

Plan Submittal by Appointment

Dear Engineers and Developers:

The Development Services Department is committed to continuous process improvement. The Sanitary Sewer Improvement Plan review process is where sewer improvement plans are reviewed and approved. At present, once plans are submitted they wait in the queue on a reviewer's desk for two to three weeks before they can be reviewed. While this process has been used for many years, it does have a few drawbacks. One drawback is the wasted time while the plans are sitting in queue to be reviewed. Another drawback involves plans that require a special review by Wastewater Management Department (WMD) engineering. Currently, the review requirement by WMD engineering is not determined until the plans have been opened by the Development Services Department reviewer. This can cause a significant time delay. If we eliminate these inefficiencies in the process, we believe plans can be submitted and reviewed within a reasonable time. In our opinion, shortening the turn around for plan review to 5 - 7 workdays would greatly help engineers and developers plan their workload and scheduling of contractors.

Plan Submittal by Appointment: The new pilot program will match our capacity for plan review hours available to incoming plan submittals. It will optimize and match the available hours by controlling the inflow of the plans. This will benefit design engineering offices and Pima County by better utilizing resources of both entities. This method is similar to making an appointment at a Doctor's office. With the revised process; the engineer will request a date for plan submittal by filling out a form and faxing it to the Development Review Division. The Development Review Division will respond by the end of the next work day with an assigned submittal date. The Development Review Division will make a full effort to review the plan within 7 working days.

This pilot project will last four months. If successful, we will continue the process with minor adjustments if needed and expand it to other review processes.

Sincerely;

Subhash Raval
Division Manager;
Development Review and Technical Support