



Completeness Review General Plan Amendment

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"/> Completed Application form |
| <input type="checkbox"/> | <input type="checkbox"/> Written Narrative |
| <input type="checkbox"/> | <input type="checkbox"/> Seven (7) Copies of Proposed Revision to the General Plan Map |
| <input type="checkbox"/> | <input type="checkbox"/> Seven (7) Copies Site Location Map (11" X 17") |
| <input type="checkbox"/> | <input type="checkbox"/> Request for General Plan Amendment signed by the owners of the subject property or by his/her designated agent. |
| <input type="checkbox"/> | <input type="checkbox"/> Names and addresses of person, firm or corporation having interest in the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> If Application includes properties other than that owned by the applicant, the applicant shall file a petition in favor of the proposed land use plan amendment by the property owners or their agents or attorneys representing at least 75 % of the land area not owned by the applicant that is to be included in the General Plan Amendment request. |
| <input type="checkbox"/> | <input type="checkbox"/> Signed Notification of Potential State and Federal Issues (Attached in Packet Pocket) |
| <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: _____