

PROCEDURE AND APPLICATION FOR A PLANNED AREA DEVELOPMENT (PAD) OVERLAY IN UNINCORPORATED PINAL COUNTY

1. Submit a Pre-Application meeting request with the Community Development Department for a meeting with Planning Department and other affected County agencies. - (The Pre-application review is a separate application prior to applying for a PAD).*
2. Hold a **Neighborhood / Community Meeting** per requirements outlined in Section – [2.166.050 (E)] of the PCDSC.
3. Submit a **PAD Application** with the required supporting documentation using the attached forms.**
4. Submit the following fees made payable to Pinal County in accordance with Section [2.167] of the PCDSC:
 - a. without accompanying zone change 0-499 mail-outs: \$4,478.00
 - b. without accompanying zone change 500 or more mail-outs: \$4,880.00
 - c. with accompanying zone change: \$888.00
 - d. Public Works Fees: TIA Review : \$750.00; Drainage Review: \$750.00 (*Fees are due at application submittal and at subsequent reviews)
5. Attend **Planning & Zoning Commission Public Hearing** for Commission recommendation to the Board of Supervisors. - (Time frame is approximately 10 to 15 weeks from application acceptance by the Planning Department).
6. Attend **Board of Supervisors Public Hearing** for decision. – (Time Frame is approximately 4 to 8 weeks after Planning & Zoning Commission Public Hearing).***

Applicants should allow 4 to 6 months from the application acceptance by the Planning Department to a decision from the Pinal County Board of Supervisors.

* Your **pre-application meeting request** can be found here:
[http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/2019%20NEW%20APPLICATION S/Zone%20Change%20Pre-App.pdf](http://www.pinalcountyz.gov/CommunityDevelopment/Planning/Documents/2019%20NEW%20APPLICATION%20S/Zone%20Change%20Pre-App.pdf)

** Your **application must be submitted digitally** via the online portal at:
<https://citizenaccess.pinalcountyz.gov/CitizenAccess/>.
Please call or email the Planning Division for more information.

*** **A PAD Overlay is not effective until 31 days after approval by the Board of Supervisors**



APPLICATION FOR PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICT IN AN UNINCORPORATED AREA OF
PINAL COUNTY, ARIZONA
(All Applications Must Be Typed or Written in Ink)

Formal PAD Application & Property Information:

(Feel free to include answers and to these questions in a Supplementary Narrative, when doing so write see narrative on the space provided)

1. Pinal County Staff Coordinator: _____
2. Date of Pre-application Review: __/__/____ Pre-Application Review No.: Z-PA-_____-_____
3. Current Zoning (Please provide Acreage Breakdown): _____
4. Requested Zoning (Please provide Acreage Breakdown): _____
5. Parcel Number(s) (Please attach a separate list if more space is needed): _____
6. Parcel Size(s): _____
7. The existing use of the property is as follows: _____
8. The exact use proposed under this request: _____
9. What is the Comprehensive Plan Designation for the subject property: _____
10. Is the property located within three (3) miles of an incorporated community? YES NO
11. Is an annexation into a municipality currently in progress? YES NO
12. Is there a zoning violation on the property for which the owner has been cited? YES NO
If yes, zoning violation # _____
13. Is this a major PAD Amendment request (no zone accompanying change)? YES NO If yes what was the previous PAD case number PZ-PD-_____
14. Discuss any recent changes in the area that would support your application i.e.: zone change(s), subdivision approval, Planned Area Development (PAD), utility or street improvements, adopted comprehensive/area plan(s) or similar changes. _____

15. Explain why the proposed development is needed and necessary at this time. _____

INV#: _____ AMT: _____ DATE: _____ CASE: _____ Xref: _____

COMMUNITY DEVELOPMENT
Planning Division

PROPERTY OWNERSHIP LIST

(Required for filing all applications)

Instructions: Print Name, Address, City, State, Zip Code and Tax Parcel Number for each property owner within 600/1,200 (circle one) feet of the subject parcel boundary. Feel free to attach a separate list if generated digitally. Please see "How to use the Buffer Tool" on our FAQ's page if you are generating the list.

