

COMMUNITY DEVELOPMENT – PLANNING

Planning Application Form / Checklist



REQUIRED ITEMS	Application Request													
	Historic Pres.	Zoning	PAD	Subdivision/ Condo	General Plan	Development Plan Review						Use Permit	Var	Other
						New Dev	Bldg Add	Ext modif.	Bldg Color	Lndsp	SIGN			
Project Submittal Form	1	1	1	1	1	1	1	1	1	1	1	1	1	
Signed Application Form (this form)	1	1	1	1	1	1	1	1	1	1	1	1	1	
Letter of Explanation	1	1	1	1	1	1	1	1	1	1	1	1	1	
Neighborhood Meeting Requirement	1	1	1		1								1	
Ownership/Tenant List	1	1	1		1							1	1	
Affidavit of Public Notification	1	1	1		1							1	1	
Subdivision / Condo Plat														
24"x36"				2										
11"x17"				1										
8.5"x11"				1										
Site Plan														
24"x36"		2	2			2	2	2	2	2		*	2	
11"x17"		1	1											
8.5"x11"	1	1	1			1	1	1	1	1	2	1	1	
Building Elevations														
24"x36"			2			2	2	2	2					
11"x17"			1											
8.5"x11"			1			1	1	1	1			1	1	
Building Elevations (Colored)														
24"x36"														
11"x17"						1								
8.5"x11"						1	1	1	1					
Building Sections														
24"x36"						1	1							
11"x17"														
8.5"x11"						1	1							
Floor Plans														
24"x36"			2			2	2							
11"x17"			1											
8.5"x11"			1			1	1				2	1		
Landscape Plan														
24"x36"			2			2				2				
11"x17"			1											
8.5"x11"			1			1				1				
Preliminary Grading & Drainage														
24"x36"			2			2				2				
11"x17"			1											
8.5"x11"			1			1				1				
Sign Drawings (details & sections)											2			
Material Sample Board 8.5"x14"x1" max						1								
General Plan Map 8.5"x11"					1									
Photographs/Graphics	*	*	*	*	*	*	*	*	*	*	*	*	*	
CD-electronic drawings (PDF)		1	1	*	1	1	1	*	*		*	*	*	
Other:				**										
Other:														

* See packet description for additional information.

** Title Report required

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PROJECT DATA		
	EXISTING/REQUIRED	PROPOSED
ZONING:		
GENERAL PLAN: PROJECTED LAND USE		
GENERAL PLAN: PROJECTED DENSITY		
GROSS SITE AREA (INCLUDES R/W NOT DEDICATED)		
NET SITE AREA (EXCLUDES R/W TO BE DEDICATED)		
NUMBER OF TOTAL LOTS		
NUMBER OF TOTAL UNITS		
NUMBER OF TRACTS		
DENSITY: (RESIDENTIAL ONLY)		
BUILDING LOT COVERAGE:		
LANDSCAPE PERCENTAGE ON SITE		
BUILDING NET AREA		
BUILDING HEIGHT		
SETBACK: FRONT YARD		
SETBACK: SIDE YARD		
SETBACK: STREET SIDE YARD		
SETBACK: REAR YARD		

PARKING DATA			
	PROPOSED USE	SF OF USE	# OF SPACES REQUIRED
BUILDING USE:			
BUILDING USE:			
BUILDING USE:			
	BEDROOMS PER UNIT	# OF UNITS	# OF SPACES REQUIRED
RESIDENTIAL ONLY – BUILDING:			
RESIDENTIAL ONLY – BUILDING:			
RESIDENTIAL ONLY – BUILDING:			
	REQUIRED	PROPOSED	
TOTAL PARKING: CARS			
TOTAL PARKING: BICYCLES			

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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:				

