



How to use TOPPS File a Zoning/Subdivision Application

How to File a Zoning/Subdivision Application

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Under Zoning/Subdivision, click on Apply for a Development Permit
3. Select the Project Type from the drop down. If you don't see what you need, look under Miscellaneous
4. Select the Sub-type, if applicable
5. Complete the rest of the form, | items are required
6. If multiple people need to access the permit, make sure each one has an account and add them to the permit when it is created
7. If you have completed an application and need to add a contact, make sure they have an account then contact a Permit Tech to add them to the permit.
8. Upload required plans and documents; upload plans as one PDF
9. Sign and click on Submit

What Happens Following Submittal

1. Staff reviews the application for completeness, you will be notified if additional information is needed
2. Once application is determined to be complete, you will be notified to pay the application fee
3. The case will then be assigned to a planner for review and processing
4. You will receive notifications as processing occurs
5. Staff will contact you as needed and keep you informed throughout the review process
6. You can log into your account at anytime to see any changes in comments or review status

How to Upload Additional or Revised Documents

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Click on View My Request, then select the case you want to add documents to
3. Click on Upload Documents on the left side of the screen
4. Click on Select Files
5. Find the file you want to upload, provide a description
6. Add additional documents if needed
7. Click Submit

How to Apply for Temporary Visitor Parking

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Under Zoning/Subdivision, click on Apply for a Development Permit
3. For Project Type, click on Miscellaneous
4. For Sub Type, click on Temporary Visitor Parking
5. Complete the application by filing in the information needed, | items are required
6. Sign and click on Submit

How to Apply for a Banner Sign Permit

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Under Zoning/Subdivision, click on Apply for a Development Permit
3. For Project Type, click on Miscellaneous
4. For Sub Type, click on Banner
5. Complete the application by filing in the information needed, | items are required
6. Sign and click on Submit

How to Apply for Mobile Food Vendor Permit

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Under Zoning/Subdivision, click on Apply for a Development Permit
3. For Project Type, click on Miscellaneous
4. For Sub Type, click on Mobile Food Vendor
5. Complete the application by filing in the information needed, | items are required
6. Sign and click on Submit

How to Apply for Hillside Protection Easement Abandonment

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Under Zoning/Subdivision, click on Apply for a Development Permit
3. For Project Type, click on Easement Abandonment
4. For Sub Type, click on Hillside Protection Easement
5. Complete the application by filing in the information needed, | items are required
6. Sign and click on Submit

How to Pay for an Application

1. To pay online, the person paying must have an account and be a contact in the case
2. Login to your account at www.fountainhillsaz.gov/TOPPS
3. Click on View My Request (left side)
4. Select the case (in blue)
5. Click on Make a Payment on the left side of the screen
6. Follow the prompts to complete the payment
7. You may come to Town Hall to pay fees in person if you prefer

How to Check on Progress of an Application

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Click on View My Request (left side)
3. Select the case (in blue)
4. Click on the Reviews tab to see what reviews have been completed
5. If available, click on View Comments to see staff comments; if that is not available that means staff has not included any comments

How to Review Redlined Documents

1. Login to your account at www.fountainhillsaz.gov/TOPPS
2. Click on View My Request (left side)
3. Select the case (in blue)
4. Click on the Documents tab to see the documents associated with your case
5. If staff has uploaded documents back into the folder, they will have a description such as "1st Review Comments"
6. Click on those documents to open them, review every page to see where comments have been made
7. Use those comments to make corrections to your application then upload the revised documents into your case folder