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

Parcel No.: _____
Name: _____
Address: _____
City/ST/Zip: _____

I hereby verify that the name list above was obtained on the _____ day of _____, 20____, at the office of _____ and is accurate and complete to the best of my knowledge.
(Source of Information)

On this _____ day of _____, 20____, before me personally appeared _____ (Name of signor)

Signature _____ Date _____

State of _____

)ss.

(SEAL)

County of _____

My Commission Expires _____

Signature of Notary Public _____

AGENCY AUTHORIZATION

(To be completed by all landowners who do not represent themselves. Instructions for completing required information are in bold and brackets below lines. If applicant is a company, corporation, partnership, joint venture, trustee, etc., please use the corporate signature block and have the notary fill in the notarization section for corporations not individuals and cannot be submitted digitally)

TO: Pinal County Community Development
P.O. Box 2973
Florence, AZ 85232

[Insert Name -- If a Corporation, Partnership or Association, Include State of Incorporation]

Hereinafter referred to as "Owner," is/are the owner(s) of _____ acres located at _____, and further identified

[Insert Address of Property]

As assessor parcel number _____ and legally described as follows:

[Insert Parcel Number]

Insert Legal Description Here OR Attach as Exhibit A

Said property is hereinafter referred to as the "Property."

Owner hereby appoints _____

[Insert Agent's Name. If the Agent Is a Company, Insert Company Name Only]

Hereinafter referred to as "Agent," to act on Owner's behalf in relation to the Property in obtaining approval from Pinal County for a minor land division and to file applications and make the necessary submittals for such approvals.

**[Individual PROPERTY OWNER signature block and acknowledgment.
DO NOT SIGN HERE IF SIGNING AS AN OFFICER OF A CORPORATION SIGN NEXT PAGE]**

[Signature]

[Signature]

[Address]

[Address]

Dated: _____

Dated: _____

STATE OF _____)

) ss.

(SEAL)

COUNTY OF _____)

The foregoing instrument was acknowledged before me, this ____ day of _____, 20____
by _____

My Commission Expires _____

Printed Name of Notary

Signature of Notary

CORPORATE PROPERTY OWNER SIGNATURE BLOCK AND ACKNOWLEDGMENT

The appropriate corporate officer or trustee signs this signature block NOT the block on the previous page

[Insert Company's or Trust's Name]
By: _____
[Signature of Authorized Officer, or Trustee]
Its: _____
[Insert Title]
Dated: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day of _____, 20____ by

_____, _____
[Insert Signor's Name] [Insert Title]
_____, _____ an,
[Name of Company or Trust] [Insert State of Incorporation, if applicable]

And who being authorized to do so, executed the foregoing instrument on behalf of said entity for the purposes stated therein.
My Commission Expires: _____

Printed Name of Notary Signature of Notary

**ALTERNATE: Use the following acknowledgment only when a second company is signing
On behalf of the owner:**

STATE OF _____)
) ss. (Seal)
COUNTY OF _____)

The foregoing instrument was acknowledged before me, this _____ day of _____, 20____ by _____, who acknowledges himself/herself to be

_____, of _____
[Insert Signor's Name] [Title of Office Held] [Second Company]

As _____ for _____, and who being
[i.e. member, manager, etc.] [Owner's Name]

Authorized to do so, executed the foregoing instrument on behalf of said entities for the purposes stated therein.
My Commission Expires _____

Printed Name of Notary Signature of Notary

Application Checklist:

FOR A PROPOSED PLANNED AREA DEVELOPMENT (PAD) OVERLAY DISTRICT IN UNINCORPORATED PINAL COUNTY

A. Check the appropriate item:

This PAD is being submitted without a zone change request

This PAD is being submitted in conjunction with a zone change request.

