

PRELIMINARY SITE PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

Preliminary review is required for annexations, general plan map amendments, major development plans, planned area development overlays, and zoning map amendments, but is not required for individual single-family dwelling applications or applications regarding individual structures that are accessory to a single-family dwelling. Minor development plans and exterior modifications to existing development may require preliminary review. A preliminary review may also be held as requested by the prospective applicant or applicant's representative for any proposal.



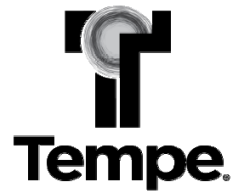
Community Development Department
Planning Division

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

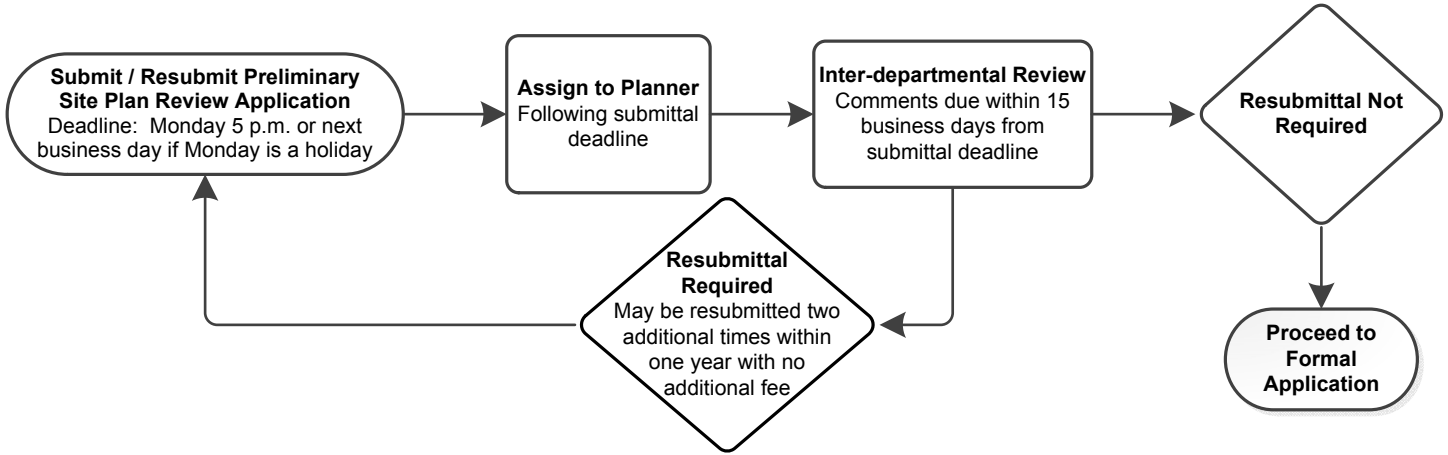
Revised March 15, 2019

Planning Application Review & Hearing 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>



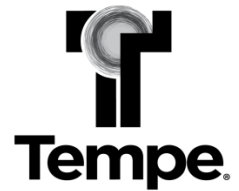
Preliminary Site Plan Review



Planning Application

Part 1 of 2

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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
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				

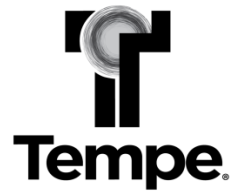
FOR CITY USE ONLY			
DS TRACKING #	FILE THIS APPLICATION WITH CE / CM TRACKING #	DATE RECEIVED (STAMP)	VALIDATION OF PAYMENT (STAMP)
PL TRACKING #			
SPR TRACKING # (if 2 nd or 3 rd submittal, use planning resubmittal form)			TOTAL APPLICATION FEES
			RECEIVED BY INTAKE STAFF (INITIALS)

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.

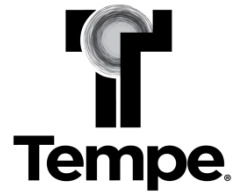
9-836. License application process

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.

