



Introduction to the Third Party Reviewer Portal

Objective

This SOP outlines the steps for external reviewers to manage and process notice of intention forms and applications requiring county approval using the ADWR's Third Party Reviewer Portal.

Key Steps

1. Access the Reviewer Portal 0:00

A screenshot of a web browser displaying the ADWR Third Party Reviewer Portal. The browser address bar shows "adwrorg1.my.site.com/ThirdPartyReviewerPortal/s/". The website has a dark red header with the ADWR logo and navigation links for "Home", "Applications to Review", and "Search for SOCs". Below the header, a white banner reads "Welcome to the Third Party Reviewer Portal. Use this portal to conduct business with the Department of Water Resources." To the right of the banner is an aerial photograph of agricultural land with a river. The footer is dark red and contains the "Contact" information, including the Arizona state seal, the state name "ARIZONA", and contact details for both the main office and a mailing address. Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present in the footer.

Home Applications to Review Search for SOCs

Welcome to the Third Party Reviewer Portal. Use this portal to conduct business with the Department of Water Resources.

Aerial view of agricultural land in Arizona.

Contact

ARIZONA
Official Website of the State of Arizona

Address
1110 West Washington Street, Suite 310
Phoenix, AZ 85007

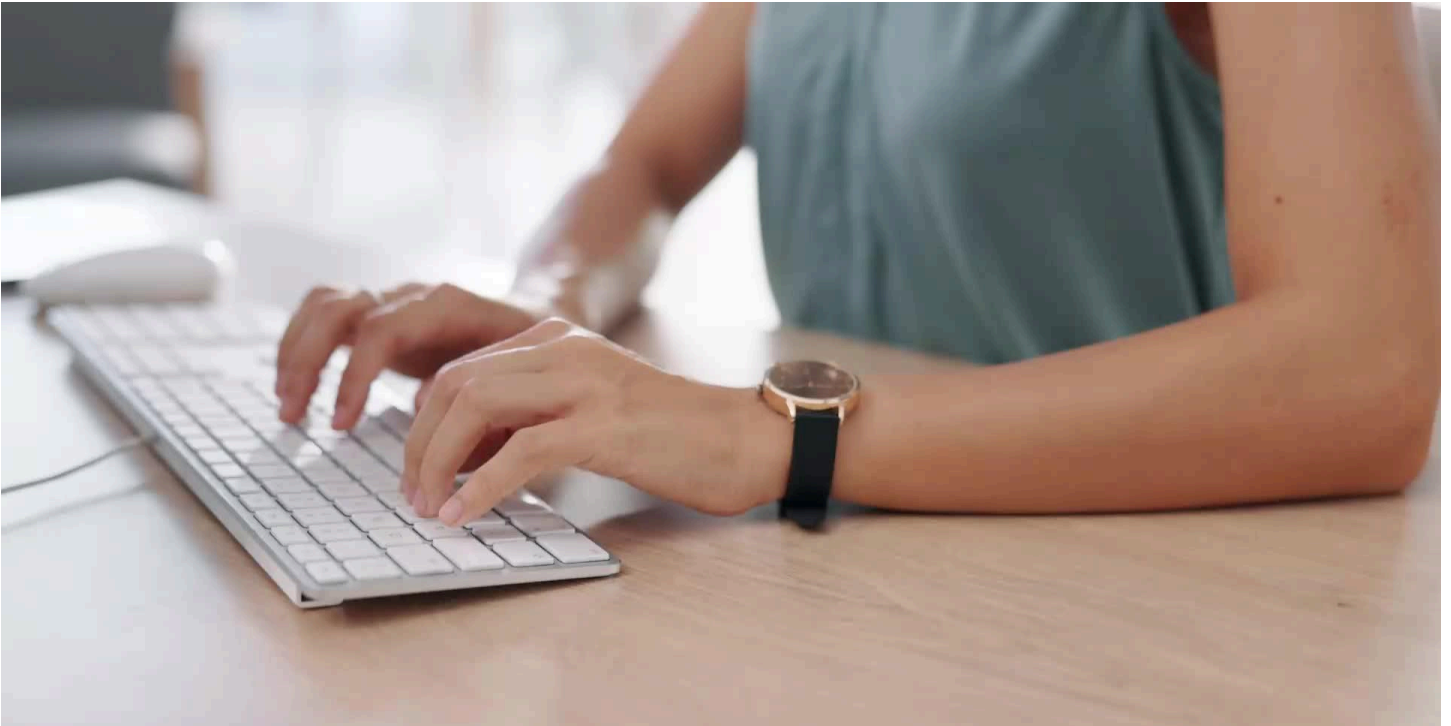
Mailing Address
1802 W Jackson St. Box #79
Phoenix, Arizona 85007

