

ADMINISTRATIVE APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

An administrative application requires review and issuance of a decision by staff authorized to administer the Zoning & Development Code for certain applications without a public meeting or hearing for the following applications: Shared Parking, Time Extension, Seasonal Outdoor Retailing, Covenants, Conditions & Restrictions, Zoning Administrator Opinion / Ordinance Interpretation, and Group Home Verification Letter. Medical marijuana applications are administratively reviewed but are processed through a separate application and checklist of required items.



Community Development Department
Planning Division

31 East 5th Street, Garden Level East Tempe, Arizona 85281 (480) 350-8331 or (480) 350-8400 TDD

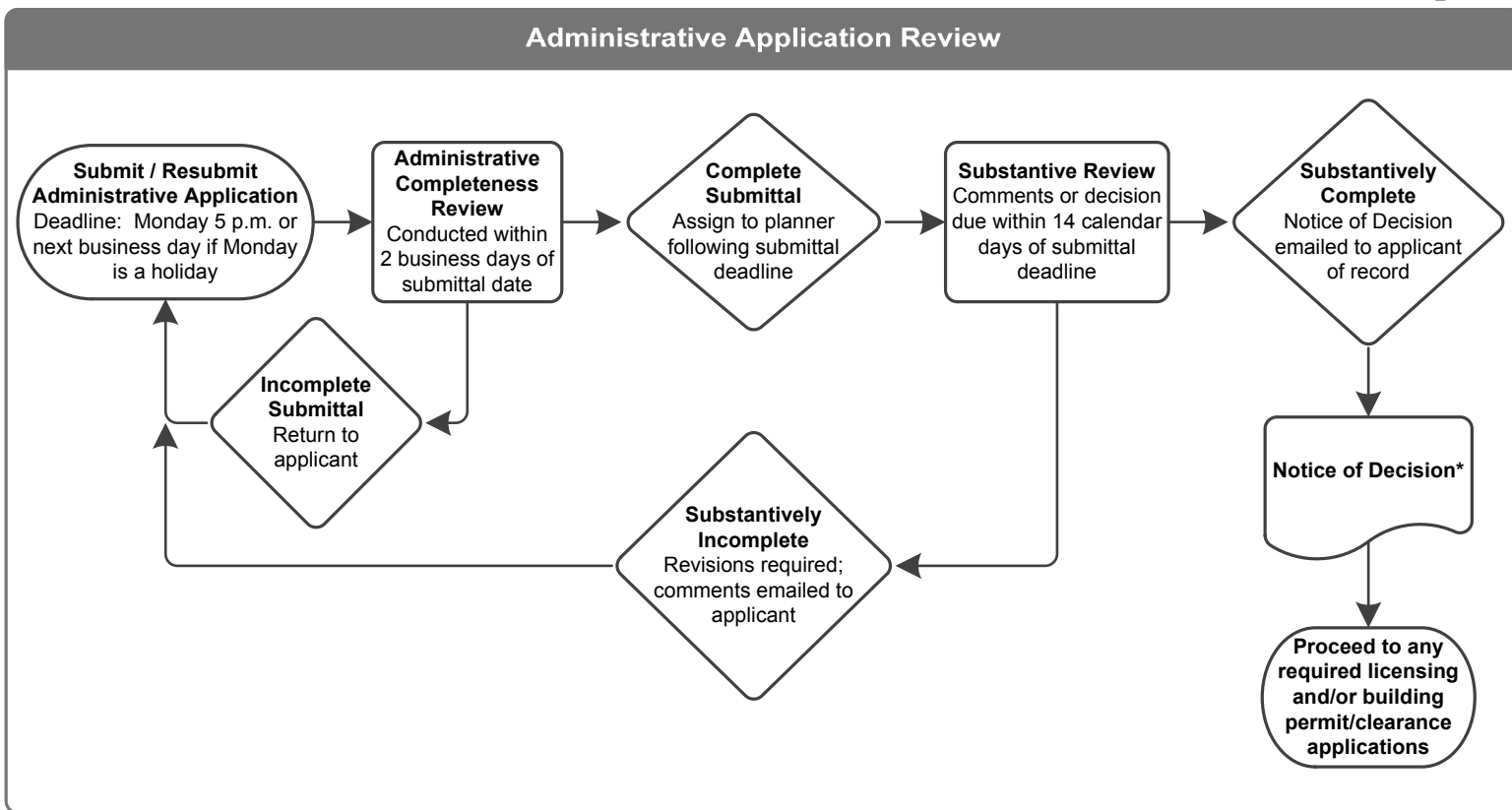
Revised March 15, 2019

Planning Application Review Process

City of Tempe
 Community Development Department
 31 East 5th Street, Garden Level, Tempe, Arizona 85281
 (480) 350-4311 Fax: (480) 350-8677
 Planning Fax: (480) 350-8872
<http://www.tempe.gov/planning>



