



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: _____

Administrative log-in reviewer shall check the ADM column as (Provided) or (Not provided)

REQUIRED INFORMATION:

ADM

- Four (4) sets of Water plans. Plans shall be submitted on 24" X 36" sheets.
- Major Projects - One (1) copy of the approved preliminary Site Plan. Minor Projects – One (1) copy of the first review site plan mark-up.
- Completed and signed Water Main checklist.
- Utility Conflicts Form OR print disclaimer on the plans (disclaimer is allowed if work is on a local or residential street only).
- Water Design Report sealed and signed by Professional Engineer.
- A signed agreement form indicating a standard or repayment agreement.
- Application for Main Extension.
- Sealed Professional Engineer's Cost Estimate.
- Application for Approval to Construct Form.
- Approval to Construct Form.
- A signed and notarized Environmental Responsibility Form.
- Water Mains are 12 inches or less in size. (Any installation of a water main or service provided from a water main larger than 12 inches are reviewed by the Water Services Department)
- Water Mains are located inside the City of Phoenix, City Limits. (Any installation of a water main or service provided from a water main that is located outside of the City of Phoenix, City Limits are reviewed by the Water Services Department)

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.

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 (602) 534-5500 TTY.