



**CITY OF KINGMAN**  
**ENGINEERING DEPARTMENT**

PRELOG ADMINISTRATIVE REVIEW  
STREET RECORD DRAWING

310 N. 4<sup>th</sup> Street Kingman, AZ 86401 Ph: (928) 753-8122 Fax: (928) 753-8118

State law (A.R.S. § 9-835) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Project Name: \_\_\_\_\_ Project Number(s): \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

The applicant is required to use the latest versions of the applications and forms listed below. The current forms are provided at [www.cityofkingman.gov](http://www.cityofkingman.gov) or at the engineering office. Please call (928) 753-8122 for more information.

Administrative log-in reviewer shall check the boxes below as (provided) or (not provided)

**Required Information:**

- Three (3) sets of Street Record Drawings (mylars will be required upon approval)
- Completed and signed Street Record Drawing checklist (revision date 8/2013)
- AutoCAD base map

**Optional Information:**

- PDF submittal of Plans

**Per the requirements of state law, this application is:**

- Accepted as Administratively Complete
- Deficient, items marked above are required for plan acceptance

Contact staff below for questions regarding the Administrative Log-In Review Screening:

Staff Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Received: \_\_\_\_\_

E-mail: \_\_\_\_\_ Date Returned: \_\_\_\_\_