



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) 1st Review
- Multi-Family (SCSR/SCMJ) 2nd Review
- Subdivision (SCSU) 3rd 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:** _____

Description of Work: (Only 1 project design allowed per submittal): _____

| | |
|---|---|
| <input type="checkbox"/> Check if Primary Contact | Owner/Developer: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Email: _____ Phone # _____ |
|---|---|

| | |
|---|---|
| <input type="checkbox"/> Check if Primary Contact | Architect/Engineer/Consultant: _____ Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Email: _____ Phone # _____ |
|---|---|

STAFF USE ONLY

Site Planning Staff: _____ P&S Staff: _____ Date Received: _____
 Project (Kiva) #: _____ Create New SDEV: _____ Create New
 Existing Plan Review (type/number): _____ Child of (type/number): _____
 Create new: PAPP PRLM SCSR SCMJ SCSU AMND # _____ MDHM
Fee Amount:\$ _____ **Fee Code:** _____ **See attached fee sheet**
 Adaptive Reuse Option 2 pre-app Express Pass / OTC 5-day Site Review

Route to: (fill in for final site plans, amendments, SFDR, and model home complexes only)

- Site _____ Traffic _____ Civil _____ Fire _____ Landscape _____
- Inv/Sal _____ Building _____ HP _____ 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.