



STREAMLINE THE SUBMITTAL PROCESS

EFFECTIVE APRIL 2, 2012

ALL SUBMITTALS/DISTRIBUTIONS FOR CDRC REVIEW WILL BE ELECTRONIC

In order to save time, money, paper and trees, PDSD is going to streamline the submittal/distribution process for plans reviewed by the CDRC. The new process will include the following changes:

- A reduced number of paper copies of the plans and other documents will be required upon submittal.
- All items submitted will also need to be on a disk. These items include, but are not limited to: applications, written correspondence, reports (drainage, traffic impact analysis, geo-technical, etc...), and plan sheets.
- All items on the disk will have to be named per Planning and Development Services Department (PDSD) naming conventions.
- There will be no changes to the posting of agency comments or the CDRC decision letter that will be generated after each review.
- There will be no changes to how the approved plan is signed and archived.

For additional information, please contact Patricia Gehlen at patricia.gehlen@tucsonaz.gov or (520) 837-4919.