



Supplemental Packet

for:

Subdivision Plat

Includes:
Preliminary & Final Plats
Amended Plats
Lot Splits & Lot Line Adjustments

Condominium Plat

Description of Items	Pg. 2
Procedure After Submittal	Pg. 6
Letter of Explanation	Pg. 7
Submittal Examples	Pg. 8

DESCRIPTION OF ITEMS

The items identified on the Planning Application form appear below, in alphabetical order, with a more detailed description. NOTE: Font size for all notes on 8 ½ " 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. Please consult with the Planning Staff at 350-8331 if you have any questions.

Building Elevations: black and white: Elevations include black and white line drawings of all four sides of all building(s) proposed, showing the grade, major dimensions, exterior materials and architectural character. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

Building Elevations, colored: Elevation drawings shall indicate shade and shadow, and landscaping within 25 foot of the building. 24" x 36" color elevations may be in the form of an electronic media, black-line print colored with pencil, magic marker or similar media. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

Building Sections: A blackline plan, drawn to scale and fully dimensioned showing the spaces, walls, floor, slab, roofs, partitions, doors and windows, building structural elements, vertical circulation, other major elements of building design, floor to floor dimensions, and mechanical equipment, in relationship to parapet.

CD - Electronic Documents: All required drawings must be 24" x 36" **AND** 8.5" x 11" (letter size) and submitted electronically on a cd. PDF format preferred. Any request identified with an "*" may be required to submit drawings on cd subject to staff's review. If required, staff will contact the applicant requesting this item.

Floor Plans: Schematic drawings of each floor of each building in a blackline format with all dimensions shown.

General Plan Maps: A black and white graphic illustrating the existing zoning and the existing and proposed land use and density designations for the subject property (identified) and surrounding properties.

Landscape Plan: A blackline plan showing the trees, ground covers and vines by size, quantity, names and general location, include a separate plant legend. Indicate conceptual locations of site lighting. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

DESCRIPTION OF ITEMS (continued)

Letter of Explanation: A letter from the applicant to the appropriate Board/Commission explaining the project. The Letter of Explanation varies in content with each request and each element must be thoroughly addressed. See cover page on the supplemental packet associated with your request(s) to locate the required letter contents within the packet. All letters must be signed by the applicant or representative.

Material Sample Board: 8.5" x 14" x 1" maximum dimension. Provide samples of exterior building materials and paint samples ("keyed" to the building elevations). Display samples on a foam core board / base. Include information about the project name, address, architect/designer, material, manufacturer, name of material, Light Reflectance Value (LRV) for paints.

Neighborhood Meeting Requirement: Applicants are responsible for organizing a neighborhood meeting when the property is located within 300' of a residential use, for requests that include variances, development plans when a public hearing is required, planned area development overlays, zoning map amendments, and general plan map amendments. **NOTE: A neighborhood meeting is required prior to processing your request.** Review the requirements found in the Zoning and Development, Sec. 6-402 and within the supplemental packet. Evidence shall be provided to staff verifying that the neighborhood meeting requirements were met. This includes a copy of the dated letter sent, and visual evidence of the meeting sign with posting date.

Ownership/Tenant List: Includes names and mailing addresses of the property owner(s), and names and mailing addresses of all tenants within the subject area boundary. Correct Zip Codes must be shown for each address.

NOTE: The Applicant must submit a signed Affidavit of Public Hearing Notification for Property Ownership List and Map. See cover page on the supplemental packet associated with your request(s) to locate the affidavit form.

Photographs/Graphics: A series of context graphics, plans or photographs that show the relationship of the subject site (identified) to surrounding properties. Requirements vary with each request. Contact staff to determine requirements such as media, location(s), and quantities.

Preliminary Grading & Drainage: A blackline plan, fully dimensioned showing the location of retention areas, slope and depth, cross sections, flow patterns, and top of curb. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

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.

DESCRIPTION OF ITEMS (continued)

Sign Drawings: Sign drawings with the following items must be submitted.

- Two copies (one in color)
- One 8 ½" x 11" matte finish PMT (or original laser print) with 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
 - How sign will be mounted
 - Height of sign
 - Dimensions of sign
 - Sign area
 - Sign materials
 - Accurate building elevation showing where sign(s) will be located on the building.

