



## APACHE COUNTY PUBLIC HEALTH SERVICES DISTRICT

Chris Sexton, Director

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### ARIZONA REVISED STATUTES

#### Title 11 Chapter 11 Article 1

#### APPLICATION REVIEW PROCESS

##### **Administrative Completeness Review**

11-1605.E. If a county determines that an application for a license is not administratively complete, the county shall include a comprehensive list of the specific deficiencies in the written or electronic notice provided pursuant to subsection D of this section. *If the county issues a written or electronic notice of deficiencies within the administrative completeness time frame, the administrative completeness review time frame and the overall time frame are suspended from the date the notice is issued until the date that the county receives the missing information from the applicant.* The county may issue an additional written or electronic notice of administrative completeness or deficiencies based on the applicant's submission of missing information. If the permit sought requires approval of more than one department of the county, each department may issue an additional written or electronic notice of administrative completeness or deficiencies based on the applicant's submission of missing information.

11-1605.F. If a county does not issue a written or electronic notice of administrative completeness or deficiencies within the administrative completeness review time frame, the application is deemed administratively complete. If a county issues a timely written or electronic notice of deficiencies, an application shall not be complete until all requested information has been received by the county. A county may consider an application withdrawn if, by fifteen days or more after the date of notice, as established by the county, the applicant does not supply the documentation or information requested or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.

##### **Substantive Review**

11-1605.G. During the substantive review time frame, a county may make one comprehensive written or electronic request for corrections. If the county identifies legal requirements that were not included in the comprehensive request for corrections, the county 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 county, 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 county may make supplemental written or ELECTRONIC requests for corrections that are limited to issues previously identified in a comprehensive request for corrections. If a county issues a comprehensive written or electronic request or a supplemental request for corrections, the substantive review time frame and the overall time frame are suspended from the date the request is issued until the date that the county receives the corrections from the applicant. 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 a request for corrections and may have no more than an additional fifty percent of the substantive review time frame as established by the county for that license to grant or deny the license, a county may make one additional comprehensive written or electronic request for corrections or a supplemental request for corrections. A county may consider an application withdrawn if, by thirty days or longer after the date of notice, as established by the county, 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.