



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 Number: _____

Administrative log-in reviewer shall check the box as (Provided) or (Not provided)

REQUIRED INFORMATION:

- Three (3) sets of Address Directory Plans. Plans shall be submitted on minimum 8.5" X 11" sheets.
Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.
- Cover sheet shall include the address of property.
- Copy of applicant's signed address directory checklist.

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

- Accepted as Administratively Complete.
- Deficient, items marked with an "X" 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.

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 (602) 534-5500 TTY.