Site Plan: A blackline plan with site data (see Site Data Required on Page 5), showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property. Other site plan information may be required for the following application types:

- **Planned Area Development Overlay:** The site plan requires a comparison chart of the modified standards from the previous standards. Larger PAD sites may require additional sheets in order to provide all information in a legible format for final reductions (8½" x 14" photo reduced positive). In addition, a PAD cover sheet with specific details of the site (see PAD Cover Sheet Example) is required and shall be placed before the site plan drawings.
- **Signs:** If applying for a sign Variance or sign Development Plan Review, the site plan must also show where the sign(s) are located on the property.
- **Use Permit:** 24" x 36" site plans are not required when submitting for a Use Permit. However, the 24" x 36" site plan may be required subject to staff's review. If required, staff will contact the applicant requesting this item.

Subdivision/Condo Plat: A blackline plan in engineered format, showing all property lines to be created. Refer to Tempe Subdivision Ordinance 99.21 for details & contact Engineering Department, Land Services Division at 350-8200. NOTE: After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

SITE DATA REQUIRED

- A. Submitted by (name, address, phone).
- B. Project Name.
- C. Site Address.
- D. Scale, North arrow. (up or right)
- E. Location Map, oriented the same direction. (north up or right)
- F. Property lines/lease lines/phase lines.
 - 1. Fully dimensioned
 - 2. Street R.O.W./alleys/easements
 - 3. Setbacks
- G. Legal Description.
- H. General Plan Projected Land Use and Projected Density.
- I. Zoning (existing and proposed).
- J. Parcel Size (net & gross)
- K. Building area, % of lot coverage, height of bldg., number of stories.
- L. Type of construction per Building Code.
- M. Whether proposed building will be equipped with an automatic fire extinguishing system.
- N. Proposed uses.
- O. Number and type of residential units, if applicable.
- P. Density, if applicable.
- Q. Parking required and provided, (tabulate per use/area excluding thickness of exterior walls)
- R. Landscaping on-site, required and provided by % of site. (also indicate landscaping proposed in right-of-way)
- S. List all use permits, variances requested, or for PAD Overlay Districts, provide a comparison chart of the proposed development standards with the code standards. (see "Letter of Explanation" on Page 2)
- T. Closest fire hydrant.
- U. All existing and proposed refuse enclosures.
- V. All streets, medians and driveways (both sides of street) within 125' of property.

PROCEDURE AFTER SUBMITTAL

Preliminary Discussion: Preliminary Site Plan Review is intended to acquaint the prospective applicant with the requirements of the Zoning and Development Code ("ZDC"), General Plan, and other relevant city policies and regulations. Applications may be requested by the applicant for any matter, but the Preliminary Site Plan Review is required for annexations, general plan amendments, PAD overlays, zoning map changes, and subdivisions prior to formal application. .

Scheduling on Agenda: Applications will be scheduled for a regular meeting with the appropriate decision-making body only when all required materials have been received.

Staff Report: A staff report on each project will be available on the Friday preceding the regular meeting. This will be mailed, along with a copy of the Agenda, to both the "owner" and "applicant" as listed on the Project Submittal Form and Planning Application, unless staff is requested to hold for pickup in person.

Officer/Board/Commission Meeting: All meetings are held at the Tempe Municipal Building in the City Council Chambers at 31 E. Fifth Street, unless otherwise noted. The Officer / Board / Commission may approve, deny or continue any case with modifications, according to the procedures set forth in the Zoning and Development Code. Check the Submittal Deadlines and Hearing Dates schedule for dates and time of meetings. **The applicant MUST attend or be represented in person, even if the request is proposed for the consent agenda by both staff and decision-making body.**

Action Letter: A letter describing the decision-making bodies action will be sent to both "owner" and "applicant" after the meeting.

Appeal: If the decision-making body denies the request, the applicant may file a formal appeal or that action is final. To do so, a written appeal should be submitted to the Development Services Department or City Clerk by 5:00 pm, with a copy and appropriate fee made payable to the "City of Tempe", within fourteen (14) calendar days of the action.