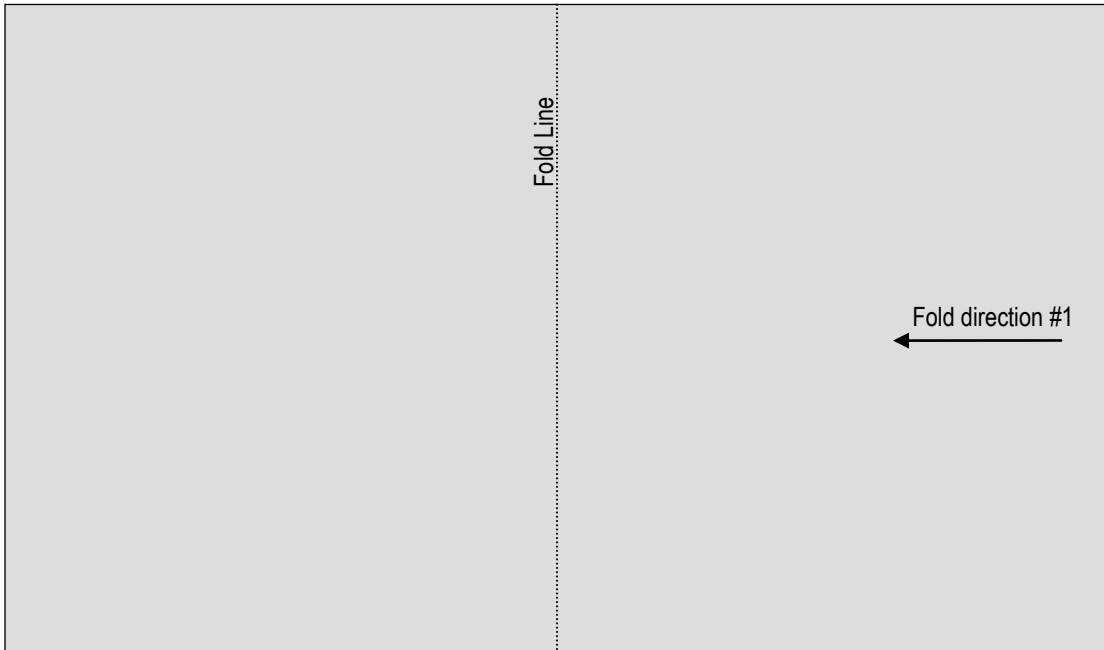
Required if Business Owner is different than Applicant	APPLICANT INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:	STATE:	ZIP:		
PHONE:				
FAX:				
EMAIL:				

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

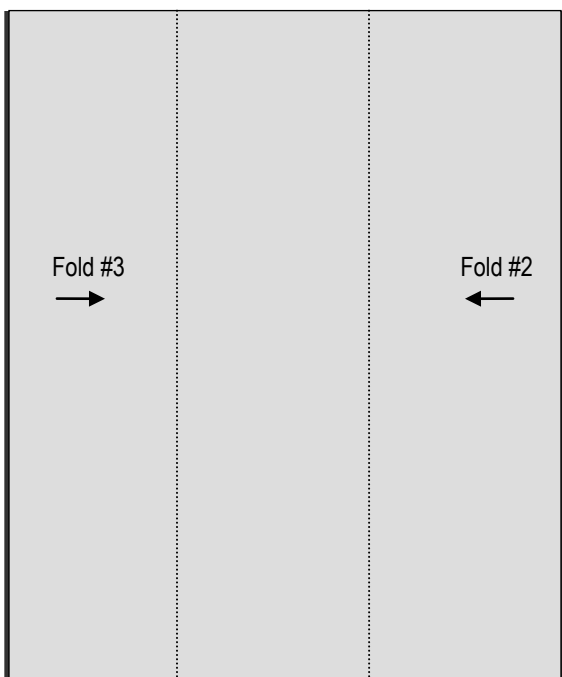
FOLDING GUIDELINES FOR PLANS

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.



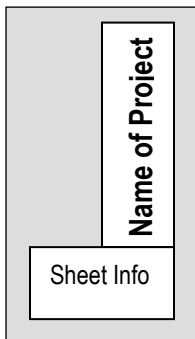
- 2). Next, fold plans into thirds from each edge, right side then left side.