The applicant must complete a zone change application. – ***(Please utilize the “PAD Book” and the “Site Plan” of the PAD application to fulfill the Zoning Application “Narrative” and “Site Plan” in lieu of while having separate copies for each application).***

B. Hold a Neighborhood/Community Meeting:

1. Notify all property owners within 1200’ (feet)

2. Hold the meeting within five (5) miles of the subject property

3. Hold the meeting between 5:00 pm – 9:00 pm

4. Include with the application the following:

Copy of Notice of Neighborhood/Community Meeting

List of property owners notified - ***(Use page 2 of this application)***

Minutes of the meeting

Attendance sign-in sheet with names & addresses

5. Applicant will be required to notify any jurisdiction within three (3) miles of the subject site boundary and provide proof via letter or email correspondence of sent notification and any jurisdiction response received.

C. Submit a completed “Agency Authorization” form *(if applicable, Use page 4 of this application)*.

D. Submit a “PAD Book” (written narrative) concerning the proposed development to include the following sections – Refer to Chapter 2.176.240 (B) of the PCDS for further clarification *(NOTE: Please No Spiral Binding)***:**

1. Title Page

2. Purpose of Request

3. Description of Proposal

Nature of the Project

Proposed Land Uses

Building Types & Densities

Conformance to adopted Land Use Plans

Circulation and Recreation Systems

- 4. Relationship to surrounding properties within onemile
- 5. Schools
- 6. Public Services/Community Services and how will the need for these services be addressed
- 8. Location & Accessibility
- 9. Compliance with RSRSM, Access Management Manual, October 2008
- 10. Utilities & Services
- 11. Ownership & Control – [See Section 2.176.240(B)11]
- 12. Timing of Development (PhasingSchedule)
- 13. Conformance with the Comprehensive Plan
- 14. Recreational Amenities
- 15. Fences, Walls & Screening
- 16. Total number of dwelling units
- 17. Maximum Residential Density of each planning unit
- 18. Total number of parking spaces for recreational facilities
- 19. Type of landscaping
- 20. Preliminary hydrologic data and a statement on drainage
- 21. Additional Information for Commercial & Industrial Uses (*if applicable*):
 - Total Area in acres proposed (*Commercial & Industrial Separated*)
 - Approximate retail sales floor area (*Commercial*)
 - The uses proposed uses based on permitted uses in the base zone.
 - The standards of height, open space, buffering, landscaping, pedestrian and vehicle circulation, off-street parking and loading, signs, outdoor lighting, and nuisance controls intended for the development.
- 22. Tables:
 - Land Use Table(s) to include the following:
 - Total Acreage of the site
 - Total Area of arterial & collector streets
 - Total Area & Percent of Open Space
 - Total Number of each type of dwelling unit
 - Total Number of all dwelling units proposed including the range and mixture of lot sizes within each base zone
 - The Overall proposed Density

- **Amended Development Standards Table comparing proposed and current zoning code standards for:**
 - Minimum Lot Area
 - Minimum Lot Width
 - Minimum Building Setbacks
 - Maximum Building Height
 - Minimum Distance between main & detached accessory buildings
 - Buildable Area
- **Amended Use Tables:**
 - Permitted Uses
 - Non-Permitted Uses
- **Utilities & Services Table of type & source:**
 - Sewer
 - Water
 - Electric
 - Telephone
 - Police
 - Fire
 - Schools
 - Solid Waste Disposal

24. Appendix, as applicable (Cultural Biological/environmental studies, or other items)

E. Submit a map that shows the relationship to surrounding properties within one mile of the project boundaries. The map shall be drawn at a sufficient scale so as to not exceed a print size larger than 11" X 17". The lettering shall be of sufficient size to be legible when reduced to an 8½" X 11" print. The map shall contain the following information:

