Development Services
Planning & Zoning
Expedited Site Plan Review
Request Form

Handout 415

01/09

9875 N. 85th Avenue, Peoria, Arizona 85345 623-773-7200 FAX: 623-773-7245

Project Name:	
Project Location:	
Date of Request:	
Project Sq. Ft.:	
Zoning Approved for Use:	
Anticipated Date of 1st Submittal:	
Contact Name and Phone:	

Please check the box for the division which you are requesting consideration for Expedited Plan Review

	Approved	Denied	Signature
❒ Planning & Zoning	❒	❒	_____
❒ Development Engineering	❒	❒	_____
❒ Fire Department	❒	❒	_____

Comments:

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Process

1. Requests for expedited site plan review shall be submitted on the COP approved form.

2. Eligibility for expedited site plan review will be determined by the designee for each department/division. Criteria for eligibility will be based upon:
   - Available plan review time slot
   - Plan submittal completeness and quality

3. Expedited site plan review written requests shall be submitted for an individual project only and not for the entire development.

4. The expedited site plan review time frame is determined as 50% of the standard review time frame. The time frame may vary by department/division.

5. Upon acceptance of the expedited review written application, the applicant shall pay the expedited review fee, in addition to all applicable fees, as established in the adopted Fee Schedules for each department/division.
   - Community Development City Code 2-209
   - Development Engineering City Code 2-211
   - Fire Department City Code 9-33(d)

6. After review comments are released for the first review the review team members will be available to answer any questions as a result of the comments during a Post-Application meeting.

7. If at any time during the expedited review process, the department/division designee determines that the applicant is not being responsive to review comments or providing incomplete submittals, the division designee may suspend the project from further expedited review eligibility. If suspended, the applicant will not be eligible for a refund of the expedited or site plan review fees.

8. Expedited site plan review and fees only apply to the first two review submittals. Any subsequent required submittals may be subject to additional review fees.

9. Following the release of the first set of site plan review comments, the applicant may be allowed to submit building plans and/or construction documents for initial review.