CITY OF KINGMAN

ENGINEERING DEPARTMENT

PRELOG ADMINISTRATIVE REVIEW

REVOCABLE ENCROACHMENT PERMIT (NONSUBSTANTIAL)

310 N. 4th Street Kingman, AZ 86401 Phone: (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 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:

☐ Revocable Encroachment Permit Application and associated fees. (revision date 7/2020)

☐ Plans and Details (if required, Contact Engineering Department)

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: _____