



This application is to be completed by the customer to provide staff enough information to determine the best course of action in renewing the project in question. The result will be an explanation of the required "next steps" to complete the project. Customer needs to obtain a copy of all existing permits and/or supporting documentation for the project from the DSD Records Counter at 200 W. Washington St, 2nd floor, and attach a completed application. Submit all documents to the Payments & Submittals Counter along with an initial minimum fee of \$300 (without a meeting) or \$600 minimum fee (with a meeting). Based on research time spent additional fees may apply, which are due before the information is provided. The applicant must obtain staff approval prior to log-in at Payments & Submittals. You will be contacted within two weeks with the results of your review and receive further instructions. If you have any questions, please contact the Office of Customer Advocacy at 602-534-7344 for commercial projects and the Civil Code Consistency Coordinator at 602-495-0464 for single-family residential projects.

Applicant Information (PLEASE PRINT):

Name: _____ Title: _____

Company Name: _____

Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Project Name & Address(es) / APNs:

DSD Project/Plan Number(s) (include standard plan numbers for residential subdivisions):

Provide information regarding project status: please attach additional sheets if necessary

1. Do you have copies of approved plans or will you be able to get rights to the approved plans?

Yes No If yes, please indicate which ones (building, grading, site plan, etc.).

2. Is the project Single Family, Commercial or Multi-family? If mix of uses, please specify.

3. Which off-site and on-site improvements currently exist?

4. Which buildings currently exist and at what % completion (i.e. what is the valuation of the remaining scope of work, if known)?

5. How will your proposal be different from the approved plans in terms of phasing and scope?

6. Do you intend to complete the entire project or only the portions that have been started?

7. In the case of residential subdivisions, do you intend to submit new building product?

Provide a description of your proposed scope of work and any specific questions you have.

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

Date of submittal: _____ Fee: \$ _____

Staff: _____ Project No: _____

SDEV #: _____

Civil Plan Review

Site Planning/Zoning

Residential Building

Commercial Building

Staff Initials: _____ Date: _____

NOTES: _____
