

Floodplain Use Permit Submittal Checklist

Administrative Completeness Checklist for Floodplain Use Permits

Pursuant to [A.R.S §48-3645](#), each floodplain use permit that is submitted to Pinal County for review must undergo an administrative completeness check prior to receiving its substantive review. The following checklist will be used to determine if your floodplain use permit is complete or not. This checklist should not be used for Technical Data Notebooks. Once the substantive review period has begun, review fees are non-refundable.

Complexity 1 Floodplain Use Permit Applications (Minimum)

- Two (2) copies of a Site Plan (Plot Plan) (*Minimum Size 8 ½" by 11"*)
Plans must contain at least the following items:
 - North Arrow and Bar Scale for the Drawing
 - Property Lines with Dimensions, Including Easements
 - Assessor's Parcel Number and/or property address
- Two (2) copies of construction plans with sufficient detail to determine the scope of the project (*Minimum 11" by 17"*)
Plans must contain at least the following items:
 - Plan view sheet(s) with scale bar and dimensions
 - Elevation view (or Cross Section view) sheet(s) with scale bar and dimensions
- Two (2) copies of approved prerequisite permits (*if applicable*)
- Anything else needed to determine compliance with all applicable laws, codes, and regulations

Additions, Repairs, Renovations, or Rehabilitations may also require the following:

- An itemized project cost estimate determined by a licensed contractor or registered professional engineer
- A property value statement giving the value of the structure (in some cases an appraisal may be needed)

Complexity 2 Floodplain Use Permit Applications (Minimum)

- Everything required for a Complexity 1 Floodplain Use Permit
- Two (2) copies of a Drainage Report/Floodplain Analysis with plans and a CD each bound as a single document (*no staples, no loose papers, etc*)
 - The CD within the report must contain:
 - PDF copies of the report and plans
 - Electronic Model Files with Folders labeled using the model name (*e.g. HEC-1 Files, HEC-RAS Files, etc*)
- Redline copies of the previous submittals of this project with review comments (*if applicable*)
- Comment Response letter from previous permit applications (*if applicable*)
- Anything else needed to determine compliance with all applicable laws, codes, and regulations

Sand and Gravel Mining Operations will also require the following:

- Two (2) copies of a Mining Plan meeting the requirements of [Pinal County's Sand & Gravel Guidelines](#) (*may be included with Drainage Report/Floodplain Analysis*)

CLOMR/LOMR Submittals will also require the following:

- Two (2) copies of a Technical Data Notebook that complies with [SS1-97](#)

If your permit application is missing any of the above items it will be rejected and returned to you for corrections. Because it is impossible to create a checklist that would cover every permitting scenario, the above checklist is noted as the minimum amount of information necessary to begin the substantive review process. You will be contacted during the substantive review period if additional information is needed. You may also contact the Flood Control District at 520-866-6411 if you have questions regarding the submittal requirements for your specific project.