



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.

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)

**REQUIRED INFORMATION:**

**ADM**

- Four (4) sets of Water/Sewer Combination plans. Plans shall be submitted on 24" X 36" sheets.
- 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 Water/Sewer Main Combination checklist
- Utility Conflicts Form OR print disclaimer on the plans (disclaimer is allowed if work is on a local or residential street only)
- Sewer Design Report sealed and signed by Professional Engineer
- Water Design Report sealed and signed by Professional Engineer
- A signed agreement form indicating a standard or repayment agreement
- Application for Main Extension
- Sealed Professional Engineer's Cost Estimate
- Application for Approval to Construct Form
- Approval to Construct Form
- A signed and notarized Environmental Responsibility Form
- Water and Sewer Mains are 12 inches or less in size. (Any installation of a water and sewer main or services provided from a water and sewer mains larger than 12 inches are reviewed by the Water Services Department)
- Water and Sewer Mains are located inside the City of Phoenix, City Limits. (Any installation of water and sewer mains or services provided from water and sewer mains that are located outside of the City of Phoenix, City Limits are reviewed by the Water Services Department)

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

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

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](http://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.