Tel: 602.771.8500 Fax: 602.771.8689

Facebook X LinkedIn YouTube Twitter

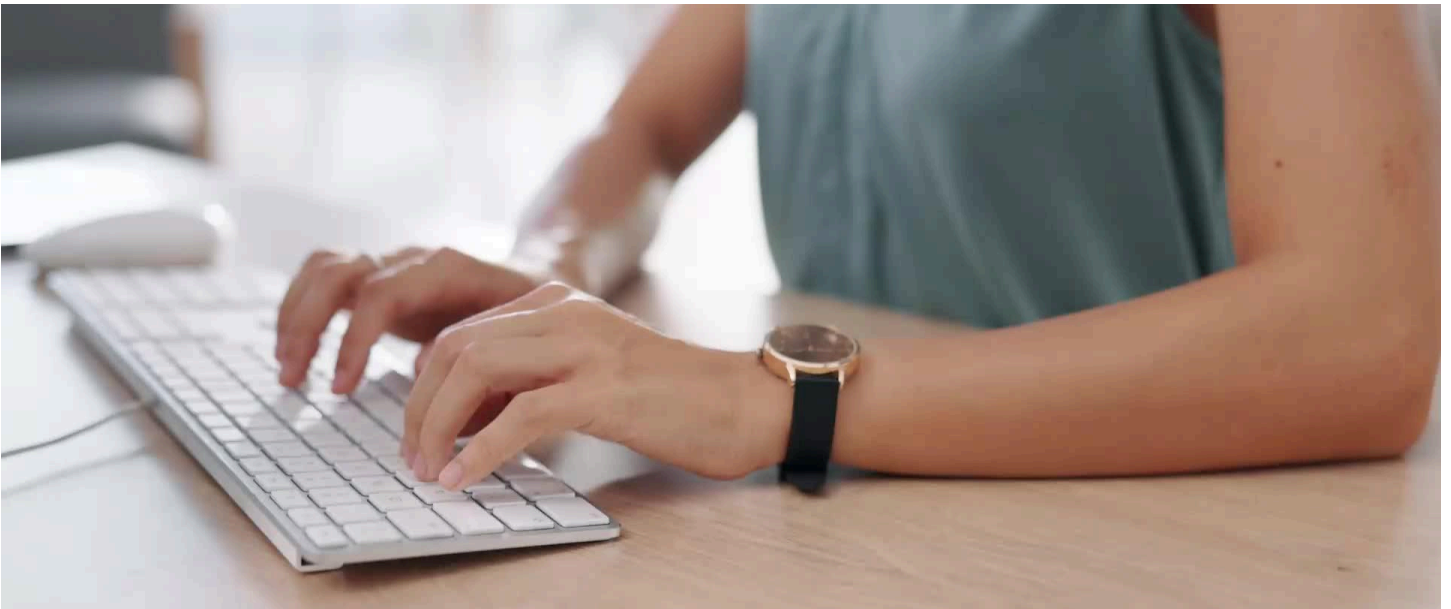
- Navigate to the ADWR's Third Party Reviewer Portal.
- Ensure you have the necessary login credentials to access the portal.