Administrative Application Review

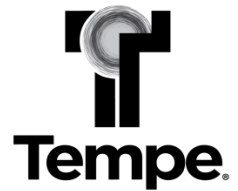


*Any appeal of an administrative decision shall be filed pursuant to Part 6, Chapter 8, Appeals, no later than fourteen (14) calendar days after the date on which the decision was rendered.

Planning Application

Part 1 of 2

City of Tempe
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All applications must be accompanied by the required plans, submittal materials, and correct fee(s)

PROJECT INFORMATION – REQUIRED			
PROJECT NAME		EXISTING ZONING	<input type="checkbox"/>
PROJECT ADDRESS		SUITE(S)	<input type="checkbox"/>
PROJECT DESCRIPTION		PARCEL No(s)	<input type="checkbox"/>

PROPERTY OWNER INFORMATION – REQUIRED (EXCEPT PRELIMINARY SITE PLAN REVIEW)			
BUSINESS NAME	ADDRESS		
CONTACT NAME	CITY	STATE	ZIP
EMAIL	PHONE 1	PHONE 2	

I hereby authorize the applicant below to process this application with the City of Tempe.

PROPERTY OWNER SIGNATURE	X	DATE
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or attach written statement authorizing the applicant to file the application(s)

APPLICANT INFORMATION – REQUIRED			
COMPANY / FIRM NAME	ADDRESS		
CONTACT NAME	CITY	STATE	ZIP
EMAIL	PHONE 1	PHONE 2	

I hereby attest that this application is accurate and the submitted documents are complete. I acknowledge that if the application is deemed to be incomplete it will be returned to me without review, to be resubmitted with any missing information.

APPLICANT SIGNATURE	X	DATE
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BUSINESS INFORMATION – REQUIRED FOR USE PERMITS & SIGN DPRs			
BUSINESS NAME	ADDRESS		
CONTACT NAME	CITY	STATE	ZIP
TYPE OF BUSINESS	PHONE	EMAIL	

<input checked="" type="checkbox"/>	APPLICATION (check all that apply)	QTY	SPECIFIC REQUEST (see planning & zoning fee schedule for types)	FOR CITY USE ONLY (planning record tracking numbers)
<input type="checkbox"/>	A. PRELIMINARY SITE PLAN REVIEW			SPR
<input type="checkbox"/>	B. ADMINISTRATIVE APPLICATIONS			ADM
<input type="checkbox"/>	C. VARIANCES			VAR
<input type="checkbox"/>	D. USE PERMITS / USE PERMIT STANDARDS			ZUP
<input type="checkbox"/>	E. ZONING CODE AMENDMENTS			ZOA ZON
<input type="checkbox"/>	F. PLANNED AREA DEVELOPMENT OVERLAYS			PAD REC
<input type="checkbox"/>	G. SUBDIVISIONS / CONDOMINIUMS			SBD REC
<input type="checkbox"/>	H. DEVELOPMENT PLAN REVIEW			DPR
<input type="checkbox"/>	I. APPEALS			
<input type="checkbox"/>	J. GENERAL PLAN AMENDMENTS			GPA
<input type="checkbox"/>	K. ZONING VERIFICATION LETTERS			ZVL
<input type="checkbox"/>	L. ABATEMENTS			CE CM
TOTAL NUMBER OF APPLICATIONS				

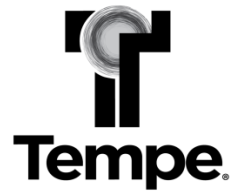
FOR CITY USE ONLY			
DS TRACKING #	FILE THIS APPLICATION WITH CE / CM TRACKING #	DATE RECEIVED (STAMP)	VALIDATION OF PAYMENT (STAMP)
PL TRACKING #			
SPR TRACKING # (if 2 nd or 3 rd submittal, use planning resubmittal form)			TOTAL APPLICATION FEES
			RECEIVED BY INTAKE STAFF (INITIALS)

