



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: _____ Project Number(s): _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

----- **Staff Use Only** -----

SUBDIVISION SETBACK EXHIBIT **SINGLE FAMILY DESIGN REVIEW**

Prov	Req.	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preapplication meeting notes and copy of preliminary review checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 copies of site plan (6 if Minor amendment)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 disk containing a pdf of site plan package
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 copies of Preliminary Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of conceptual Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Landscape Conservation Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Hillside Slope Analysis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Zoning Stipulations (Case # _____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Completed Single Family Design Review Applicant/Staff Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 copies of Diversity Exhibit in pressboard file folders with fasteners

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents and copies on CD are not required.

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: _____

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

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.