



State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative 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(s): _____

Project Address: _____

Applicant Name: _____ Title: _____ Phone: _____

Administrative log-in reviewer shall check the boxes with a (Provided) or (Not provided)

REQUIRED INFORMATION:

- Three (3) sets of Engineered Fill Plans. Plans shall be submitted on 24" X 36" sheets.
- Completed and signed Engineered Fill plan checklist
- Drainage Report or drainage calculations on cover sheet of plans
- Soils Report

Per the requirements of state law, this permit application is:

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance – return to Residential Counter after deficient items have been obtained.

Contact staff below for questions regarding the Administrative Log-In Review Screening.

Staff Signature: _____

Print Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at www.phoenix.gov/pdd.