



State law (A.R.S. § 9-835(D)) passed by the Arizona Legislature in 2011 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. This Administrative Review is valid for 180 days from the date of acceptance. For additional information visit our website at www.phoenix.gov/pdd.

APPLICANT TO COMPLETE

Project Name: _____ Project Number(s): _____
 Project Address: _____ Email: _____
 Applicant Name: _____ Title: _____ Phone: _____

-----**COUNTER STAFF USE ONLY**-----

Project Number(s) or Create New: _____ SPAD or Create New: _____

Administrative log-in reviewer shall check the ADM column as Provided) or Not provided) or N/A

REVIEW & ACTIVITY TYPE: G&D G&D Combination Retaining Wall(Route to Site & Structural) Collect Fee

[Check all that apply] Hillside Revision Drainage Report – Collect additional Fee

REQUIRED INFORMATION:

- Three (3) sets of 24" X 36" Grading and Drainage Residential Single Lot plans.
- Completed and signed Grading and Drainage Residential Single Lot checklist
- Drainage statement and drainage calculations on the cover sheet. Projects with offsite flows will require a sealed drainage report. Projects without offsite flows require a drainage memo.
- A sealed geotechnical report (required when one (1) foot or more of fill material is indicated or slopes with cuts or fills steeper than 1 ½:1 or **retaining walls** included)
- Site plan approval stamp.
- OFFSITE:** Include completed Professional Engineer's Cost Estimate form.
- REVISION:** New sets will have original registrant seal and COP approved signature stamps, new clouded registrant signature, and cloud and delta changes.

RETAINING WALL REVIEW REQUIRED - ADDITIONAL REQUIREMENTS:

- Structural drawings for all retaining wall heights and special conditions.
- Structural Calculations for all wall heights including surcharge loads.
- Special Geotechnical Inspection Certificate for soils.
- Special Structural Inspection Certificate for retaining wall construction.

HILLSIDE REVIEW REQUIRED - ADDITIONAL REQUIREMENTS:

- Additional (2) sets of 24" X 36" Grading and Drainage Residential Single Lot plans
- Completed and signed Hillside Single Family Residential checklist

FLOODPLAIN REVIEW REQUIRED - ADDITIONAL REQUIREMENTS:

- Additional set of 24" X 36" Grading and Drainage plans
- 1 Additional Drainage Report

Per the requirements of state law, this plan review application is:

- Accepted as Administratively Complete.
- Deficient, items marked above are required for plan acceptance.

Staff Name: _____ Phone: _____ Date: _____

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.