



A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed and approved prior to building permit issuance and the time total time in which staff will complete their review and make a determination if a permit application will be issued or denied.

Date: \_\_\_\_\_ Team Leader: \_\_\_\_\_ Team Leader Phone #: \_\_\_\_\_

KIVA Number: \_\_\_\_\_ Permit Number #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

All items in this guide are listed in a sequential order. All items marked under Preliminary Site Approval are also required before Civil Permit Issuance. All items under Preliminary Site Approval and Civil Permit issuance are also required before Building Permit Issuance, etc. Additional information regarding definition and timeline for each item can be found in *Project Sequence Guide Definitions Document*.

Items Required Prior to PRELIMINARY SITE Approval	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Annexation				240	
Fact Finding				N/A	Exempted pursuant to A.R.S. 9-835(K). 30 days
PCD Master Plans				N/A	Exempted pursuant to A.R.S. 9-835(K). 30 days
Follow-up Development Pre-Application				N/A	Infrastructure coordination with the Water Services Department (42 days) Prerequisite to Water and Wastewater
Street Name				N/A	30 days
Address Assignment				N/A	30 days
<b>Zoning Entitlement</b>					
Rezoning				120	
PHO Stipulation Modification				65	
ZA (Variances & Use Permits)				52	
<b>Historic Preservation Review</b>					
Demolition Approval-Historic				N/A	Exempted pursuant to A.R.S. 9-835(K). Storm water management and inventory/salvage are prerequisites.
Certificate of No Effect (CNE)				20	
Certificate of Appropriateness				160	
<b>Site Review</b>					
Design Review Appeal				N/A	
Fire Marshall Appeal				30	Fire Department- Marshall
Archaeological Sign Off				21	Parks Department
Parks Department Trails				21	Parks Department
Open Space Exhibit/Amenities				N/A	
Slope/Density Analysis				60	
Hillside Density Waiver Appeal				60	

<b>Traffic Review</b>					
Traffic Study or Statement				42	
Alley Access Approval				60	
Access Gates				N/A	
<b>Civil Review</b>					
Wastewater Infrastructure Coordination				60	Submitted to and reviewed by Water Services Department, no fees required.
Waste Infrastructure Coordination				60	
Floodplain Review				60	Reviewed by Streets Transportation Department.
Preliminary Sewer Design				40	
Sewer Capacity Study				40	
Preliminary Site Plan				60	
<b>Preliminary Site Approval</b>					

Items Required Prior to <b>CIVIL PERMIT</b> Issuance	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
<b>Site Review</b>					
Alternative Dust Proof Surface				40	
Cross Access Agreement				N/A	Exempted pursuant to A.R.S. 9-835(K).
Dedication(s)				N/A	Exempted pursuant to A.R.S. 9-835(K). Dedication of public rights of way or public easements by Plat, MOD, or by application.
Abandonment				90	No council time included in overall timeframe for applicant.
<b>Landscape Review</b>					
Landscape Inventory				60	Prerequisite to landscape salvage plan and landscape plan submittal.
Landscape Salvage				60	Prerequisite to landscape plan submittal.
Inventory/Salvage Combo				60	Prerequisite to landscape plan submittal.
Existing Landscape in Right of Way				60	Review by Parks Department
Landscape Plan				60	
Preservation Plan				60	Prerequisite to landscape plan submittal.
Re Vegetation Plan				60	
<b>Civil Review</b>					
Subdivision Plat				60	Site plan and bonding are prerequisites, add 14-90 days for civil permit issuance and plat recording

