



# Completeness Review

## Variance

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 review letter, if applicable
<input type="checkbox"/>	<input type="checkbox"/> 6 copies of the submitted application and narrative
<input type="checkbox"/>	<input type="checkbox"/> 6 copies of 11x17 dimensioned plot plan, if applicable
<input type="checkbox"/>	<input type="checkbox"/> 6 copies of 11x17 dimensioned floor plan, if applicable
<input type="checkbox"/>	<input type="checkbox"/> 6 copies of 11x17 building elevations, if applicable
<input type="checkbox"/>	<input type="checkbox"/> Application 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: \_\_\_\_\_