City Council Hearing(s): If your request includes a General Plan Amendment, Zoning Map Amendment, Planned Area Development Overlay, or Historic Overlay District, your request will be forwarded to City Council. Most cases will hold an "introduction and first hearing" at Council. This is a legal formality which sets the 2nd Public Hearing (action) date at least 2 weeks later. (The applicant need not attend the introduction, but will receive a staff report in the mail.) Some cases will not require a public hearing (only a hearing), and thus do not need introduction. **The applicant MUST attend the (public) hearing or be represented in person, even if the request is proposed for the consent agenda by both staff and Council.**

Note: Public information sheets on various special aspects of the above process, in addition to copies of the Zoning and Development Code and Subdivision Ordinances and the Tempe General Plan are available at the Development Services Department.

LETTER OF EXPLANATION

SUBDIVISION / CONDOMINIUM PLAT

The letter shall describe the requested plat and its intent. The request **must** comply with the following pursuant to City Code, Chapter 30, Subdivisions:

- a. Every subdivision shall conform to the requirements and objectives of the general plan, or any parts thereof, as adopted by the commission and the city council.
- b. Every subdivision shall conform to the requirements of the Zoning and Development Code and to other ordinances and regulations of the city, and to the Arizona Revised Statutes.
- c. Land which is subject to periodic flooding, land which cannot be properly drained, or other land which, in the opinion of the city, is unsuitable for any use shall not be subdivided; except that the city may approve subdivision of such land upon receipt of evidence from the city engineer that the construction of specific improvements can be expected to render the land suitable; thereafter, construction upon such land shall be prohibited until the specified improvements have been planned and construction guaranteed.

48 Point Font

TEMPE STATION ①

1/2" Margin
Typical All Sheets

A REPLAT OF LOT 1 OF "ELLIOT CORPORATE CENTER" AS RECORDED IN BOOK 749, PAGE 16, MARICOPA COUNTY RECORDER, ALSO BEING PART OF THE NE 1/4 OF SECTION 22, TOWNSHIP 1 NORTH, RANGE 4 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA

Minimum Distance 1"

24 Point Font (typ)

② DEDICATION:

KNOW ALL MEN BY THESE PRESENTS:

THAT SUBDIVISION BUILDERS OF AMERICA, L.L.C., AN ARIZONA LIMITED LIABILITY COMPANY, AS OWNER; HAS PLATTED (REPLATTED) UNDER THE NAME OF "TEMPE STATION", [IN COMPLIANCE WITH CONDOMINIUM SECTION 33-1201 THROUGH 33-1270 OF THE ARIZONA REVISED STATUTES,] LOT 1 OF "ELLIOT CORPORATE CENTER", AS RECORDED IN BOOK 749, PAGE 16 M.C.R., LOCATED WITHIN A PORTION OF SECTION 16, T.1.S., R.4.E. OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA, AND HEREBY PUBLISHES THIS PLAT OF "TEMPE STATION" AND DECLARES THAT SAID PLAT SETS FORTH THE LOCATION AND GIVES THE DIMENSIONS OF THE LOTS, STREETS, AND EASEMENTS CONSTITUTING THE SAME AND THAT EACH LOT AND STREET SHALL BE KNOWN BY THE NUMBER OR NAME GIVEN TO EACH RESPECTIVELY ON SAID PLAT AND HEREBY DEDICATES TO THE CITY OF TEMPE FOR PUBLIC USE SUCH STREETS AND EASEMENTS AS SHOWN ON SAID PLAT AND IS INCLUDED IN THE ABOVE DESCRIBED PREMISES.

③ ACKNOWLEDGEMENT:

ON THIS _____ DAY OF _____, 2007 BEFORE ME, THE UNDERSIGNED, PERSONALLY APPEARED JOHN DOE OWNER, WHO ACKNOWLEDGED HIMSELF TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE INSTRUMENT WITHIN, AND WHO EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

IN WITNESS WHEREOF; I HEREUNTO SET MY HAND AND OFFICIAL SEAL

BY: _____ NOTARY PUBLIC MY COMMISSION EXPIRES _____

SUBDIVISION BUILDERS OF AMERICA, L.L.C., AND ARIZONA LIMITED LIABILITY COMPANY:

BY: _____ DATE: _____ JOHN DOE OWNER

ITS: MANAGER/OWNER/PRESIDENT etc

④ LEGAL DESCRIPTION (PRIOR TO SUBDIVISION):

LOT 1 OF "ELLIOT CORPORATE CENTER" AS RECORDED IN BOOK 749, PAGE 16, M.C.R.

