



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)

REQUIRED INFORMATION:

ADM

- Six (6) 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
- Copy of Planning and Development Department (PDD) prior authorization to log in a final plat (preapplication notes, preliminary approval report, conditional lot split approval letter, or other official correspondence).

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.