

## PRELIMINARY SITE PLAN REVIEW CHECK LIST

**DEADLINE: MONDAY, 5:00 PM**

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. DEVELOPMENT SERVICES IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

- Site Plan – 2 copies, 24"x36" sheet size, drawn to scale (any additional plans submitted must also be in a 24"x36" format)
- All plans must be blackline prints only (no blueprints, shading, aerials, etc.)
- Provide all applicable site data (see below)
- Provide completed Project Submittal Form
- Fee: See [Planning Fee schedule](#), a. Preliminary Review Process**

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The following is a list of information which should appear on the plans. This information is not required at this phase, however, complete documents will provide a more thorough understanding of your development proposal and result in more useful city comments from Staff. Comments from agencies other than Tempe such as utility companies are the responsibility of the applicant during the preliminary process.

- A. Submitted by (name, address, phone)
- B. Project Name
- C. Site Address
- D. Proposed uses and/or Scope of Work
- E. List all Use Permits or Variances requested
- F. Location Map, oriented the same direction
- G. Bar Scale and North Arrow
- H. Legal Description
- I. Property Lines, Lease Lines, Phase Lines, Easements, and setbacks, fully dimensioned
- J. Parcel Size (net & gross)
- K. General Plan 2030 Projected Land Use & Projected Density
- L. Zoning (existing and proposed), and indicate if property is in an Overlay District
- M. Building area, percentage of lot coverage, height of building, number of stories
- N. Type of Construction per International Building Code
- O. Indicate if building(s) will be equipped with an automatic extinguishing system per City of Tempe IBC
- P. Residential density, Number and type of units
- Q. Parking for motor vehicles and bicycles, both required and provided
- R. Landscape area on-site, required & provided as a percent of site area (also, show landscape area in right-of-way)
- S. Fire hydrant, on-site or within 150' of the property
- T. All existing and proposed refuse enclosures
- U. Show and dimension all streets, alleys, medians and driveways on both sides of street within 125 feet of property
- V. Show all existing and proposed storm drains, sewer lines, water lines, Fire Department connection and hydrants
- W. Show proposed retention areas for 100 year, one hour storm with preliminary hydrology calculations, using the City of Tempe Engineering Design Criteria. Refer to [www.tempe.gov/engineering](http://www.tempe.gov/engineering)
- X. Bike racks near main building entrances