# Building Development Plan Review (BDPR) Application Submittal Checklist Form

**Items Required for a Complete Application**

Below is a checklist of documents and plans required for a complete application, depending on scope of work. Missing items will deem an application incomplete. Correctly date/label all documents and plans. All plans shall be signed & sealed by a design professional registered in the State of Arizona. DO NOT bind documents and plans or provide duplicate plans if a project requires multiple types of concurrent applications.

<table>
<thead>
<tr>
<th>Required</th>
<th>Received</th>
<th>Applicant Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **ELECTRONIC REVIEW ONLY.** Plans to be submitted online through ACA portal.  

2. Completed BDPR project Submittal Application Form with Property Owner Authorization

3. Correct Fee Payment(s)

4. Letter of Explanation, description of work. Per ZDC Section 6-306D

5. Site Plan

6. Blackline Building Elevations

7. **Color Building Elevations**
   - Elevations of all building sides
   - One material and finish schedule identifying all materials, colors, symbols, and abbreviations, as noted on drawings
   - All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights)
   - Wall-mounted light fixtures
   - Location of address numerals
   - Dimensions of building height (taken from grade, meaning top of curb, or top of crown of a street where no curb exists, as established at the midpoint of the front of the lot; NOT finished floor)
   - Dimension overall length of building on each elevation
   - Show location of all rooftop mechanical equipment and proposed screening methods. Top of rooftop units shall be lower than the building parapet wall. All rooftop drains should be internally piped.
   - Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.)
   - Color elevations shall be identical to the blackline elevations except that they should have color

8. **Material Sample Board PDF Image (required for exterior building modifications):**
   - Actual paint and material samples – chips, pieces of masonry block, metal, wood, tinted glass, awnings, and stucco texture images may not be submitted in lieu of physical samples. Common materials may be identified with photos on material board – confirm if acceptable with project coordinator prior to submittal
   - Specified manufacturer name and product number for all materials and colors
   - Coordinate board with material and finish schedule on building elevation

9. Building Sections

10. Floor Plans

11. Landscape Plans

12. Context Photos

13. **Preliminary Grading & Drainage Plans (if applicable)**