



Completeness Review

Minor Land Divisions

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"/> | Completed General application with initial submittal |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) copies of 24" X 36" scalable site plan (Pima County fold). Plans shall be stamped by a registrant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) copies of the site plan reduced to 8.5" X 11" |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of boundary closure calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) copies of legal descriptions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter from property owner if other than the applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two (2) copies of conveyance deeds |
| <input type="checkbox"/> | <input type="checkbox"/> | For re-submittals, two (2) copies of the response letter |
| <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: _____