

PLAN REVIEW: Plans for tent to follow in a day -two (2) sets of construction plans for the 20' x 40' tent for approval, do you have any conditions for proposed temp event?

HEALTH: Do you have any conditions for proposed temp event?

PLANNING: Please advise if B of S approves extended temp event to be heard on September 9, 2014.

cc: Beverly J. Wilson, RLA, Director, Planning Division
Mike Izzo, Building Official
Danny Nikitas, Health Dept
Richard Searle, District 3 Supervisor
File Copy

SB 1598/ARS 11-1601 – 1610 Procedures

Title 11 of the Arizona Revised Statutes (ARS) addresses County Government in Arizona. Chapter 11 addresses County Regulations, more specifically the Regulatory Bill of Rights. This chapter is intended to 'ensure fair and open regulation by counties', including declared time lines for review of permit applications, guidelines for inspections, and the establishment of a 'directory' for regulatory documents. This 'bill of rights' affects all non-residential permits, including building, environmental health, rights-of-way, the special use authorization process, rezoning/zoning actions including master development plans, and subdivisions. The following list of procedures is Community Development's policy for adhering to this law.

The application process includes two reviews – the first for administrative completeness, the second a substantive review and approval process.

1. Administrative review: this is a review of the permit **paperwork** to ensure that all information needed to adequately review and approve the application is included. Each reviewer must take stock of the paperwork submitted, and note all deficiencies within 10-business days. ALL communication between the Applicant and the reviewer must go through the Permit Coordinator. The Permit Coordinator must hear from each reviewer with either:
 - a. "This application is complete and I need the substantive review time-frame;"
 - b. "This application is deficient and I need the following documentation to complete my review;" or
 - c. This application is complete and I have reviewed and approved this for permitting (with conditions if applicable).

AFTER A LETTER IS SENT TO THE APPLICANT, LISTING ALL DEFICIENCIES, THE PERMIT COORDINATOR WILL INFORM THE APPLICANT TO CONTACT INDIVIDUAL REVIEWERS WITH SPECIFIC QUESTIONS. Prior to the issuance of this letter, funnel all communication through the Permit Coordinator.

2. Substantive review: this review is to determine if all regulations, codes, conditions, and/or laws have been met for issuing a permit. During the Substantive Review, The permit coordinator again must receive communication from each responsible reviewer with either:
 - a. "This application is approved for permitting (with conditions if applicable)"; OR
 - b. "This application is deficient, with the following corrections required."

AFTER A LETTER IS SENT TO THE APPLICANT, LISTING ALL DEFICIENCIES, THE PERMIT COORDINATOR WILL INFORM THE APPLICANT TO CONTACT INDIVIDUAL REVIEWERS WITH SPECIFIC QUESTIONS. Prior to the issuance of this letter, funnel all communication through the Permit Coordinator.

When the final conditions and approvals are received by the Permit Coordinator, the permit will be issued. If you have any questions or concerns regarding this procedure, please contact Beverly Wilson, Planning Director, at the Community Development Department, Planning Division.