16 Point Font (typ)

1/2" Margin
Typical All Sheets

⑤ OWNER(S):

SUBDIVISION BUILDERS OF AMERICA, L.L.C.
520 E. MCDOWELL ROAD
PHOENIX, AZ 85016

⑥ DEVELOPER:

NEW DEVELOPMENT CONSTRUCTORS, INC.
1820 W. CHAPARRAL ROAD
SCOTTSDALE, AZ 85256

⑦ BENCH MARK:

B.C. IN H.H. IN THE INTERSECTION OF KYRENE ROAD ON ELLIOT ROAD
ELEVATION 1158.24 (CITY OF TEMPE DATUM)

⑧ BASIS OF BEARINGS:

THE BEARING OF N 89° 40' 47" E ALONG THE NORTH LINE OF THE NORTHEAST QUARTER OF SECTION 16, T.1.S., R.4.E., OF THE GILA AND SALT RIVER BASE AND MERIDIAN, MARICOPA COUNTY, ARIZONA, AS SHOWN IN BOOK 448 OF MAPS PAGE 11, M.C.R.

⑨ APPROVALS:

APPROVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA ON THIS _____ DAY OF _____, 2007.

BY: _____ MAYOR DATE _____

ATTEST: _____ CITY CLERK DATE _____

BY: _____ CITY ENGINEER DATE _____

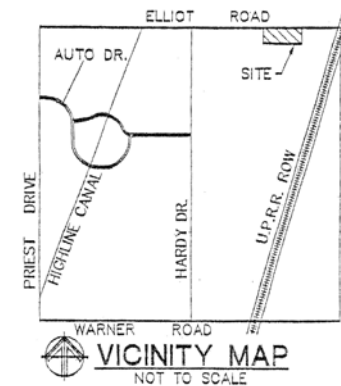
BY: _____ DEVELOPMENT SERVICES DATE _____

⑩ CERTIFICATION:

THIS IS TO CERTIFY THAT THE SURVEY OF THE PREMISES DESCRIBED AND PLATTED HEREON WAS MADE UNDER MY DIRECTION DURING THE MONTH OF _____, 2007; THAT THE SURVEY IS TRUE AND COMPLETE AS SHOWN; THAT THE MONUMENTS SHOWN ACTUALLY EXIST OR WILL BE SET AS SHOWN; THAT THE POSITIONS ARE CORRECTLY SHOWN AND THE SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED

(SIGNATURE) _____ DATE _____
JOHN DOE, R.L.S. 29004

⑪



⑫

LEGEND

RIGHT-OF-WAY LINE	---
PROPERTY LINE	---
EASEMENT LINE	---
MONUMENT LINE	---
SUBDIVISION CORNER PIN TO BE SET	□
FOUND BRASS CAP IN HAND HOLE	○
PROPERTY CORNER PIN TO BE SET	•
MARICOPA COUNTY RECORDER	M.C.R.

⑬

NOTES: (CAN BE PUT ON SECOND SHEET)

- THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF TEMPE AND HAS BEEN DESIGNATED AS HAVING AN ASSURED WATER SUPPLY.
- LOT CORNERS TO BE SET WITH 1/2" REBAR. RLS#38560.
- ALL NEW AND EXISTING, AS WELL AS ON-SITE AND OFF-SITE UTILITY LINES (OTHER THAN TRANSMISSION LINES) SHALL BE PLACED UNDERGROUND.

⑭

FLOOD PLAIN CERTIFICATION:

THIS IS TO CERTIFY THAT THE ABOVE SUBJECT PROPERTY LIES WITHIN ZONE "SHADED X" AS DESIGNATED ON THE FLOOD INSURANCE RATE MAP, MAP NUMBER 04013C 2165 G AND 0401C 2170 F, DATED SEPTEMBER 30, 2005. AREAS OF 0.2% ANNUAL CHANCE FLOOD; AREAS OF 1% CHANGE FLOOD WITH AVERAGE DEPTH OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD.

