

Town of Florence
Community Development
 224 W 20th St / P.O. Box 2670
 Florence, Arizona 85132
 Phone (520) 868-7575 Fax (520) 868-7546 TDD (520) 868-7502
www.florenceaz.gov

SUBMITTAL REVIEW TIMELINES

TYPE OF SUBMITTAL	DESCRIPTION	1 ST AND 2 ND REVIEWS	SUBSEQUENT REVIEWS
Administrative Review	The Administrative review is to determine the completeness of each submittal and is in addition to the formal reviews listed below.	10 Days	10 Days
Residential	Accessory buildings, plumbing, electrical, mechanical, manufactured homes, park models, pools, remodel, solar, gas,	20 Days	15 Days
Residential New Construction	Single family residential home, standard plans, garage	20 Days	15 Days
Commercial Tenant Improvement	Improvements to an existing building (shell), plumbing, electrical, mechanical, signs, fire sprinkler, fire alarm, hood system	20 Days	15 Days
Commercial New Construction	Construction of a new commercial building under 50K SF, solar farms under 20MW	20 Days	15 Days
Planning Review	Design reviews, general plan amendments, preliminary plats, final plats, zoning, variances	20 Days	15 Days
Engineering Review	Paving, grading, water, sewer, preliminary plats, final plats	20 Days	15 Days
Fire Review	Fire sprinkler, fire alarms, hood systems, tents, fireworks sales	20 Days	15 Days
Right-of-Way Utility Permits	Utility companies; APS, Qwest, Southwest Gas, Cox, etc.	10 Days	5 Days
Right-of-Way Non-Utility	This permit is for improvements within a development	10 Days	5 Days
Miscellaneous Permits	Re-roof, Certificate of Occupancy inspections, Utility clearance, combining parcels, irrigation, some gas lines. E-mailed submittals will be 10/5	Over the counter (no review)	
Permit Tech Review	Prepare documents for permit issuance and/or process redline comments	10 Days	5 Days

NOTES:

1. Review times are business days, excluding all holidays, weekends and while plans are being revised by the applicant.
2. Timeframes are not all inclusive and are subject to change with a written agreement between the Town and the applicant.
3. Shorter review times will be accomplished when possible.
4. These time frames are for plan review only and do not apply to submittals that require approval through the Planning and Zoning Commission and/or Town Council.