


NUMBER	ITEMS	NOT REQ'D	NOT DONE	SATISFIED	 <b>ADMINISTRATIVE REVIEW</b>				
					REVIEW #				
					BY			DATE	
					Location in Engineering Design Standards & Policy Manual				

1	The Pre-Plat Or Site Plan Is Currently Approved At The Time Of Submittal. (Layout Is The Same & Stipulations Are Satisfied, Special Notes On Site Plan Are Accommodated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Administrative Process Manual</u> <u>2.3.2(A) 2.6.1(C) Sub Reg. 15-4-2(A)</u>
2	The Submittal Package Is Complete. (Plan Sets & Reports Are Provided And Are Complete For Each Discipline Required. Final Plat &/Or MOD Has Been Submitted To Planning & Zoning. Application For Dedications Required For Road Rights-Of-Way/Easements/Abandonments.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>1.1.1 2.5.1 2.6.1 2.10 2.11</u> See Application For Dedications Form For Required Materials.
3	All Appropriate Checklists Have Been Completed By The Applicant And Included With The Submittal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.6.1(K)</u>
4	An Engineer's Cost Estimate Has Been Submitted For All Work That Will Be Bonded Or Paid For In-Lieu Of Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.6.1(J) 2.9.1(F)</u>
5	A Construction Permit Fee Schedule Has Been Submitted (For All Applicable Improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.6.1(H)</u>
6	Plans Are Legible & Reproducible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.11.2 G-3110</u>
7	Arizona Professional Registrant Seal, Date Of Seal, Expiration Date Of Seal, & Signature (On Every Sheet & On Reports)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.11.1(A.2)</u>
8	ATC Packet (For Sewer, Water, & Reclaimed Water Plans Including Landscape Plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.3.2(A.3) 2.3.4(A) 2.13.2</u>
9	Plans Or Plan Sheets Uploaded For Reference Contain A "FOR REFERENCE ONLY" Stamp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Plans Use Correct Naming Convention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Electronic Plan Review Applicant User Guide
11	Multiple Phases Under 1 Permit/Plan Set Not Permitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>2.11.1(A.6)</u>