- Zoning Boundaries
- Street Alignment
- Open Space
- Trails

F. Submit a current preliminary Title Report (*dated within 60 days prior to application*)

G. Submit a Development Plan. The submittal shall be drawn at a sufficient scale as to not exceed a print size larger than 24" X 36" with 11" X 17" reductions to be included in the PAD Overlay District Application where the lettering is of sufficient size to be readable. The Development Plan shall include:



1. Site Plan:

- Title of project as shown in the narrative report, such as ***“Planned Area Development for (insert name of Development)”*** in bold letters.
- Name(s) of Landowner(s), Developer, Applicant, and Person or Firm preparing the plan.
- North Arrow, Scales (*written & graphic*), Preparation Date & Subsequent Revision Dates.
- Vicinity Map showing project, surrounding development and applicable zoning districts (*scale no less than 1" = 2,000'*)
- Existing Zone designation & requested zone change (*as applicable*)
- Legal Description of total site
- Boundaries of the proposed PAD Overlay Zoning District delineated and dimensioned by bearing and distance.
- All existing and proposed public and/or private streets, location and width of associated easements and rights-of-way and whether they will remain or be extinguished.
- Location & Identification of all existing and proposed utilities, location and width of associated easements.
- Location of all existing structures and significant natural features.
- Nearest regional significant routes to proposed development as projected in RSRS Final Report, December 2008.
- All points of ingress and egress.
- Parking Areas.
- Identify & Delineate existing and/or proposed trails as shown on the Pinal County trails system master plan.
- Indicate and/or label (*as applicable*):
 - Areas to be reserved for residential, commercial, industrial, open space, public use, facilities, drainage, and recreation.
 - Who will own, control and maintain the landscaping, recreational facilities, open areas, refuse disposal, streets, private utility systems.
 - Topography with a maximum contour interval of two feet except where existing ground is on a slope of less than two percent, then either one foot contours or spot elevation shall be provided where necessary.
 - Phase Lines (*as applicable*)
- Provide lot typical (typical should show building envelope, setbacks, lot dimensions and fences/walls) for:
 - Each type of dwelling unit
 - Lots in unusual locations (i.e. Cul-de-sacs, corners, hillside lots where clustering will occur).
- Indicate by notes the existing drainage pattern and proposed drainage plans for handling on-site and off-site storm water runoff
- Indicate location, type, height, and materials for proposed walls, fences, and signs.

- Location and types of existing and proposed landscaping.
- Designated Flood Zone

2. Quantitative Development Data Tables

- Land Use table to include:
 - Total Gross Acreage of site
 - Total Area of Streets (Public & Private)
 - Total Area of Public Open Space
 - Total Net Area of all intended uses
 - Total Areas of Open Space for PAD Residents, and total Recreation Area Open Space
 - Total Dwelling Units permitted under base zoning district
 - Total number of each dwelling type including range and mixture of lot sizes within each base zone
 - Grand Total of Dwelling Units
 - Overall Density proposed
- Zoning Comparison Table of Existing & Proposed to include:
 - Lot area per dwelling unit
 - Setbacks
 - Minimum Lot Widths
 - Maximum Building Heights
- Parking (number of spaces)
- Utility & Services Table indicating type and source:
 - Sewer
 - Electric
 - Telephone
 - Water
 - Police/Security
 - Fire
 - Schools
 - Solid Waste Disposal
- Street Type Table indicating proposed rights-of-way and pavement widths for arterials, collectors, and neighborhood streets.

