



Town of Youngtown
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REVIEW TIMEFRAMES POLICY

PURPOSE

The purpose of this Review Timeframes Policy is to ensure the Town's development review application processing procedures comply with the Regulatory Bill of Rights as codified in Title 9, Chapter 7, Article 4, of the Arizona Revised Statutes (the "Law"). The Law requires Youngtown to publish processing timelines for permits and licenses it issues, with certain exemptions. When an application is submitted to the Town, the Law allows the Town to perform an administrative review to determine whether the application is complete. After the application is complete, the Town may perform up to two substantive reviews of the submission for compliance with Town regulations and requirements. After the second substantive review, the Town must approve or deny the application. If the Town denies an application, the Town is required to (1) provide the applicant with the reason for denial and (2) inform the applicant of the right to appeal (with procedures) and the right to resubmit the application.

EXEMPTIONS

Pursuant to A.R.S. § 9-835(N), any development review application or permit that is issued within seven days of application, expires within twenty-one days of issuance, or is necessary for the construction or development of a residential lot, including swimming pools, hardscape and property walls, subdivisions, or a master planned community, is exempt from the requirements of the Law.

EXPLANATION OF COMMON TERMS

Administrative Completeness Review - a preliminary completeness review of an application to ensure the application meets the Town's criteria for submission and that all necessary information has been submitted. See A.R.S. § 9-835(D). This review will be performed by Town staff prior to logging in any plans for substantive review. Staff shall use Checklists for administrative compliance to verify completeness. At the conclusion of the administrative review and within the administrative completeness review timeframe, staff shall issue a notice of administrative completeness or deficiencies to the applicant. Overall timeframes are suspended pending receipt of requested corrections or any missing information.

Licenses - "License" includes the whole or part of any municipal permit, certificate, approval, registration, charter, or similar form of permission required by law. License does not include a transaction privilege tax license. Applications for the following shall be considered to be applications for licenses to which this Policy applies:

- Commercial construction permits.
- Commercial site plan approvals.
- Other processes or documents which result in an approval for development of commercial properties including, but not limited to, lot splits, non-residential plats, dustproofing, and all other applications that result in a "license" as defined in A.R.S. § 9-831(3) that are not exempt pursuant to A.R.S. §§ 9-835(N) or 9-840.
- Business Licenses.

EXTENSIONS

Any extension to the substantive review timeframe and the overall timeframe shall be by mutual written or electronic agreement of the Town and applicant.

CUSTOMER SERVICE

The Town has consistently supported the expeditious review of all applications and will continue to do so under the timeframes set forth in this policy. Often, staff will evaluate applications for administrative completeness upon submission or within 24 hours. However, same-day turnover is not always possible. This policy anticipates the need for flexibility and sets forth longer review timeframes to ensure the applicant and Town have time to resolve issues in the review process and protect public health and safety.

REVIEW TIMEFRAMES:

APPLICATION TYPE	1 st /2 nd Administrative Review <Days>*	1 st /2 nd Substantive Review (Days)*	Overall Timeframe For Review (Days)*
New Commercial Projects and Separate Commercial Site Improvement	5/2	20/10	37
Tenant Improvements	5/2	Up to 15/10**	32
Fire Plan Submittals	5/2	15/10	32
Plan Changes (minor < 20 sheets)	5/2	5/2	14
Commercial Carports	5/2	5/2	14
Truss Calcs	5/2	10/5	22
Temporary Power Plan Changes	5/2	10/5	22
Canopy Structures	5/2	10/5	22
Other Misc. Submittals	5/2	10/5	22
Business License	5/2	15/8	30

PUBLIC HEARINGS & TOWN COUNCIL APPROVAL PROCESS ¹	1 st /2 nd Administrative Completeness	1 st /2 nd Substantive Review <Days>*	Overall Timeframe For Review (Days)*
Conditional Use permit (non-residential)	8/8	12/8	36
Preliminary Plat (non-residential)	8/8	12/8	36
Final Plat (non-residential)	8/8	12/8	36
Minor Land Division (non-residential)	8/8	12/8	36

BOARD OF ADJUSTMENT APPROVAL PROCESS ²	1 st /2 nd Administrative Review <Days>*	1 st /2 nd Substantive Review <Days>*	Overall Timeframe For Review (Days)*
Variance Appeal (non-residential)	6/4	12/8	30

*These days are working days, which mean a twenty-four-hour period, excluding weekends and legal holidays. Working days will be counted starting with the first full day after submittal.

**In keeping with the Town of Youngtown's commitment to excellence, adjustment to the estimated number of review days is possible. Any adjustment will be based on the complexity of the project and workload and staffing levels.

GUIDELINES FOR SUBSTANTIVE REVIEW:

Requests for Corrections. During the substantive review timeframe, the Town may make one comprehensive written or electronic request for corrections. If the Town identifies legal requirements that were not included in the comprehensive request for corrections, the Town may amend the comprehensive request for corrections once to include the legal requirements and the legal authority for the requirements. If the permit sought requires approval of more than one department of the Town, each department may issue a comprehensive written or electronic request for corrections. If the applicant fails to resolve an issue identified in a request for corrections, the Town may make supplemental written or electronic requests for corrections that are limited to issues previously identified in a comprehensive request for corrections.

Suspension of Review Time. If the Town issues a comprehensive written or electronic request or a supplemental request for corrections, the substantive review timeframe and the overall timeframe shall be suspended from the date the request is issued until the date that the Town receives the corrections from the applicant.

Plan Changes. If an applicant requests significant changes, alterations, additions, or amendments to an application that are consistent with the purposes of the original application and that are not in response to the request for corrections, the Town may make one additional comprehensive written or electronic request for corrections and may have no more than an additional fifty percent of the

¹These are expected times for approval. However, by statute, some applications require public notice and hearing procedures which may require additional time to complete. The Overall Timeframe is suspended for public hearings under A.R.S. § 9-835(C)(8)(c).

²These are expected times for approval. However, by statute, variances require public notice and hearing procedures which may require additional time to complete. The Overall Timeframe is suspended for public hearings under A.R.S. § 9-835(C)(8)(c).

substantive review timeframe as established by the Town for that license to grant or deny the license. Nothing shall prevent communication between the Town and an applicant regarding a comprehensive written or electronic request for corrections or a supplemental request for corrections.

Presumption of Withdrawn Application. The Town may consider an application withdrawn if, by thirty days or more after the date of notice, as established by the Town, the applicant does not supply the documentation or information requested or an explanation of why the information cannot be provided within the established time period.