

Revision Date: 12/31/2012

Administrative Completeness Checklist for Single-Lot Development

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

- _____ A site plan. (See Technical Policy 102 for site plan requirements for substantive completeness.)
- _____ A copy of an initiated Activity Permit from Pima County Development Services Department (DSD), if applicable.
- _____ The latest recorded deed for the completion of covenants and restrictions documents.
- _____ An engineering analysis to address floodplain and/or erosion hazards, if applicable.
- _____ 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.)
- _____ A Riparian Habitat Mitigation Plan (RHMP), if applicable. (See <http://rfcd.pima.gov/rules/index.cfm#riparian> for more information.)
- _____ 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>

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Substantive Review Checklist for Single-Lot Development

The following items are required, if applicable, prior to FPUP approval:

_____ A complete and accurate FPUP application.

_____ A site plan that meets the requirements of Technical Policy 102.

_____ The proposed use to be permitted described on the FPUP application is consistent with the proposed use indicated on any other necessary permits from other agencies or departments, if applicable.

_____ Proposed structure oriented parallel to flow.

_____ Proposed improvement is located in the least hazardous area on the subject parcel.

_____ No violations on the subject parcel or a contiguous parcel of land under the same ownership, including unpermitted improvements, noncompliance with a previous FPUP, hazardous material, etc.

_____ An engineering analysis to address floodplain and/or erosion hazards, if applicable.

_____ The building plans demonstrate that any proposed improvement is adequately elevated and/or protected from flood and/or erosion hazards.

_____ Riparian Habitat is avoided to the greatest extent practicable.

_____ An approved Riparian Habitat Mitigation Plan (RHMP) that meets the requirements of the *Regulated Riparian Habitat Mitigation Standards and Implementation Guidelines* (Onsite Guidelines) or *Regulated Riparian Habitat Offsite Mitigation Guidelines for Unincorporated Pima County* (Offsite Guidelines)

_____ All documents necessary to assess compliance with Technical Policy 108 for nonconforming use structures are complete and approved by the District.

_____ Block walls and/or fences meet the requirements of Technical Policy 005.

_____ If amending the boundary of a platted floodplain, erosion hazard area or riparian habitat, maps showing the existing and revised boundaries in a surveyable fashion.

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