3. Submit an Open Space & Recreation Plan (“OSRP”) that includes –Refer to Chapter 2.176

- Reviewed** the Pinal County Open Space & Recreational Area Guideline
- Site Analysis**

- Aerial Photo
 - Preferred scale of 1"=50' (*maximum scale of 1"=100'*)
 - Site Analysis should be produced in an **8½" X 11" format for text**
 - Site Analysis should be produced in an **24" X 36" format for plans*** (**coordinate this requirement with your case coordinator**)
- Total acreage of proposed development
- Context Map showing the proximity and relationship to the County's trails, parks, or schools and connectivity to the adjacent neighborhoods, off-site trails, paths, bikeways, and transit areas.
- A concept drawing of the proposed development including:
- Gross Site Area
 - Number of proposed lots
 - Proposed Arterial & Collector street circulationsystem
 - Proposed lot size(s),
 - Proposed Retention/detention areas
 - Proposed Development Phasing
- Context Map showing the proximity and relationship to the County's trails, parks, or schools and connectivity to the adjacent neighborhoods, off-site trails, paths, bikeways, and transit areas.
- A concept drawing of the proposed development including:
- Gross Site Area
 - Number of proposed lots
 - Proposed Arterial & Collector street circulationsystem
 - Proposed lot size(s),
 - Proposed Retention/detention areas
 - Proposed Development Phasing
- A pedestrian circulation system
- A Slope Analysis identifying the following slope categories:
- 1) 0% - 5%
 - 2) 5% - 10%
 - 3) 10% and greater
- Identification of wash corridors and preliminary hydrologic information for the contributing watershed.
- Identification of the location of riparian vegetation and biological habitats. Aerial photos should be used to map the limits of notable vegetation.
- Identification of potential view corridors

- Identification of the projected 100-year floodplain and floodway boundary as required by FEMA.
 - A record check through Arizona State Museum (“ASM”) for archeological sites and identification of any sites or surveys
 - The location and percentage of each proposed development to be preserved as conservation open space and the features to be protected including parcel size and minimum dimensions
 - The location and percentage of each proposed development to be preserved as developed open space and the specific Recreation Areas, including amenities, parcel size and minimum dimensions.
- 4. Submit a Landscape Plan** that includes – *Refer to Chapter 2.176.240 (C) of the PCDSC:*
- A Vegetation Salvage Plan
 - Proposed treatment of all ground surfaces (paving, turf, gravel, grading, etc.)
 - Extent and location of all plant materials and other landscape features.
 - Extent of decorative design elements such as fountains, pools, benches, sculptures, planters, and similar elements.
 - Location of Water Outlets.
- 5. Submit a report utilizing the Arizona Game and Fish** ERT online review tool for Habitat and Riparian area identification.
- Reviewed, Met, and/or addressed the** following in Chapter 2.176 of the PCDSC:
- Minimum requirements for Open Space – (Section 130)
 - Uses permitted within open space areas – (Section 140)
 - Uses prohibited within open space areas – (Section 150)
 - Minimum requirements for recreation areas – (Section 160)
 - Minimum requirements for multi-use paths and trails – (Section 170)
 - Minimum requirements for storm water retention & detention basins – (Section 180)
 - Minimum requirements for streetscapes & entryways – (Section 190)
 - Minimum requirements for conservation open space – (Section 200)
- Submit a Master Sign Plan** detailing the location and type of all proposed signage for the project. *(signage must be approved under separate permit, the PAD document cannot alter development standards for signs)*

- Submit a Preliminary Drainage Report***

- Submit a Preliminary Traffic Impact Assessment (TIA)*** (Your TIA must be approved prior to scheduling of your Public Hearing)

- Submit** a copy of a certified **A.L.T.A.** survey, including a legal description of the PAD boundary and legal descriptions of all zoning district boundaries

- Aware** that earth fissure maps are available online from the Arizona State Geologic Survey.

- Submit a list of all property owners within 600' (feet)** of the subject property boundary showing name, mailing address and tax parcel numbers. This list must be obtained within 30 days prior to application submission. A map showing the 600' boundary and parcels must be included as well (A Tax Assessor Parcel Map is Acceptable). - ***(This list is a separate list from the "Neighborhood/Community Meeting list of 1,200' however use Page 5 of this application).***

- Submit** separate preliminary reports or master plans for:
 - Storm water drainage
 - Wastewater & Domestic water service.

