City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Information Request
Mutual Agreement Application

State Law A.R.S. § 9-835(G) allows the city and applicant to mutually agree in writing to allow the city to submit supplemental requests for additional information. The substantive review time frame and the overall time frame will be suspended from the date the request is issued until the date that the city receives all of the additional information from the applicant. This document is a voluntary agreement designed to allow flexibility in the licensing process and to avoid unnecessary delays, fees and/or denial of the application due to unforeseen or unavoidable circumstances.

Project Name: _____

Site Address _____

Plan Review or Case Number: _____

Additional Information Requested: _____

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Staff Contact (Print Name): _____ Phone: _____

Staff Signature: _____ Date: _____

If the city does not receive a response to this agreement by close of business on _____ , the application may be denied.

I agree to suspend the overall time frame and provide additional information to the city as requested above.

Applicant Signature: _____ Date: _____

Print Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

This publication can be made available in alternate formats (Braille, large print or electronic media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.