Seal for Certification

DS000000

SBD00000

REC00000

REC00000

SBD00000

DS000000



Guidelines for Submitting Subdivision Plats
Using the Engineering Format

All plans submitted for review should be in conformance with the sample cover sheet entitled "Tempe Station". The sequential order, language and content of each item should strictly adhere to this format. This requirement will be a prerequisite to initiate and complete the plan review process to obtain approval for subdivision plats.

The following provides the guidelines for each numbered section shown on the sample cover sheet. Please keep in mind that the numbers are for reference only and should **not** be put on the plat.

1. **Title**: This should indicate the final title of the plat or condominium and indicate the origin and portions of the legal description that involve the platting of the subdivision or condominium. (Letter size will be: a.) Plat name - 48 pt. b.) Subsequent legal information – 24 pt.)
2. **Dedication**: This should start a minimum of 1" below the last line of the title information. The owners name(s) should be the same as those that appear under owner(s) in item No.5. The description under the title in item No.1 should be the same in the dedication. If this is not a condominium plat, then the information shown in the brackets [] would be eliminated. If this is a condominium plat this information would remain with the brackets removed. Please note that C.C & R's for condominium plats and town homes will not be in the dedication and should be put in a separate document that will become part of the plat. However, reference can be made to the C.C. & R's for further information. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)

3. **Acknowledgement:** The person(s) representing the company or the owner's name should appear here along with their title. Since the owner is identified in the dedication in item No.2 and in item No.5 there is no need for a separate owner's certification. The information provided is sufficient. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
4. **Legal Description (prior to subdivision):** This should include the last known recorded document or metes and bounds legal description prior to the proposed subdivision. If it involves a subdivision then the recording information (book and page) should also be included. If the legal description is lengthy and takes up more space than is allowed at the bottom of the plat, then the information should continue at the top of the next column ahead of item No.5. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
5. **Owner(s):** This should be the owners' name as it appears on the title deed to the property and the address of the owner(s). This name should appear in the dedication item No.2 and in the acknowledgement item No.3. This column should also start a minimum of 1" below the last line of the title information. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
6. **Developer:** Provide the name and address of the developer. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
7. **Bench Mark:** This should always include reference to a section corner or a quarter corner tie and an elevation based of City of Tempe datum. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
8. **Basis of Bearing:** All plats shall have a basis of bearing indicating and referencing from what area/source it was taken. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
9. **Approvals:** Provide enough space so as to have clear signatures for each line. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
10. **Certification:** The language as it appears should be exactly the same with no exceptions in order to be acceptable. There is a place for a

signature and date at the bottom of the certification and there is a square to the right for the seal and signature which also must be completed. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)

11. **Vicinity Map**: This map should include enough information to indicate the general location of the plat. A north arrow should be provided and the site indicated with a note and a diagonally hatched area. This map and column should also start a minimum of 1" below the last line of the title information. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
12. **Legend**: This example indicates the minimum requirements for the legend. It may be necessary to include other items in the legend and annotate these in order to correctly identify items on the plat. Keep in mind that should there not be enough room on the cover sheet, this item may be put on the second sheet. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
13. **Notes**: As shown, a minimum of three notes shall be on the plans. However, other notes should include any conditions of approval noted from the planning and zoning offices, as determined by city council action, that are directly related to the plat. Keep in mind that should there not be enough room on the cover sheet, this item may be put on the second sheet. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)
14. **Flood Plain Certification**: This certification should read exactly as shown. The only exception would be if the map numbers and references are different, then these would change. (Letter size for the heading is 24 pt. and for subsequent information 16 pt.)