- Submit** additional materials required for specific types of commercial and industrial uses as follows *(as applicable)*:
 - Commercial Uses:**
 - Retail sales floor area and total area proposed for commercial development
 - Type of uses proposed
 - Industrial Uses**
 - Total Area proposed for industrial uses
 - Types of uses proposed
 - Anticipated employment for development per major phases
 - Standards of:**
 - Height
 - Open Space
 - Buffering
 - Landscaping
 - Pedestrian & Vehicular circulation
 - off-street parking & Loading (the PAD document cannot alter minimum requirements for parking)

- Signs (the PAD document cannot alter the maximum amount of signage)
- Nuisance Controls

Complete and Submit the “Comprehensive Plan Compliance Checklist”

Non-Refundable filing fee for a Planned Area Development & Non-Refundable Public Works Fees

Submit documentation outlined in the PAD application in a multi-PDF format per item of the application with all supporting documentation via the online portal at: <https://citizenaccess.pinalcountyz.gov/CitizenAccess/>.
Please call or email the Planning Division for more information.

Submit

- An ESRI shapefile for land use (conceptual) which shows all proposed zoning lines and zoning classifications for the project in NAD_1983_stateplan_arizona_central_fips_0202_intlfeet projection

OR

- An AutoCAD (.dwg file), which includes the following layers:
 - Parcel
 - Right-of-way
 - Sub-perimeter
 - Centerlines
 - Section Lines
 - Street names
 - Lot-numbers
 - Distances & Bearings tied by course and distance to two Pinal County survey control points or established city or county survey monuments.
(Information on these control points can be obtained from Public Works, Engineering Technicians at 520-866-6411).

Aware to Install Broadcast Notification Sign(s) on the site in conformance with the information shown in this application. *(See page 16 of this application for illustrative details).*

Aware that all newspaper advertising fees must be paid by the applicant in addition to application fees.

Aware that all public works fees are due at application submittal and for each subsequent submittal

Aware that on property owner notifications that exceed 30 mail outs the applicant will be responsible for notice prep and postage

- Aware** that this application will be submitted to AZGF Department for review and analysis with the ERT online review tool for Habitat and Riparian area identification.

- Signature at the end of the **“Checklist”** stating you have reviewed and addressed all areas within it.

I certify that I have submitted all the required information listed above, and I understand that this application for a Planned Area Development cannot be processed until all required information is submitted

