



Completeness Review

Water Design Plan

Oro Valley Water Utility

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: _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

Administrative log-in shall check the boxes with (provided) or (Not provided)

Required Information:

- Completed Water Design Plan checklist with the correct address, applicant and owner's name, project name and Parcel #.
- Written consent of the owner, lessee, agent or management company if the applicant is not the property owner.
- 2 copies of the Water Design Plan.
- One copy each of the Final Site Plan and the Civil Improvement Plans.
- Payment for any Hydraulic Review fees due.
- 1 copy of the approved Water Master Plan.

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: _____