



## Completeness Review

### Final Design Submittal: Civil Improvement Plans

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"/>	<input type="checkbox"/> Type 2 Grading Permit Application with initial submittal
<input type="checkbox"/>	<input type="checkbox"/> Verification of Final Site Plan submittal
<input type="checkbox"/>	<input type="checkbox"/> Civil Improvement Plans (construction documents; at risk if submitted prior to approval of FSP) – Size 24" X 36" (5 copies)
<input type="checkbox"/>	<input type="checkbox"/> Stormwater Pollution Prevention Control Plan (3 copies) (SWPPP can be deferred until no later than the second submittal of the Civil Improvement Plans)
<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: \_\_\_\_\_