



State law (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 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)

PLAT PLAN REVIEW REQUIRED INFORMATION:

- Four (4) sets of 24" X 36" Plat, Final Subdivision plans folded to 9" x 11"
- Completed and signed Final Plat checklist
- A Phase 1 Environmental Assessment Report and Environmental Assessment Declaration Form (when new right-of-way or an easement for public utilities (water, sewer, storm drain, etc.) is dedicated to the city of Phoenix.
The Phase 1 Environmental Assessment Report must be sealed within 180 days of final plat recordation)
- A copy of a computer closure, signed and sealed by Registered Land Surveyor, with the error or closure not to exceed 1/50,000 precision

Per the requirements of state law, this permit application is:

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

FINAL PLAT / MYLAR SUBMITTAL REQUIRED INFORMATION:

- One (1) mylar copy of the final plat (24" x 36") signed and notarized with original signatures, notary stamps.
All seals and stamps shall be in black ink and legible.
- Four (4) bond copies of the final plat (24" x 36") signed and notarized.
- Two (2) labeled compact discs with both .dwg and .pdf versions of the final plat on each disc.

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.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.