



**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)  1<sup>st</sup> Review
- Multi-Family (SCSR/SCMJ)  2<sup>nd</sup> Review
- Subdivision (SCSU)  3<sup>rd</sup> 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	<b>Owner/Developer:</b> _____ Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Email: _____ Phone # _____
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<input type="checkbox"/> Check if Primary Contact	<b>Architect/Engineer/Consultant:</b> _____ Address: _____ City: _____ State: _____ Zip: _____ Contact Person: _____ Email: _____ Phone # _____
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**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.