Signature

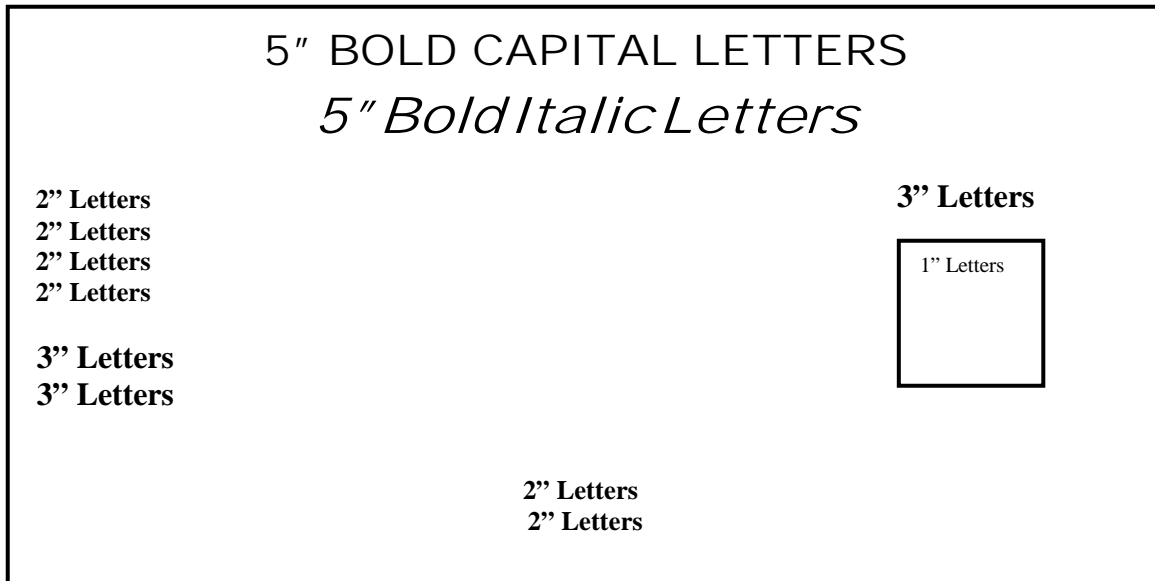
Date

**Pinal County Broadcast Notification Signs:
Zoning, Planned Area Developments, Special Use Permits & Industrial Use Permits**

Site Posting Requirements

1. Broadcast signs shall be installed and removed by the applicant
2. Broadcast signs shall be installed 28 days before the Planning Commission hearing
3. Broadcast signs shall remain in place until the Board of Supervisors has made a decision on the case
4. Broadcast signs shall be removed no later than 30 days after the Board of Supervisors has made a decision on the case
5. Broadcast signs shall be placed adjacent to each road that borders the property, or as determined by the Planning Manager
6. Broadcast signs can contain more than one case
7. Regular signs, if needed, will be posted by County staff
8. Text on the sign shall meet the specifications shown on page 2 of this document
9. Broadcast sign specifications:
 - a. 4 Feet Tall by 8 Feet Wide
 - b. Top of the sign shall be 6 feet above the ground
 - c. Laminated plywood or MDO board
 - d. Attached to 2 – 4” by 4” wooden poles
 - e. All surfaces, including edges shall be painted **Yellow**
 - f. **Black** letters shall be used and shall be sized per the specifications shown below
10. Pinal County staff will place information about Planning Commission and Board of Supervisor hearings on the Broadcast sign in the designated area

Letter Sizes: All Letters Upper and Lower Case Unless Specified



Zoning and Planned Area Development Cases:

(4 Feet Tall by 8 Feet Wide)

PINAL COUNTY
Public Hearings

Case Number:
Existing Zoning:
Proposed Zoning:
Acreage:

Applicant Name:
Applicant Phone Number:

Public Hearing Information

Hearing
Info
Posted by
Pinal
County

Case Information Available at Pinal County Planning and Development Services
(520) 866-6442

Special Use Permit and Industrial Use Permit Cases

(4 Feet Tall by 8 Feet Wide)

PINAL COUNTY
Public Hearings

Case Number:
Existing Zoning:
Proposed SUP/IUP Use:
Acreage:

Applicant Name:
Applicant Phone Number:

Public Hearing Information

Hearing
Info
Posted by
Pinal
County

Case Information Available at Pinal County Planning and Development Services
(520) 866-6442

E-Submittal Requirements:

All Zoning Case reviews must be submitted digitally through the online permitting portal using the following naming convention:

ePlan Reviews

Plans can be submitted electronically through the Citizen Access Portal, which can be found at <https://citizenaccess.pinalcountyz.gov/CitizenAccess/> When plans are submitted through the ePlan review system, they **MUST** be in **one multi-page PDF** and use following naming format:

Review Type #_Plan Type. For example:

- First Submittal Review
 - SUB1_Application
 - SUB1_PAD Book or Narrative
 - SUB1_TIA
 - SUB1_ALTA
 - SUB1_Drainage Report...etc
 - SUB1_...etc

- Second Substantive Review (only resubmit items that are being amended)
 - SUB2_Application
 - SUB2_Drainage Report
 - SUB2_TIA
 - SUB2_ALTA
 - SUB2_...etc

** Documents that are uploaded which do not follow the appropriate naming convention will be rejected.*

** Online submittals are subject (up to) a 5 day processing timeframe for invoicing based on uploaded documents please do not pay until your staff coordinator has provided a fee amount*