SEE REVERSE SIDE FOR REQUIRED PROJECT DATA

Planning Application

Part 2 of 2

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PROJECT DATA (as applicable)			
GENERAL PLAN PROJECTED LAND USE		PROPOSED RESIDENTIAL DENSITY (DU/AC)	
GENERAL PLAN PROJECTED DENSITY		# OF UNITS	
CURRENT ZONING		# OF BEDROOMS / KEYS (IF HOTEL)	
PROPOSED ZONING		TOTAL BUILDING SQUARE FOOTAGE (GROSS)	
GROSS ACRES REQUIRED FOR GENERAL PLAN AMENDMENT, PAD & DEVELOPMENT PLAN REVIEW REQUEST <i>(actual property boundaries, excludes existing ROW, i.e. not measured to the 1/2 street or alley)</i>		TOTAL BUILDING HEIGHT	
NET ACRES REQUIRED FOR ZONING AMENDMENT <i>(same as gross unless ROW is to be dedicated)</i>		LOT COVERAGE (% AND S.F.)	
# OF EXISTING LOTS		LANDSCAPE AREA (% AND S.F.)	
# OF PROPOSED LOTS / CONDO UNITS REQUIRED FOR PLAT		TOTAL ONSITE PARKING PROVIDED	

Know Your Rights Arizona Revised Statutes (ARS) and Your Request

For additional information on Municipal Regulations see AZ Revised Statutes- Title 9, Chapter 7, Article 4 <https://www.azleg.gov/arstitle/>

9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. For additional information see ARS 9-831-9-840.

9-836. License application process

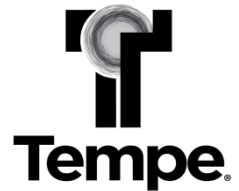
A municipality that issues licenses shall provide the following information to an applicant at the time the applicant obtains an application for a license

1. A list of all the steps the applicant is required to take in order to obtain the license.
2. The applicable licensing time frames.
3. The name and telephone number of a municipal contact person who can answer questions or provide assistance throughout the application process.
4. The website address and any other information, if applicable, to allow the regulated person to use electronic communication with the municipality.
5. Notice that an applicant may receive a clarification from the municipality of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in section 9-839.

Administrative Application Submittal Checklist Form

Part 1 of 3

CITY USE ONLY PL #: _____

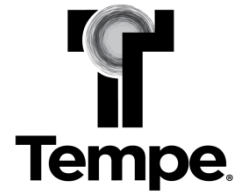


Applicant	Staff	Items Required for a Complete Application
Provided	Received	<p><i>Below is a checklist of documents and plans required for a complete application, depending on scope of work. Missing items will deem an application incomplete. Correctly date/label all documents and plans. DO NOT bind documents and plans or provide duplicate plans if a project requires multiple types of concurrent applications.</i></p>
[]	[]	1. Completed Planning Application Form with Property Owner Authorization
[]	[]	2. Correct Fee Payment(s)
[]	[]	3. Refer to the applicable administrative application(s) below:
Shared Parking Application		
[]	[]	<p>A. Letter of Explanation: <i>One set of 8 ½"x11" size sheets</i></p> <p>Letter of explanation from the applicant/representative providing a brief statement identifying the project goals and objectives, and a summary of findings of the provided parking analysis (i.e. shared parking model and/or parking analysis and management study).</p>
[]	[]	<p>B. Shared Parking Model (if applicable): <i>One set of 8 ½"x11" or 11"x17" (FOLDED to 8 ½"x11") size sheets; depending on presentation of results</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> May be used as a basis for determining the parking required for a particular mix of uses on a site throughout the day. <input type="checkbox"/> Any modifications to the City's standard model should be based on a professional Parking Analysis and Management Study. <input type="checkbox"/> The application procedures, methodology, specification and approval criteria for parking demand studies are provided in Zoning & Development Code Appendix F.
[]	[]	<p>C. Parking Analysis and Management Study (if applicable): <i>One set of 8 ½"x11" or 11"x17" (FOLDED to 8 ½"x11") size sheets; depending on presentation of results</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify the location of specific parking facilities and the number of parking spaces in such facilities that are available to meet the parking demand of the new development. <input type="checkbox"/> Parking identified on the plan shall be delineated as being reserved for employees, residents, or public parking, and whether valet or other access control measures are used to ensure the availability and enforcement of the plan. <input type="checkbox"/> The professional parking analysis shall demonstrate that adequate parking for the public is provided, identifying existing supply and demand within the surrounding parking facilities and what will be provided on site. When off-site parking is proposed to satisfy the parking standards for employee/resident parking, the applicant shall demonstrate that all such parking is available within the specified parking facilities, based on the existing demand and supply as identified in the professional parking analysis. <input type="checkbox"/> A Shared Parking Model may not be used for the purpose of reducing the minimum downtown parking standards found in Table 4-607A, CC District Parking Standards. <input type="checkbox"/> The owner or manager designee of a development approved under the parking management plan shall provide an accurate and current record of the uses and parking allocation for the development.
[]	[]	<p>D. Electronic Complete Application Submittal <i>One USB-Flash-Drive or Optical Disc</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> When converted to Portable Document Format (PDF), the plan sheets shall be saved in the horizontal (landscape) position, so the top of the page is always at the top of the computer monitor. <input type="checkbox"/> All plans shall be provided in 24"x36", 11"x17", and 8 ½"x11" size sheets. <input type="checkbox"/> The documents shall be submitted in an Adobe Portable Document Format (PDF) compatible with Adobe Acrobat X (10) Professional. <input type="checkbox"/> PDF's shall be first generation vector-based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.) and shall have security settings set to "Allowed" to allow plan reviewers to place comments on plans. <input type="checkbox"/> All sheet file names shall match or include the sheet number shown on the respective sheet title block and plan sheet index. The file name can also include a brief description of the plan sheet such as Title Sheet, Floor plan, Building Elevations, etc. Corrected plan sheets submitted for second or subsequent reviews shall use their respective original file name.

