



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.*

**1. ONE (1) HARD COPY OF EACH ITEM MARKED WITH "X" (FOLD TO 9X12 MAX):**

<input checked="" type="checkbox"/>	Completed Master Application w/signatures
<input checked="" type="checkbox"/>	Detailed Request and Project Narrative (also address review comments)
<input checked="" type="checkbox"/>	Copy of Deed (with Legal Description)
<input checked="" type="checkbox"/>	Current Parcel Map with the Subject Property Highlighted
<input checked="" type="checkbox"/>	Current Aerial Photograph with the Subject Property Highlighted
<input type="checkbox"/>	Property Owners List on Mailing Labels
<input checked="" type="checkbox"/>	Site Plan/Plat, 11X17 minimum
<input checked="" type="checkbox"/>	Conceptual Elevations, 11x17 minimum
<input checked="" type="checkbox"/>	Floor Plans

**2. ONE (1) PDF FILE OF ALL SUBMITTED ITEMS ABOVE (20 MEGS MAX)**

**3. FILING FEE: \$ \_\_\_\_\_**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Project Planner

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address