



Completeness Review

Final Design Submittal: Final Public Art Plan

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"/> Final Design Review Application Form with initial submittal |
| <input type="checkbox"/> | <input type="checkbox"/> Verification of Conceptual Design Approval by Town Council |
| <input type="checkbox"/> | <input type="checkbox"/> Response letter noting how each Town Council Condition of Approval, staff comment, and agency comment has been addressed for each plan component |
| <input type="checkbox"/> | <input type="checkbox"/> Final Public Art Plan: (5 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> Public Artwork Location – Size 11"X 17" |
| <input type="checkbox"/> | <input type="checkbox"/> Public Artwork Design – Color, Size up to 11"X 17" or 8 1/2" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> Artwork Installation Schedule – Black and White, Size 8 1/2" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> Final Maintenance Plan – Black and White, Size 8 1/2" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> Final Itemized Budget – Black and White, Size 8 1/2" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> Copy of Contract– Black and White, Size 8 1/2" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> Evidence of Insurance – Black and White, Size 8 1/2" X 11" |
| <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: _____