



Completeness Review

Conceptual Design Review Residential: Conceptual Architecture

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"/> | Copy of Pre-Application Comment Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Written response to pre-application agency comments (6 copies) |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Conceptual Design Review Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Conceptual Design Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Narrative describing how the architectural Design Principles and Design Standards have been met |
| <input type="checkbox"/> | <input type="checkbox"/> | (2 copies) Color Renderings of all buildings, structures, and elevations (24" x 36" folded to 8 1/2" x 11" in size) |
| <input type="checkbox"/> | <input type="checkbox"/> | (2 copies) Preliminary Color and Materials Palette for all elevations of all principal and accessory structures and site walls; this shall include roof material, accents, wainscot, etc. Note: Photographs of proposed building materials is required, actual materials (i.e. materials boards) will not be accepted |
| <input type="checkbox"/> | <input type="checkbox"/> | Vignettes of the following: <ul style="list-style-type: none">• Overall building composition• Entry building and other structures• Architectural features and façade design elements |
| <input type="checkbox"/> | <input type="checkbox"/> | Building cross sections |
| <input type="checkbox"/> | <input type="checkbox"/> | Site cross sections depicting overall topography |

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