

Administrative Completeness Checklist for Single-Lot Development

In order to be considered a complete permit application submittal, the following items are required:

1. _____ A site plan. (See Technical Policy 102 for site plan requirements for substantive completeness.)
2. _____ A copy of an initiated Activity Permit from Pima County Development Services Department (DSD), if applicable.
3. _____ The latest recorded deed for the completion of covenants and restrictions documents.
4. _____ An engineering analysis to address floodplain and/or erosion hazards, if applicable.
5. _____ For improvements to existing, nonconforming uses, a cost estimate for the proposed work and/or an appraisal of the structure to be improved. (See Technical Procedure 108 for more information.)
6. _____ A Riparian Habitat Mitigation Plan (RHMP), if applicable. (See <http://rfcd.pima.gov/rules/index.cfm#riparian> for more information.)
7. _____ The initiated permit application or approved permit for any other required permits from other government agencies, including but not limited to Pima County Right-of-Way and United States Army Corps of Engineers.

All Technical Policies, Technical Procedures, Administrative Procedures and other Substantive Policy Statements are available from:

Pima County Regional Flood Control District
97 E. Congress Street, Third Floor
Tucson, AZ 85701

Or on the internet at:

<http://rfcd.pima.gov/rules>