Preliminary Site Plan Review Application Submittal Checklist Form

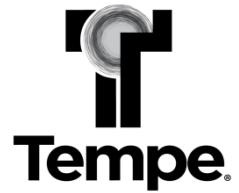
Part 1 of 2



Applicant	Staff	Items Required for Preliminary Site Plan Review
		<i>Preliminary Site Plan Review for a project may be submitted up to three times in one year with no additional fee. All plans must be drawn to scale and black-line print only (no blueprints, shading, aerials, photos or renderings).</i>
[]	[]	1. Completed Planning Application Form (Property Owner Authorization not required)
[]	[]	2. Correct Fee Payment(s)
First submittal for ALL projects shall include the following:		
[]	[]	3. Letter of Explanation: <i>One set of 8 ½"x11" size sheets</i> <ul style="list-style-type: none"> <input type="checkbox"/> A letter from the applicant with the project name, address, and description of the project <input type="checkbox"/> Letters vary in content with each request and each element must be thoroughly addressed
[]	[]	4. Site Plan: <i>One set of 24"x36" (FOLDED to 9"x12") size sheets</i> <ul style="list-style-type: none"> <input type="checkbox"/> Applicant name, address, phone number, and e-mail <input type="checkbox"/> Project name and site address (if available) <input type="checkbox"/> Parcel size, net and gross (gross area only applies if R.O.W. will be dedicated for development) <input type="checkbox"/> Proposed uses and/or scope of work <input type="checkbox"/> Zoning district (existing and proposed), and indicate if property is in an Overlay District <input type="checkbox"/> General Plan Projected Land Use & Projected Residential Density <input type="checkbox"/> Proposed residential density, number of units, and number of each bedroom type <input type="checkbox"/> On-site landscape area, required and provided, as a percentage of site area (also, show landscaping in the right-of-way) <input type="checkbox"/> List all Use Permits or Variances requested for the project <input type="checkbox"/> Graphic and numeric scale (use engineer's scale) <input type="checkbox"/> North arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet <input type="checkbox"/> Blackline location/vicinity map, oriented the same direction as the plan <input type="checkbox"/> Show and dimension all streets, alleys, medians and driveways adjacent to the site and within 125' of property <input type="checkbox"/> Property lines, lease lines, phase lines, easements, and proposed building setbacks, all fully dimensioned <input type="checkbox"/> Building area, percentage of lot coverage, height of building and number of stories <input type="checkbox"/> Identify locations and note numbers of vehicle and bicycle parking spaces, both required and provided <input type="checkbox"/> Show location of refuse (trash and recycle) enclosures, fully dimensioned <input type="checkbox"/> Fire hydrants, on-site and/or within 150' of the property <input type="checkbox"/> Type of Construction per International Building Code <input type="checkbox"/> Indicate if building(s) will be equipped with an automatic extinguishing system, per City of Tempe IBC <input type="checkbox"/> Show all existing and proposed storm drains, sewer lines, and water lines
For projects that qualify for Major Development Plan Review, the following shall be submitted, in addition to the items above, prior to formal application:		
[]	[]	5. Landscape Plan: <i>One set of 24"x36" (FOLDED to 9"x12") size sheets</i> <ul style="list-style-type: none"> <input type="checkbox"/> Schedule of all symbols and abbreviations used <input type="checkbox"/> Unique symbols for all trees, shrubs, ground covers, organic and hardscape features <input type="checkbox"/> Size specification of all plants at time of planting (tree caliper, shrub gallon) and at maturity (tree canopy, shrub height) <input type="checkbox"/> Dimensions of hardscape and pedestrian areas (verify plant distances from sidewalks to comply with CPTED) <input type="checkbox"/> On-site lighting fixtures (coordinated with photometric plan for tree/light placement) <input type="checkbox"/> Location of fire hydrants, water meters, backflow preventer and cage assemblies
[]	[]	6. Blackline Elevations: <i>One set of 24"x36" (FOLDED to 9"x12") size sheets</i> <ul style="list-style-type: none"> <input type="checkbox"/> Elevations of all building sides <input type="checkbox"/> One material and finish schedule identifying all materials, colors, symbols, and abbreviations, as noted on drawings <input type="checkbox"/> All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights) <input type="checkbox"/> Wall-mounted light fixtures <input type="checkbox"/> Location of address numerals <input type="checkbox"/> Dimensions of building height (taken from grade, meaning top of curb, or top of crown of a street where no curb exists, as established at the midpoint of the front of the lot; NOT finished floor) <input type="checkbox"/> Dimension overall length of building on each elevation <input type="checkbox"/> Show location of all rooftop mechanical equipment and proposed screening methods. Top of rooftop units shall be lower than the building parapet wall. All rooftop drains should be internally piped. <input type="checkbox"/> Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.) <input type="checkbox"/> Color elevations shall be identical to the blackline elevations except that they should have color

Preliminary Site Plan Review Application Submittal Checklist Form

Part 2 of 2



<u>Applicant</u>	<u>Staff</u>	Items Required for Preliminary Site Plan Review
<i>Provided</i>	<i>Received</i>	<i>Preliminary Site Plan Review for a project may be submitted up to three times in one year with no additional fee. All plans must be drawn to scale and black-line print only (no blueprints, shading, aerials, photos or renderings).</i>
[]	[]	7. 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". <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.

Optional items during the Preliminary Site Plan Review Process:

		A. Preliminary Grading & Drainage Plans: <i>One set of 24"x36" (FOLDED to 9"x12") size sheets</i> <ul style="list-style-type: none"> <input type="checkbox"/> Show the location of proposed retention basin(s) and storm drains <input type="checkbox"/> Provide dimensions and calculations for runoff volume required; include runoff calculations with formulae <input type="checkbox"/> Show existing topography <input type="checkbox"/> Show offsite drainage flows, if any. (Offsite runoff is not always present.) Not always offsite runoff. <input type="checkbox"/> Show an acceptable method of dissipation and location of drywells, if any. <input type="checkbox"/> Provide finished floor elevation <input type="checkbox"/> Provide design high water information <input type="checkbox"/> Provide low lot outfall location and elevation <input type="checkbox"/> Provide vicinity map <input type="checkbox"/> Provide owner and Engineer's names <input type="checkbox"/> Show proposed structures, parking, landscape areas
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