Dedication by Application				90	Civil improvements prerequisite to recording
Map of Dedication				60	Master plan and Plats are prerequisite (no council time included in overall timeframe for applicant), add 14-90 days for civil permit issuance and plat recording
Lot Division				60	
Lot Combination				N/A	Exempted pursuant to A.R.S. 9-835(K).
SRP/USA Fee Title				N/A	
Soils Report-Grading				N/A	Exempted pursuant to A.R.S. 9-835(K). Part of Grading and Drainage review.
Final Drainage Report				60	Prior to or concurrent with Grading and Drainage permit.
Storm Water Management Plan				40	
Notice of Intent (NOI)				N/A	Arizona Department of Environmental Quality (ADEQ)
Grading & Drainage Plan				60	Permit to be issued prior to bldg. permit issuance.
Hillside & Grading Combo Review				60	
Cross Drainage Agreement				N/A	Exempted pursuant to A.R.S. 9-835(K).
Single Lot G&D				60	
Plot Plan Grading/Drainage				60	
404 Permit				N/A	Review by Army Corp of Engineers
Haul Plan				60	Review by Streets Transportation Department
Sewer Tap into Manhole				60	S-511,S-512, S-512D
Sewer Plan				60	
Sewer Agreement				N/A	Executed by Water Department, completed after water plan approval
Public Fire Hydrant/Hydrant Relocation				60	
Water Plan				60	
Water Agreement				N/A	Executed by Water Department, completed after sewer plan approval
Paving Plan				40	
Striping and Signal Plans				40	Review by Streets Department
Street Lighting Plan				40	Review by Streets Department
Bonds				N/A	Developer is responsible for posting bonds for all work in public right of way and public easements; prerequisite to civil permit issuance and plat recording
Technical Appeal				60	
Septic Tank-MC Health Permit				N/A	Maricopa County Approval
<b>Civil Permit Issuance</b>					

Items Required Prior to <b>BUILDING PERMIT</b> Issuance	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
<b>Site Review</b>					
Site Plan- Landscape Combo				60	
Final Site Plan				60	When the Site Plan is reviewed as part of the building plan submittal package the Site Plan “Guaranteed Maximum Staff Time” will match the building review time.
<b>Building Plan Review</b>					
Fire Flow Test				60	Fire Department reviews at preliminary meeting.
Building Plan> \$5 million valuation				90	
Building Plan> \$350 K to 5 million valuation				70	
Building Plan< \$350 K valuation				50	
Demolition Approval- Non Historic				N/A	Exempted pursuant to A.R.S. 9-835(K).
<b>Single Family Design Review</b>					
Subdivision				120	
Individual Lot				120	
Hillside/Other				120	
Revision to approved development agreement				90	
Model Homes Permits				90	
Phasing Plan				**	**Time frame based on evaluation and square footage of phase.
Standard Plan				90	
Special Inspection Certificate				N/A	Exempted pursuant to A.R.S. 9-835(K).Part of building plan review
Soils Report - Building				40	Review and submittal with building plan.
Structural Calculations				N/A	Exempted pursuant to A.R.S. 9-835(K). Required with building plan submittal
Factory Built Building-FBB				N/A	State approval required, prerequisite preliminary site approval
Building Code Modification				60	Required for building plan approval and is a prerequisite for the submittal of corrected plans
Non-Build Easement				60	
Real Estate Disclosures				N/A	
Aviation Disclosure Notice				N/A	
Impact Fee Area				N/A	No time associated to fees
DOF/WRA Fees				N/A	Water Department
<b>Building Permit Issued</b>					

Fire Related Permits	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
On-site Fireline				60	
Automatic Fire Sprinkler Plan				60	
Gates- Fire Access				60	Includes traffic review.
<b>Fire Permit Issued</b>					

Items Required Prior to CERTIFICATE OF OCCUPANCY	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Fire Line Offsite				60	
Change of Occupancy				60	
Water Meter Fees				N/A	No time associated to fees
Landscape				60	
Final Certificate of Occupancy					24 months
<b>Certificate of Occupancy Approved</b>					

Sign Items	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Sign Variance				82	Plan Review and Variance Process are consecutive
Sign- Billboard				80	
Sign Use Permit				82	Plan Review and Use Permit Process are consecutive
Sign CSP Major Amendment				82	Plan Review and Amendment Process are consecutive
Sign CSP Minor Amendment				56	
Sign Design Review				40	
Sign Engineering Review				60	
Ground Sign Plan Review				60	Use approval must be verified before log in
Wall/Window Sign Plan Review				30	Use approval must be verified before log in
Comprehensive Sign Plan				82	

Miscellaneous Items	N/A	Required	TBD*	Guaranteed Maximum Staff Time**	Comments
Construction Trailer				30	
Sales Office/Trailer				30	
Offsite Utility Trenching				40	

\* TBD items will be based on plan review of final design drawings. See plan review notes for further instructions.

\*\* The Guaranteed Maximum Staff Time is measured in calendar days and reflects Planning & Development staff time only and does not encompass the entire process as it relates to each item.

The Guaranteed Maximum Staff Time for each approval or permit is based on the information provided by the applicant as of the date shown on the first page of this guide. Any addition, deletion or modification of the information provided by the applicant on a later date may delay the Guaranteed Maximum Staff Time.