Administrative Application Submittal Checklist Form

Part 2 of 3

CITY USE ONLY PL #: _____



Applicant	Staff	Items Required for a Complete Application
Provided	Received	<i>Below is a checklist of documents and plans required for a complete application, depending on scope of work. Missing items will deem an application incomplete. Correctly date/label all documents and plans. DO NOT bind documents and plans or provide duplicate plans if a project requires multiple types of concurrent applications.</i>

Time Extensions

[]	[]	A. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i>
		<p>The letter of explanation shall describe the need for the requested time extension and demonstrate the following standards of Zoning & Development Code Approval Criteria Section 6-901(B):</p> <ol style="list-style-type: none"> The use or development could not reasonably commence for reasons beyond the control of the permit holder; The request for extension is not sought for purposes of avoiding the requirements or standards of this Code or the permit; There has been no change in city standards or other circumstances likely to necessitate significant modification of the development approval or conditions of approval; and The use of property, if any, conforms to applicable city codes. The city may deny an extension request if there is an existing Code violation or impose conditions to facilitate compliance. <p><i>For time extensions pertaining to Zoning Map Amendments and Overlays, refer to procedures pursuant to Zoning & Development Code Section 6-304(D) and Section 6-305(F).</i></p>

Outdoor Retail of Seasonal Merchandise

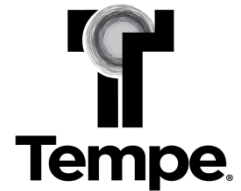
[]	[]	A. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i>
		<p>The letter of explanation shall describe the proposed use; hours, days, and period of operations; number of employees and customers; and how it will affect the surrounding area. The letter shall also explain how the requests will not be detrimental to persons residing or working in the vicinity, to adjacent properties, to the neighborhood, or the public welfare in general and will conform to the following special use standards of Zoning & Development Code General Regulations Section 3-417(E)(2):</p> <ol style="list-style-type: none"> Requires an administrative review process prior to commencement of use; Must be located on the site specified by a site plan and not in the public right-of-way, unless authorized with an encroachment permit, subject to approval by the Public Works Director or designee; Shall not occupy minimum required parking areas, pedestrian pathways, landscape areas, or vehicular driveways (including fire lanes), except as granted with an administrative approval; Sound amplification shall not be used for sales demonstrations; and The allowable signage, size and location of the business and storage of equipment/materials shall be established by the administrative review. <p><i>The outdoor retail allowed under the provision of seasonal merchandise includes items that are not typically offered for purchase in any retail establishment, on a daily basis, throughout the calendar year. These items include pumpkin patches, tree lots and paraphernalia associated with a sport's championship or exclusive event.</i></p>