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.

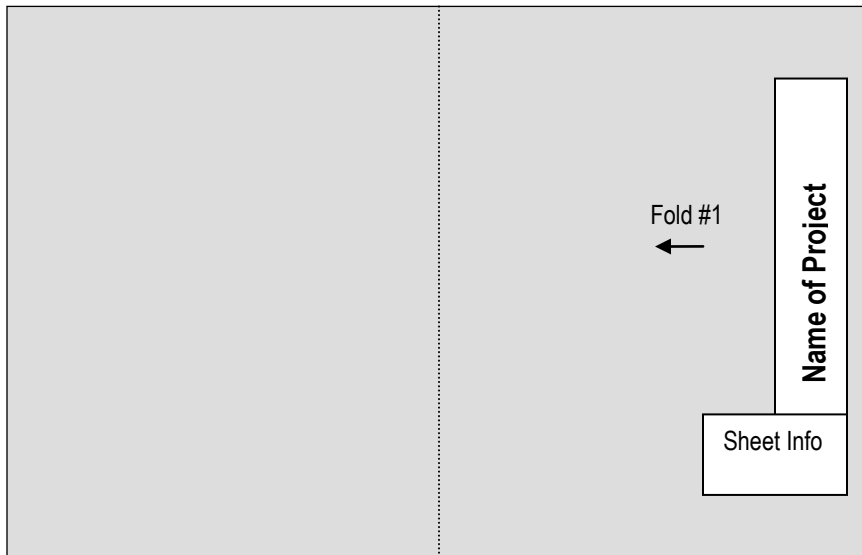


FOLDING GUIDELINES FOR PLANS

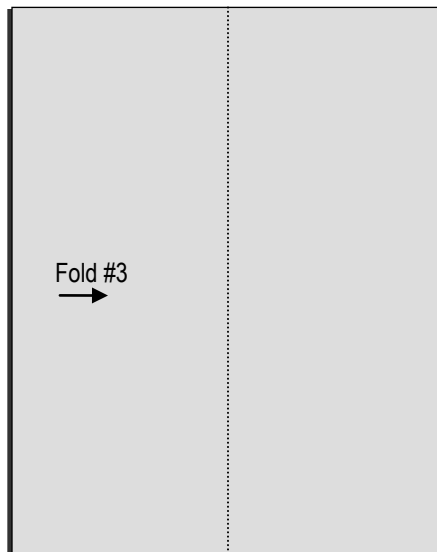
(11" x 17" Reduction Sets)

WHEN REQUESTED BY THE ASSIGNED PLANNER, APPLICANTS SHALL SUBMIT REDUCTION SIZE DRAWINGS (11"x17") OF ALL PLANS INCLUDING COLOR RENDERINGS TO THE PLANNING DIVISION, AS INDICATED IN THE DIRECTIONS.

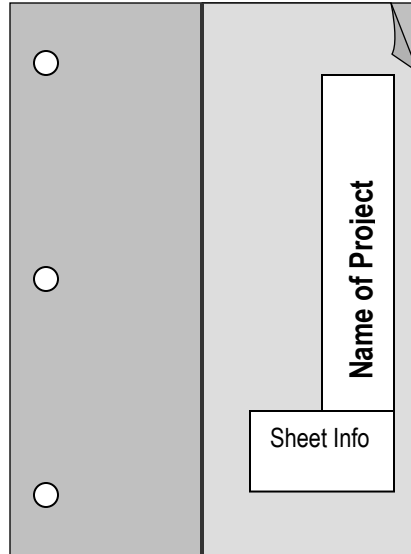
- 1). For each 11"x17" reduction set, provide a "Z Fold", by first folding the plans in half:



- 2). Then fold the right half of the plans back where the project title information is visible:



- 3). Plans should be collated into complete sets and three-hole punched.
Finished results:



NOTE: Planning staff typically requests 12 sets of the 11x17 reduction plans, which are provided to the applicable decision-making body for review.