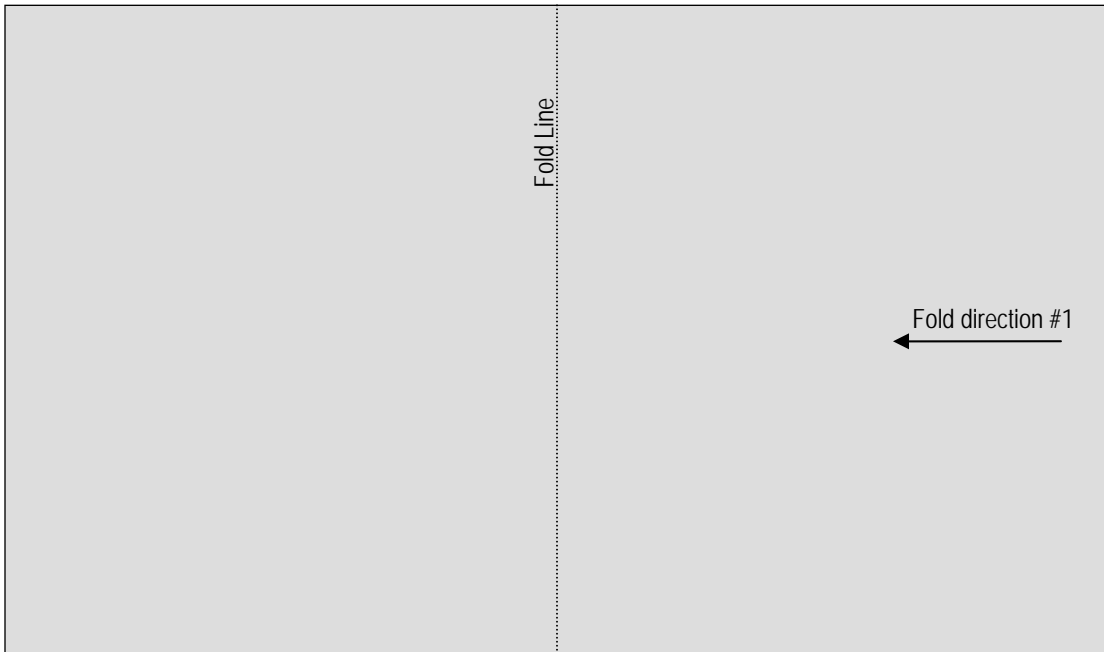
Ratifications: If there are financial institutions involved and ratifications are necessary these should be included and provided on the second sheet

Should you have any questions regarding these requirements please contact the City of Tempe Land Services Section for clarification.

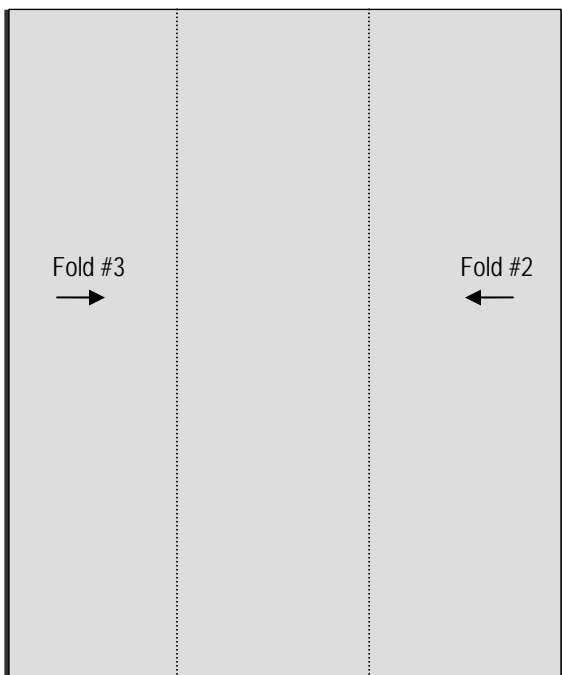
FOLDING GUIDELINES FOR PLANS

APPLICANTS SUBMITTING FULL SIZE DRAWINGS (24"x36") TO THE PLANNING DIVISION SHALL PROVIDE ONE ROLLED SET AND ONE FOLDED SET INCLUDING REVISIONS, AS INDICATED IN THE DIRECTIONS.

- 1). For each 24"x36" individual sheet, flip plans face down and fold in half, right to left.



- 2). Next, fold plans into thirds from each edge, right side then left side.



- 3). Then, flip plans over and fold the top portion down in half.



- 4). After flipping the plans over the finished results should display the lower right portion of the plans, which may include title block and project information.

