

# DEVELOPMENT SERVICES – 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.

\*\* After complete submittal, modifications may be necessary; staff will notify customers of final submittal requirements due 2 weeks prior to the DRC hearing.

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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			

**DEVELOPMENT SERVICES – PLANNING**  
**Planning Application Form / Checklist**



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:				

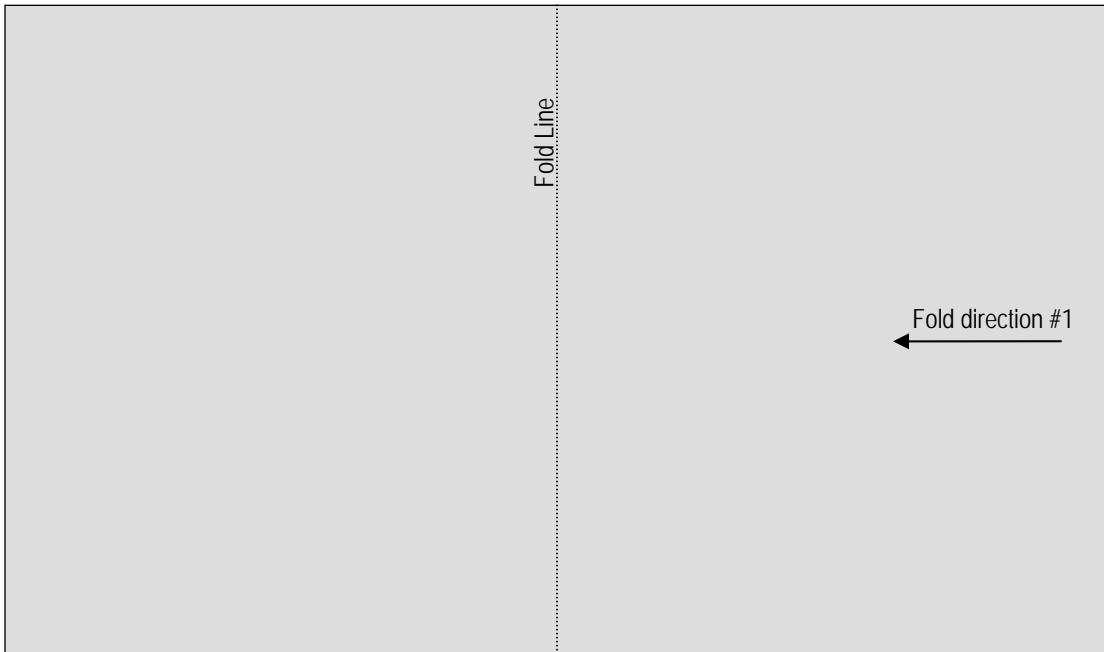
Required if Business Owner is different than Applicant	APPLICANT INFORMATION			
BUSINESS NAME:				
CONTACT NAME:				
ADDRESS:				
CITY:	STATE:	ZIP:		
PHONE:				
FAX:				
EMAIL:				

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 <span style="float: right;">Date</span>
OFFICE USE ONLY	<input type="checkbox"/> New PL-PROJ <input type="checkbox"/> Existing PL _____

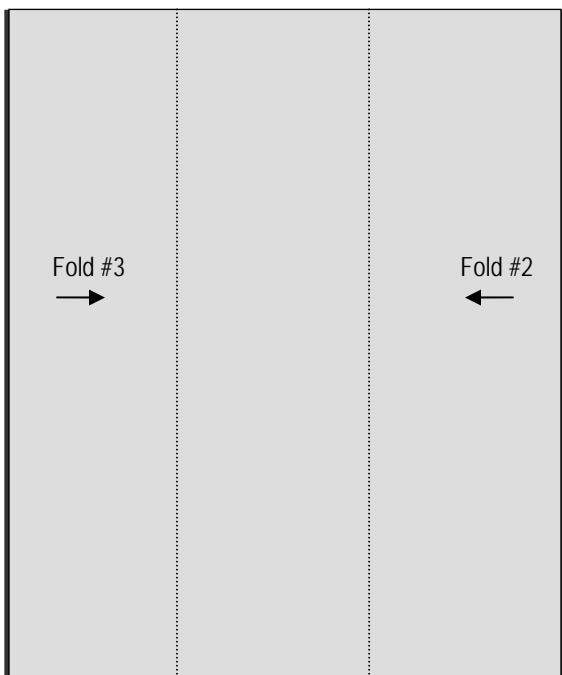
## FOLDING GUIDELINES FOR PLANS

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.



