
18.140.040 Review of applications.

- A. *Review for Completeness.* The zoning administrator or his designee shall review all applications for completeness, in conformance with this section. The city will not schedule a meeting or hearing date or begin a substantive review until the application is complete.
- B. *Complete Application.* A complete application is one which fulfills the general requirements as described on official application forms available from the development services department. A determination of whether an application is administratively complete shall be made within fifteen days after receiving the application.
- C. *Incomplete Application.* The zoning administrator shall determine whether a resubmitted application is administratively complete within fifteen days after receiving the resubmitted application. After determining that the application is administratively complete, the city shall approve or deny the application within one hundred eighty days.
1. Notwithstanding subsection C of this section, the city may extend the time frame to approve or deny the request beyond one hundred eighty days for either of the following reasons:
 - a. For extenuating circumstances, the city may grant a onetime extension of not more than thirty days.
 - b. If an applicant requests an extension, the city may grant extensions of thirty days for each extension granted.
 2. This section does not apply to land that is designated as a district of historical significance pursuant to Section 9-462.01, Subsection A, Paragraph 10 or an area that is designated as historic on the National Register of Historic Places or Planned Area Developments.
- D. If an application is incomplete and the applicant fails to submit the missing information within 60 days of the first submittal, the zoning administrator may notify the applicant that the application cannot be accepted, and a new or correctly revised application and a new fee will be required for the proposed project, as determined by the zoning administrator. A decision by the zoning administrator requiring a reapplication shall be subject to administrative appeal and shall not be construed as denial of the application. A letter shall cite a list of all deficiencies in the application and provide references to the applicable regulation(s) or policy and inform the applicant that the city's mandatory time frame is suspended pending receipt of requested corrections or any missing information. If the city fails to provide this notice to the applicant the application is then deemed complete in accordance with the state's compliance policy. (A.R.S. §§ [9-835\(D\)](#), [9-835\(E\)](#), [9-835\(F\)](#)).
- E. If the city fails to provide a written or electronic notice of administrative completeness or deficiencies within the administrative completeness review time frame, the application is then deemed administratively complete in accordance with the state's compliance policy. (A.R.S. §§ [9-835\(O\)](#), [9-835\(E\)](#), [9835\(F\)](#)).

F. *Record Date for a Complete Application.* When an application is determined to be complete, a notation on the application shall make a record of that date. If required, a public hearing shall be scheduled after the first complete review and the applicant shall be notified of the date and time.