



Completeness Review

Conceptual Design Review

Residential: Improvement Plans

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 Improvement Plan Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Conceptual Design Review Improvement Plan Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Improvement Plans – Size 24"X36" (7copies) |

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: _____