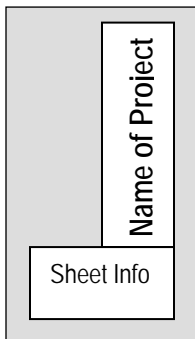
- 2). Next, fold plans into thirds from each edge, right side then left side.



- 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.

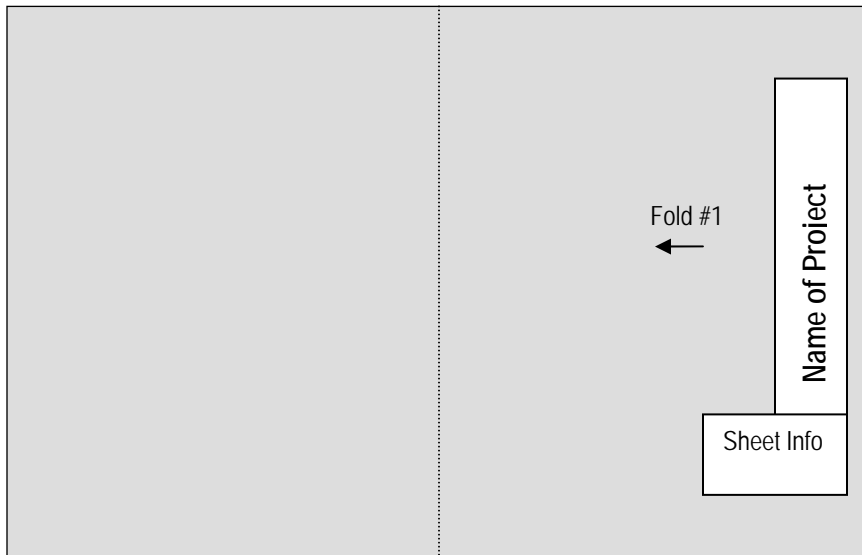


## FOLDING GUIDELINES FOR PLANS

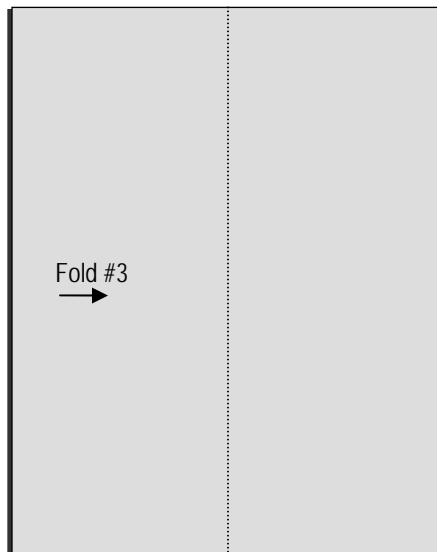
(11" x 17" Reduction Sets)

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.

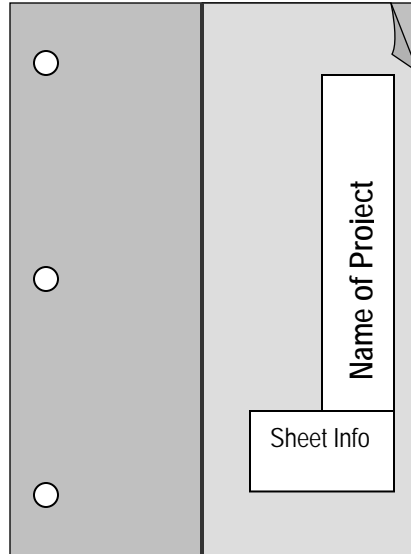
- 1). For each 11"x17" reduction set, provide a "Z Fold", by first folding the plans in half:



- 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.