building Elevations
1			Colored Building Elevations
			Detail Sheet (Design Review / Site Details)
			Site Photos
			Landscape Sheet
			Other:

Separate Landscape Plan submittal required       Separate Civil plan submittal (G&D, paving, etc) required

Number of Copies			Model Home Complex Plan
Required	Provided?	N/A	
4			Model Home Complex/Sales Office Plan
			Other:

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7811 or visit our website at <http://phoenix.gov/pdd/licensetimes.html>. This publication can be made available in alternate formats (Braille, large print, or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or TTY 7-1-1.

Number of Copies			SFDR Diversity Exhibit
Required	Provided?	N/A	
2			SFDR Diversity Exhibit binders (see checklist for contents)
			Other:

Number of Copies			Pre-Application Submittal (Option 2) or Preliminary Site Plan Submittal or DTC/WU Code Pre-Application
Required	Provided?	N/A	
1			Context Plan with photos
6			Preliminary Site Plan
6			Preliminary Plat (not allowed for Option 2 pre-apps)
2			Building Elevations (not required for SF detached subdivisions)
1			Colored Building Elevations (not required for SF detached subdivisions)
1			Materials Board / Color Exhibit (not required for SF detached subdivisions)
			Detail Sheet (Design Review / Site Details)
3			Preliminary Grading and Drainage Plan
			Drainage Report
2			Preliminary Landscape Plan
			Fire Flow Test Results
1			Complete Streets Form
1			Preliminary Submittal Fee Sheet
1			1 disk (CD/DVD/USB) with copies/scans of <b>all submittal documents</b>
			Other: <i>(list names and addresses or provide on attachment)</i>
<input type="checkbox"/> <b>Public Notice required</b>			
<input type="checkbox"/> <b>Zoning Processes completed</b>			<i>(provide instructions if meeting must be held after certain date; i.e. last appeal date)</i>
<input type="checkbox"/> <b>Traffic Impact Analysis (Traffic Study)</b>			<input type="checkbox"/> Already approved; tracking number: <input type="checkbox"/> Required but not provided (incomplete submittal)
<input type="checkbox"/> <b>Other Special Instructions</b>			

**Per the requirements of state plan, this permit application is:**

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance.
- This submittal is for single-family residential development and not subject to the provisions of §A.R.S. 9-835.

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

Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at [www.phoenix.gov/pdd](http://www.phoenix.gov/pdd).