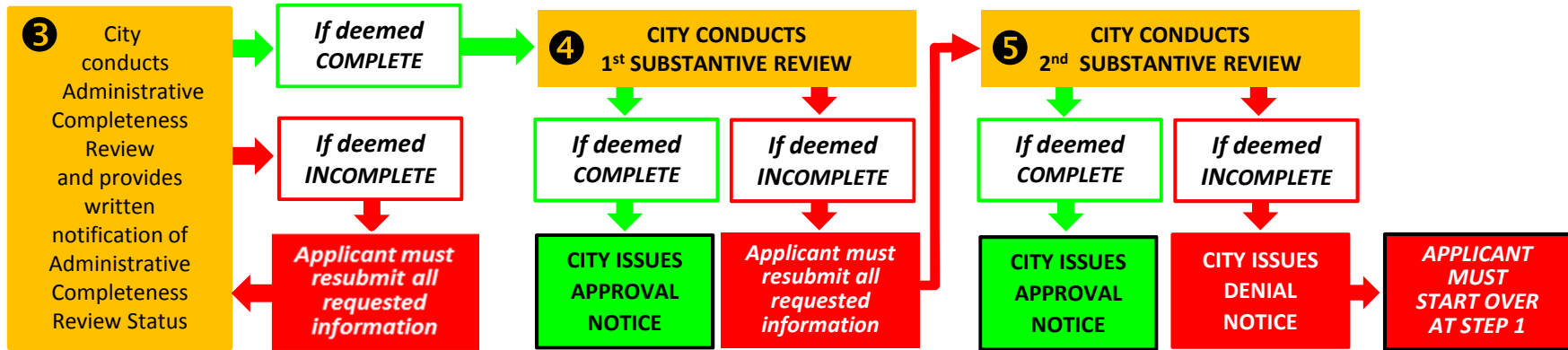


Procedural Guide: SB1598 Compliance Policy



- 1 **Submit Documents to City and Pay Applicable Fees** → 2 **Select one of the following review options:**

OPTION #1: Process for Review - SB1598 Compliance Policy



BLDG/ENG REVIEW TEAM TIMEFRAMES OVERALL: 36 working days***	Application Types	Administrative Completeness Review
	Business License Building Permit Variance Civil Eng Plans & Reports Temp/Perm Sign Permits Landscape Plans	1 st Review: 8 working days* 2 nd Review: 8 working days TOTAL: 16 working days**
		Substantive Review 1 st Review: 12 working days* 2 nd Review: 8 working days TOTAL: 20 working days**

PUBLIC HEARING + CITY COUNCIL TIMEFRAMES OVERALL: 36 working days***	Application Types	Administrative Completeness Review
	Use Permit Site Plan Review Zoning Amendment Preliminary Plat Final Plat Lot Split Variance Appeal	1 st Review: 8 working days* 2 nd Review: 8 working days TOTAL: 16 working days**
		Substantive Review 1 st Review: 12 working days* 2 nd Review: 8 working days TOTAL: 20 working days**

*Timeframe suspended from notice of return of requested documentation **Approval or denial notice ***Overall timeframe suspended for public hearings under ARS § 9-835(C)(8)(c)
Applicant has the right to receive a clarification from the City of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in ARS § 9-839.

OPTION #2: Process for Review - City's Flexible Policy

- 2 **This option must be selected at time of submittal** → 3 **Waiver must be signed by Applicant or Authorized Agent at the time of submittal & notarized prior to the City's processing documents for review**

- 4 **CITY CONDUCTS UP TO FIVE (5) PLAN REVIEWS AND CONTINUALLY COMMUNICATES WITH APPLICANTS THROUGHOUT PROCESS** → 5 **CITY ISSUES APPROVAL NOTICE**

BLDG/ENG REVIEW TEAM TIMEFRAMES OVERALL: 44 working days*	Application Types	1 st Review: 12 working days
	Business License Building Permit Variance Civil Eng Plans & Reports Temp/Perm Sign Permits Landscape Plans	2 nd and Subsequent* Reviews: 8 working days
		TOTAL: 44 working days*

*MAX OF FIVE (5) TOTAL REVIEWS

PUBLIC HEARING + CITY COUNCIL TIMEFRAMES OVERALL: 44 working days*	Application Types	1 st Review: 12 working days
	Use Permit Site Plan Review Preliminary Plat Final Plat Lot Split Variance Appeal	2 nd and Subsequent* Reviews: 8 working days
		TOTAL: 44 working days*

*MAX OF FIVE (5) TOTAL REVIEWS