



Prior to filing out this application and/or submitting this application to the Planning Division. Please ensure that you have submitted a Service Request (SR) to the Planning Division. This can be done by using the SR link below.

SERVICE REQUEST

PLEASE DO NOT SKIP this step. If this step is skipped then your application will not be processed. The SR allows the Planning Division to account for your request within our system, assigns you with a SR number, which then allows your request to be assigned a planner. I repeat if you skip submitting a service request your application will not be processed until it is assigned a SR number.

If you have any questions, comments, and/or concerns regarding this please do not hesitate to contact the Planning Division at **623-930-2800**.



PLANNING
Development Services Department

Date Stamp

**APPLICATION SUBMITTAL CHECKLIST for
Administrative Review or Relief**

Case Number: _____

I acknowledge that the City of Glendale requires the following items be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

- | Required | | |
|-----------------|--------------------------|---|
| Yes | No | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> Completed Master Application |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> Service Request (SR) Number: <u>SR</u> |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> Applicant's Signature on Master Application |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> Project Narrative (3 copies) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> Copy of Deed/Title (including Legal Description) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> Property Owner's List (on mailing labels) |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> Site Plan, size 24" x 36", to scale (3 copies)* |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> Building Elevations, size 24" x 36", to scale (3 copies)* |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> Floor Plan, size 24" x 36", to scale (3 copies)* |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> Commercial ARF <input type="checkbox"/> Residential ARF <input type="checkbox"/> ARW |
| | | Filing Fee: \$ <u> </u> |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> FOLD ALL PLANS MARKED WITH AN * TO 9" X 12" |

Signature

Printed Name

Company

Date

If you have questions regarding the items on this checklist, contact your project planner.

Project Planner

Phone

Email Address

Revised: 08/13/15