

Changes to Paving and Grading Plan Submittal Process

Effective February 1, 2009

The Pima County Development Services Department is committed to providing high quality customer service, which includes the timely review of paving and grading plans.

The paving and grading plan Submittal-By-Appointment program was introduced in February of 2008. This program offers key advantages to plan preparers, including a seven-day review, an exact submittal date and review timeline to use for internal project scheduling, and the opportunity for the applicant to simultaneously prepare the plans while “waiting in line” for review.

The current economic downturn has created new challenges in achieving our mission and timeliness goals. Therefore, in order to simultaneously improve the timeliness of paving and grading plan reviews and maintain financial efficiency and sustainability, the following measures are being implemented:

1. **Cancellation Waiting List to Expedite Ready Projects**

A cancellation waiting list has been created in order to expedite the review of completed paving and grading improvement plans. This will allow for completed plans to be reviewed early as openings created by cancellations or “no-shows” become available. This will also allow fuller utilization of staff when plans are not submitted as expected.

Once a paving and grading plan is completed by the applicant, scheduled for review and the associated hydrology report is approved by the Regional Flood Control District (RFCD), then the applicant can request to be added to the waiting list by email at olivia.canez@dsd.pima.gov, or by fax at 740-6380.

The request must include the project #, project name, # sheets, submittal #, applicant name, cell phone # and email, along with an affirmation that the hydrology report is approved and paving/grading plans complete. A copy of the check for the review fees must also be attached.

If an opening becomes available prior to the scheduled submittal date, the applicant will be contacted and must submit the plans and check within 24 hours of receiving notification that there has been a cancellation or “no-show.”

2. **2nd Submittal Review Fee**

In the past, it has been the practice of the Development Services Department to waive the review fee for the 2nd submittal of paving and grading plans, essentially giving the applicant one “free pass” at making corrections to the original submittal.

This practice is no longer fiscally sustainable. In accordance with Pima County Development Services’ Fee Schedule, the standard submittal fee for 2nd submittal paving and grading improvement plans, currently \$56 per sheet (excluding the cover sheet), will apply to all second submittals.

3. Development of Paving and Grading Plan Review Checklists

Over the next six months, detailed paving and grading review checklists will be prepared and published on the Development Services website. These checklists will benefit the plan preparer by providing in black and white the exact specifications for which the plans are being reviewed by the plan reviewer.

These checklists will also be used internally to cross train other development review staff to effectively perform paving and grading plan reviews. This will provide for increased flexibility in overall review capacity and succession planning for the single remaining primary paving and grading plan reviewer.