2. View Applications Queue [0:12](#)



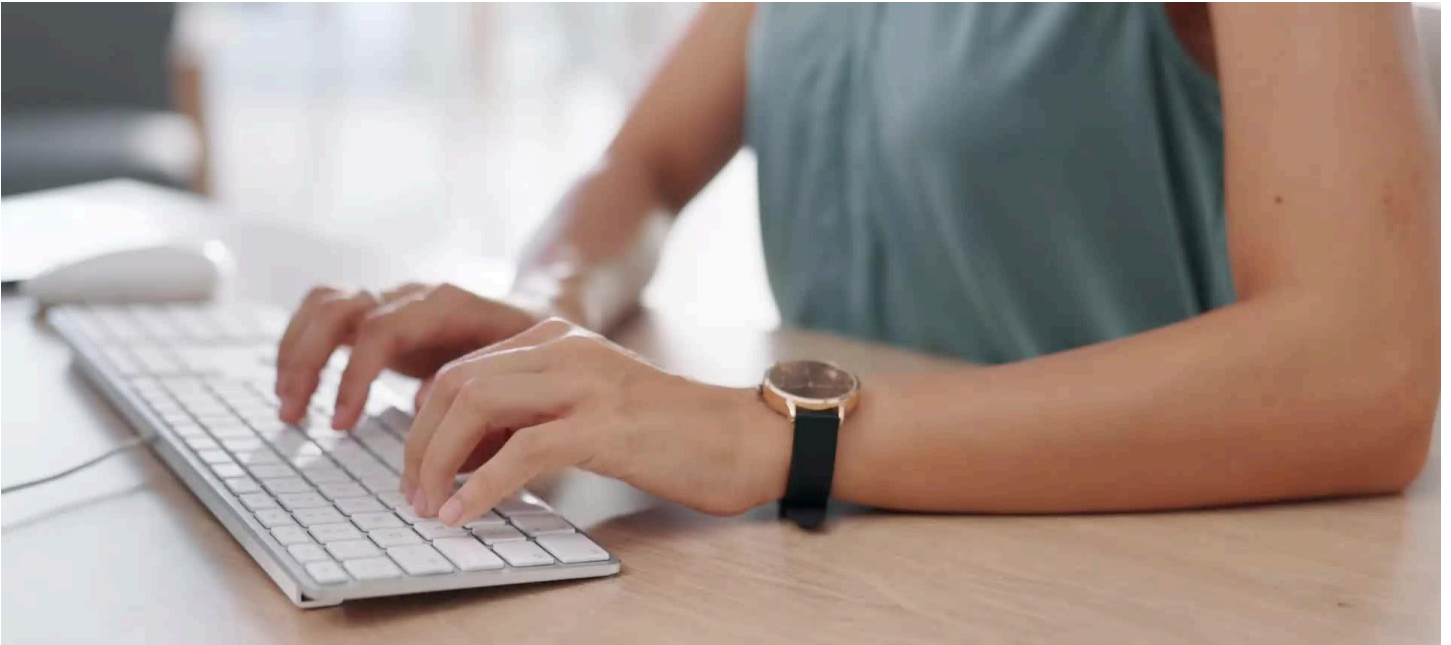
- Once logged in, locate the queue of applications awaiting county review.
- Familiarize yourself with the layout of the applications listed.

