



Completeness Review

Type 1 Grading 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: _____ Project Number: _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

Applicant Email: _____

Required Information:

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed TYPE 1 GRADING PERMIT CHECKLIST |
| <input type="checkbox"/> | <input type="checkbox"/> | Fill out the Grading Statement on page 2 of the Building Permit Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a Grading/Site Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Town of Oro Valley Floodplain Use Permit is required for grading or other improvements within a 100-year floodplain. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Town of Oro Valley Right-Of-Way Permit is required for all construction related activity in Town right-of-way. |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed review and permitting of septic systems is by the Pima County Department of Environmental Quality. It is the applicant's responsibility to coordinate directly with PCDEQ. |
| <input type="checkbox"/> | <input type="checkbox"/> | A drainage report is required for structures and grading that may affect or be affected by a 100-year floodplain or erosion hazard setback. Other drainage related situations may require a drainage analysis with supporting calculations as needed on a case by case basis. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading/Site Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | o Existing Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | o Proposed Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Permit fee |

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: _____