Development Plan Review Sign Application

DESCRIPTION OF ITEMS: The items identified on the Planning Application form/checklist appear below, with a more detailed description. NOTE: Font size for all notes on 8 1/2" x 11" reductions must be **at least 6 point**. Drawings shall use black, continuous lines and bear the mark of the registrant responsible for the documents. Drawings shall be un-bound and un-mounted.

Project Submittal Form: The required project and applicant information on this form must be completed, signed by the applicant, and submitted with all other required items listed on the Planning Application / Checklist.

Letter of Explanation: The letter, signed by the applicant or representative, must provide a brief statement, on 81/2" x 11" sheet of paper, identifying the project goals and objectives, primary design criteria, and design concepts.

Signed Application Form: The required property owner business owner and applicant information on this form must be completed, signed by the property owner and the applicant.

Sign Drawings: Sign drawings with the following items must be submitted.
• Two copies (one in color)
• One 8 1/2" x 11" matte finish PMT (or original laser print) with minimum 6 point font.
NOTE: All documents shall have black continuous lines on a white background which provide a crisp clean image when copied.
• Drawings must be to scale and indicate the following for each sign proposed:
- Exact lettering styles to be used
- All sign copy
- True sign colors
- Method of illumination
- Number of sign faces
- Method of attachment
- Height of sign
- Dimensions of sign
- Sign area
- Sign materials
- Accurate building elevation showing where sign(s) will be located on the building

Floor Plans: 8.5" x 11" Schematic drawings of each floor of each building in a black line format showing all dimensions.

Site Plan:
Drawings must be to scale and indicate the following:
- A black line plan with site data showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property as well as the location of the proposed sign(s).

Fees:

Sign Package	$354.00
Separate Signs	$354.00

Project Submittal Application

City of Tempe
Development Services Department
31 E. 5th Street, Garden Level, Tempe, AZ 85281
Building Safety - Phone:480-350-8341 Fax:480-350-8677
Planning - Phone: 480-350-8331 Fax: 480-350-8872
www.tempe.gov

Tempe

Project Information - Required

Project Name:	
Project Address:	**Suite No.:** ☐
Proposed Use of Building/Suite:	**Existing Zoning:** ☐
Legal Description: ☐ Attached	**Parcel No.:** ☐
Description of Work/Request:	
	Valuation (for building plan review only):

Applicant Information - Required

Company or Firm Name:			Telephone 1: ( ) Ext:_____
Applicant's Name:			Telephone 2: ( ) Ext:_____
Applicant's Street Address :			Fax: ( )
City:	State:	Zip:	Email Address(es):
Applicant Signature:			**Date:**

For City Use Only

Planning	**Fees**
☐ SPR	
☐ Dev Plan Review	
☐ Sign Permit	
☐ Use Permit	
☐ Variance	
☐ General Plan Amend	
☐ Zoning Amend	
☐ Zoning Verification Letter	
☐ Subdivision/Condo	
☐ PAD Overlay	
☐ Legal Posting Signs	
☐ Administrative Decision	
☐ Abatement	
☐ Shared Parking	
☐ CCR Review	
☐ Continuance	
☐ Appeal	
☐ Other _____	
Fire	
☐ Tanks	
☐ Spray Paint Booth	
☐ Special Extinguishing	
☐ Fire Alarm	
☐ Kitchen Hood System	
☐ Rack Storage	
☐ Hazmat	
☐ Other _____	

Building

- ☐ New Building
  - ☐ Complete
  - ☐ Prelease
  - ☐ Basic
- ☐ Add/Alt
- ☐ TI
- ☐ AFES (O/H)
- ☐ MF
- ☐ NRes
- ☐ Res Remodel/Add
- ☐ Pool
- ☐ Demo
- ☐ Grading Only
- ☐ Phased Constr
- ☐ Phased Constr w/UG MEP
- ☐ Structural Frame
- ☐ MEP Only
- ☐ Mobile Home
- ☐ Factory Built Bldg
- ☐ Deferred submittal
- ☐ Revision
- ☐ New Standard
- ☐ Permits based on Standard # _____
- ☐ Suiting
- ☐ Other_____

Engineering

- ☐ Engineering
- ☐ Revision

Tracking Nos.:

DS_____
BP_____
EN_____
PL_____
X_____
PC_____
PPC_____
CA_____
FR_____
RA_____
SGN_____
PF_____

MCA Code:

File With:

Received By:

Submitted Materials:

_____Building _____Fire
_____Planning _____Signs
_____Engineering

- ☐ Spec Book(s)
- ☐ Structural Calcs
- ☐ Truss Calcs
- ☐ Hydraulic Calcs
- ☐ Parking Analysis
- ☐ Lighting Cut Sheets
- ☐ Soils Report
- ☐ Report
- ☐ Materials
- ☐ Color Board
- ☐ Haz Mat Form
- ☐ Other:

Total Valuation:

Total Submittal Fees:

Validation:

Date Stamp:

Planning Submittals are Subject to Dissemination to the Public
Please See Reverse for Instructions, Submittal Information and Time Limit of Application

COMMUNITY DEVELOPMENT – PLANNING
Planning Application Form / Checklist

Tempe

REQUIRED*	PROPERTY OWNER INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

If Property Owner identified above is not representing this case or is not the applicant identified on the Project Submittal Form, the Property Owner(s) is **required** to sign the authorization statement below or submit a written statement authorizing the applicant to file the request(s).

PROPERTY OWNER AUTHORIZATION

I hereby authorize _____ (applicant business name/contact name) to process this application with the City of Tempe

_____
Property Owner's Signature

Required if Property Owner is different than Business Owner	BUSINESS OWNER INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

Required if Business Owner is different than Applicant	APPLICANT INFORMATION				
BUSINESS NAME:					
CONTACT NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:					
FAX:					
EMAIL:					

REQUIRED SIGNATURE

I, _____, agree that all items required for formal submittal as noted on page 1 have been submitted and is complete. If the submittal is incomplete in any respect, I understand there will be a delay in processing.

_____ _____
Applicant Signature Date