3. Access Application Details [0:12](#)



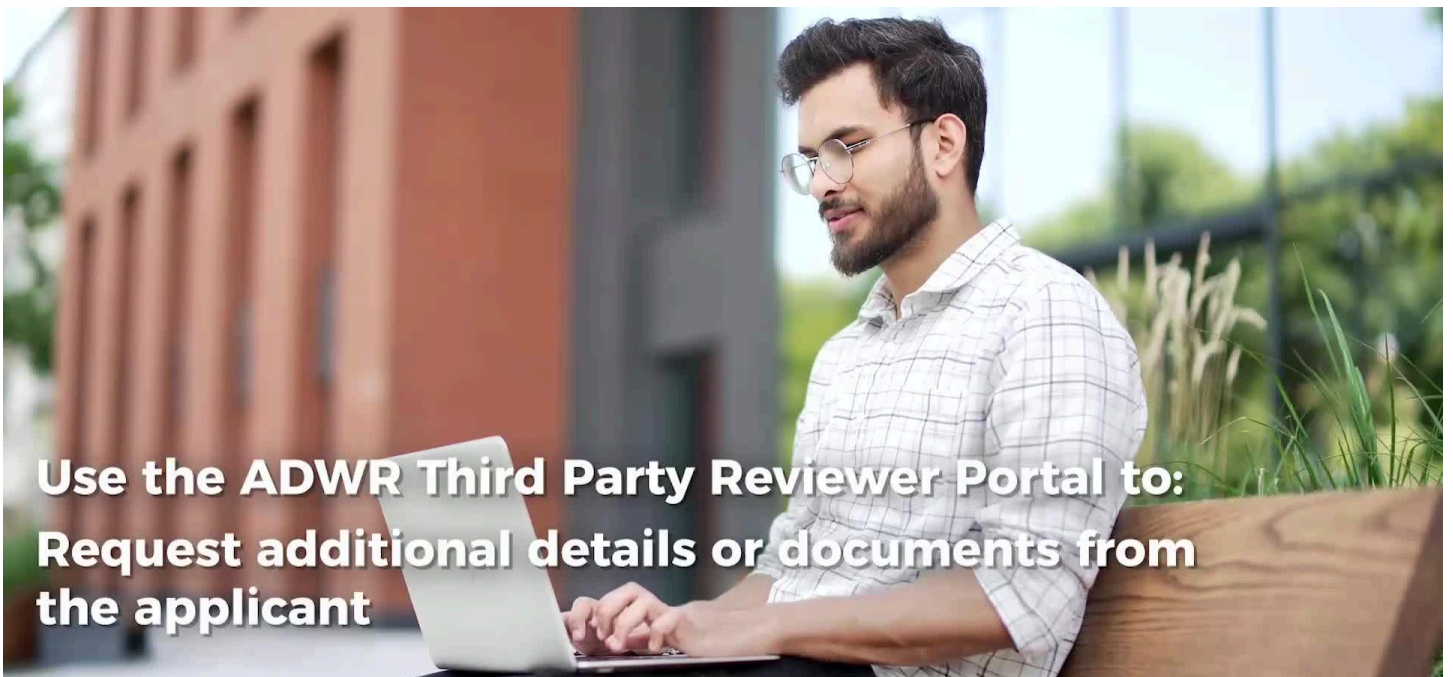
- Click on each application to view all pages and uploaded documents from the applicants.

4. Indicate Approval Type [0:12](#)



- For each application, determine the appropriate approval type:
 - Site Inspection
 - Site Plan Review
 - Insufficient Information
- Select the relevant option.

5. Request Additional Information [0:31](#)



**Use the ADWR Third Party Reviewer Portal to:
Request additional details or documents from
the applicant**

- If necessary, request additional details or documents from the applicant.
- Use the provided communication tools within the portal to send your requests.

6. Log Review Details [0:31](#)



- Ensure that your name and the date of the review are automatically logged on the reviewed application.

7. Upload Supporting Documents [0:31](#)



- If you indicate 'Insufficient Information', upload any supporting documents that explain your decision.

Cautionary Notes

- Always double-check the application details before submitting your review.
- Ensure that all communications with applicants are professional and clear.

Tips for Efficiency

- Regularly check the portal for new applications to stay updated.
- Use templates for requesting additional information to save time.

Link to Loom

<https://loom.com/share/9d918f4735e847328d4ae62c720669f0>