



## Completeness Review

### Final Design Submittal: Final Site Plan Package Only

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 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 Site Plan - Size 24"X 36" (9 copies)
<input type="checkbox"/>	<input type="checkbox"/> Final Landscape and Buffer yard Plans – Size 24" X 36" (6 copies)
<input type="checkbox"/>	<input type="checkbox"/> Final Irrigation Plans – Size 24" X 36" (6 copies)
<input type="checkbox"/>	<input type="checkbox"/> Rainwater Harvesting Plan – Size 24" X 36" (3 copies)
<input type="checkbox"/>	<input type="checkbox"/> Riparian Mitigation Plan (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Final Traffic Impact Analysis Report (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Geological Technical Report (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Drainage Report (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Phase 1 Environmental Assessment (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Title Report, current within 30 days, including Schedule B items with all associated documents (2 copies)
<input type="checkbox"/>	<input type="checkbox"/> Boundary closure calculations if project will require a final plat (1 copy)
<input type="checkbox"/>	<input type="checkbox"/> Final Design 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