



# Completeness Review

## Conditional Use Permit

Development and Infrastructure Services

**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"/> A completed CUP application form.  |
| <input type="checkbox"/> | <input type="checkbox"/> Signed Notification of Potential State and Federal Issues  |
| <input type="checkbox"/> | <input type="checkbox"/> Applicable fees (see fee schedule)   |
| <input type="checkbox"/> | <input type="checkbox"/> Location map showing site proposed for use permits (8.5 "x 11 ").  |
| <input type="checkbox"/> | <input type="checkbox"/> Letter of authorization from the property owner, if the application is signed (not initialed) by an agent.   |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of deed or title report.  |
| <input type="checkbox"/> | <input type="checkbox"/> Eight (8) copies of site plan, (24" x 36") drawn to scale and folded, for the subject property, to include: <ul style="list-style-type: none"><li>• Complete legal description and address</li><li>• Lot dimensions and net lot area</li><li>• All proposed buildings, structures and proposed parking</li><li>• Street dedications and improvement, existing and planned Landscape concept plan</li><li>• Present zoning and proposed use</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> Eight (8) copies of written narrative explaining the nature of the use permit request, type of operation anticipated, square footage and type of site improvements required. Indicate how the proposal meets the criteria for the use, as set forth in Section 22.5 Oro Valley Zoning Code Revised.  |
| <input type="checkbox"/> | <input type="checkbox"/> If subject property is located in the Oracle Road Scenic Corridor Overlay District, the submittal must address the regulations and restrictions as set forth in the ORSCOD (Addendum B, Oro Valley Zoning Code Revised).   |

### **Per the requirements of State law, this permit application is:**

- Accepted as Administratively Complete
- Deficient, items marked above are required for plan acceptance.



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Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_