



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. This Administrative Review is valid for **180 days from the date of acceptance**. For additional information visit our website at [www.phoenix.gov/pdd](http://www.phoenix.gov/pdd)

**APPLICANT TO COMPLETE**

Project Name: \_\_\_\_\_ Project Number(s): \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**-----COUNTER STAFF USE ONLY-----**

Project Number(s) or Create New: \_\_\_\_\_ SPAD or Create New: \_\_\_\_\_

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

**REVIEW TYPE & ACTIVITY:**  G&D  G&D Combination  Retaining Wall (Route to Site & Structural) Collect Fee

**[Check all that apply]**  Hillside  Floodplain  Drainage Report – Collect Fee  Revision

**REQUIRED INFORMATION:**

- Three (3) sets of 24" X 36" Grading and Drainage Subdivision and Commercial plans
- 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 Grading and Drainage, Subdivision and Commercial plan checklist
- Drainage statement and drainage calculations on the cover sheet. Projects with offsite flows will require a sealed drainage report. Projects without offsite flows require a drainage memo.
- A sealed geotechnical report (required when one (1) foot or more of fill material is indicated or slopes with cuts or fills steeper than 1 ½:1 or **retaining walls**).
- One (1) set of paving plans (if applicable)
- OFFSITE:** Include sealed Professional Engineer's Cost Estimate. **(Permits cannot be created without estimate)**
- REVISION:** New sets will have original registrant seal and COP approved signature stamps, new clouded registrant signature, and cloud and delta changes.
- RETAINING WALL REVIEW REQUIRED - ADDITIONAL REQUIREMENTS (3'4" or taller or surcharged)**
  - Structural drawings for all retaining wall heights and special conditions.
  - Structural Calculations for all wall heights including surcharge loads.
  - Special Geotechnical Inspection Certificate for soils.
  - Special Structural Inspection Certificate for retaining wall construction.
- HILLSIDE REVIEW REQUIRED - ADDITIONAL REQUIREMENTS:**  N/A by \_\_\_\_\_
  - Additional (2) sets of 24" X 36" Grading and Drainage plans
  - Completed and signed Hillside checklist
- FLOODPLAIN REVIEW REQUIRED - ADDITIONAL REQUIREMENTS:**
  - Additional set of 24" X 36" Grading and Drainage plans
  - 1 Additional Drainage Report

**Per the requirements of state law, this plan review application is:**

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance.

Staff Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_