



## Completeness Review

### Conceptual Design Review Commercial: Conceptual Architecture Submittal

Development and Infrastructure Ser

**State law (A.R.S. § 9-835(D)) requires a Completeness Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Completeness 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: \_\_\_\_\_ OV Project Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

#### **Required Information:**

- | Provided                 | N/A   |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Pre-application meeting notes and copy of preliminary review checklist   |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Conceptual Design Review Application   |
| <input type="checkbox"/> | <input type="checkbox"/> Completed Conceptual Architecture Checklist  |
| <input type="checkbox"/> | <input type="checkbox"/> Narrative describing how architectural Design Principles (see Section 22.9.D.5) and Design Standards (see Addendum "A") have been met  |
| <input type="checkbox"/> | <input type="checkbox"/> (2 copies) Color Renderings of all buildings, structures, and elevations clearly depicting overall building composition, façade design elements, (24" x 36" folded to 8 ½" x 11" in size)  |
| <input type="checkbox"/> | <input type="checkbox"/> (2 copies) Preliminary Color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc.<br>Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted |
| <input type="checkbox"/> | <input type="checkbox"/> Four (4) copies of vignettes, including:   |
| <input type="checkbox"/> | <ul style="list-style-type: none"><li>• Overall building composition</li><li>• Entry building and other structures</li><li>• Architectural features and façade design elements</li></ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> Four (4) copies Building cross sections with floor elevation and heights   |
| <input type="checkbox"/> | <input type="checkbox"/> Four (4) copies Site cross sections depicting overall topography   |
| <input type="checkbox"/> | <input type="checkbox"/> Fees   |

#### **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: \_\_\_\_\_

Revision Date: 01/22/2013