[]	[]	B. Site Plan: <i>One set of 8 1/2"x11" and 11"x17" (FOLDED to 8 1/2"x11") size sheets</i>
		<ul style="list-style-type: none"> <input type="checkbox"/> Contact name, address, phone, and email <input type="checkbox"/> Project title, site address, legal description or accessory parcel number <input type="checkbox"/> Date the plan was created with subsequent revision dates <input type="checkbox"/> Scale and north arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet <input type="checkbox"/> Property boundaries identified with dimensioned property lines <input type="checkbox"/> Identify adjacent land use types and zoning districts <input type="checkbox"/> Identify all structures, driveways, fire hydrants, and streets within a 125' radius of project site <input type="checkbox"/> Show existing adjacent street and alley right-of-way widths <input type="checkbox"/> Show existing street and sidewalks, dimensioned to centerline of the street <input type="checkbox"/> Dimension accessible routes from public way to outdoor retail area(s) <input type="checkbox"/> Show all existing buildings/structures, fully dimensioned <input type="checkbox"/> Note distances between all buildings/structures and property lines <input type="checkbox"/> Show driveway entrance locations and dimensions <input type="checkbox"/> Vehicle (standard & accessible) and bicycle parking areas and drive aisle widths <input type="checkbox"/> Location of on-site light fixtures and fire hydrants <input type="checkbox"/> Location of refuse (trash and recycle) enclosures

Administrative Application Submittal Checklist Form

Part 3 of 3

CITY USE ONLY PL #: _____



Applicant	Staff	Items Required for a Complete Application
Provided	Received	<i>Below is a checklist of documents and plans required for a complete application, depending on scope of work. Missing items will deem an application incomplete. Correctly date/label all documents and plans. DO NOT bind documents and plans or provide duplicate plans if a project requires multiple types of concurrent applications.</i>
[]	[]	C. Electronic Complete Application Submittal <i>One USB-Flash-Drive or Optical Disc</i> <ul style="list-style-type: none"> <input type="checkbox"/> When converted to Portable Document Format (PDF), the plan sheets shall be saved in the horizontal (landscape) position, so the top of the page is always at the top of the computer monitor. <input type="checkbox"/> All plans shall be provided in 24"x36", 11"x17", and 8 1/2"x11" size sheets. <input type="checkbox"/> The documents shall be submitted in an Adobe Portable Document Format (PDF) compatible with Adobe Acrobat X (10) Professional. <input type="checkbox"/> PDF's shall be first generation vector-based file (direct conversion from AutoCAD, ArchiCAD, MS Word, etc.) and shall have security settings set to "Allowed" to allow plan reviewers to place comments on plans. <input type="checkbox"/> All sheet file names shall match or include the sheet number shown on the respective sheet title block and plan sheet index. The file name can also include a brief description of the plan sheet such as Title Sheet, Floor plan, Building Elevations, etc. <input type="checkbox"/> Corrected plan sheets submitted for second or subsequent reviews shall use their respective original file name.

Covenants, Conditions & Restrictions (CC&Rs)

[]	[]	A. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i> Letter of explanation shall identify sections (i.e. lighting, landscape, site/landscape maintenance, restrictions, etc.) of the CC&R that is unique to the project and applicable to the conditions of approval for the planning entitlement(s) granted by the City. For example, restrictions on use of the garage to assure that the primary use of the garage is for parking, not storage or other; or any restrictions identified unique to the project such as units needing to maintain trees in back yards for privacy buffer to adjacent residents, and if the tree dies, a specified species and size for replacement.
		B. Covenants, Conditions & Restrictions Document: <i>One set of 8 1/2"x11"</i>
		C. Subdivision/Condo Plat to which the CC&Rs shall apply: <i>One set of 8 1/2"x11" and 11"x17" (FOLDED to 8 1/2"x11") size sheets</i>
		D. Copy of City approval letter with Condition of Approval requiring CC&Rs: <i>One set of 8 1/2"x11" size sheets</i>

Zoning Administrator Opinions / Ordinance Interpretations

[]	[]	A. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i> Letter of explanation from the applicant or representative with the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Applicable section of the Zoning & Development Code needing interpretation <input type="checkbox"/> Identification of opinion or interpretation sought by the request <input type="checkbox"/> Justification of opinion or interpretation comprising of the following factors, but not limited to: definitions and other provisions in the Zoning & Development Code, relevant city policy, and/or any applicable State or Federal law or case law as outlined in Section 6-301. <input type="checkbox"/> Explanation of the unique factors for this interpretation and identification of potential impacts when applied uniformly in the future to other sites. <p><i>Uses not appearing in the Zoning & Development Code which are similar to, and not more detrimental than permitted uses may be permitted based on a code interpretation and similar use ruling by the Zoning Administrator.</i></p>
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Group / Adult Home Verification Letter

[]	[]	A. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i> Letter of explanation from the applicant or representative identifying the project goals and objectives, the proposed location, type of group home, proposed number of residents/occupants, and the reasons for seeking a verification letter.
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