

SIGN DEVELOPMENT PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

A Sign Development Plan Review (DPR) application is required for all signs in mixed-use and regional commercial zoning districts. Sign DPRs are also required to establish or modify comprehensive sign packages for sites developed as a complex or center. Signs that do not meet the specifications of an approved sign criteria for a complex or center, or other applicable design standards, require a Sign DPR before obtaining a sign permit. Sign DPR applications must be submitted over the counter with the applicable fee.



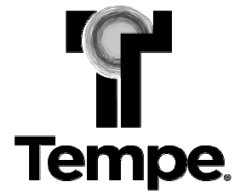
Community Development Department
Planning Division

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

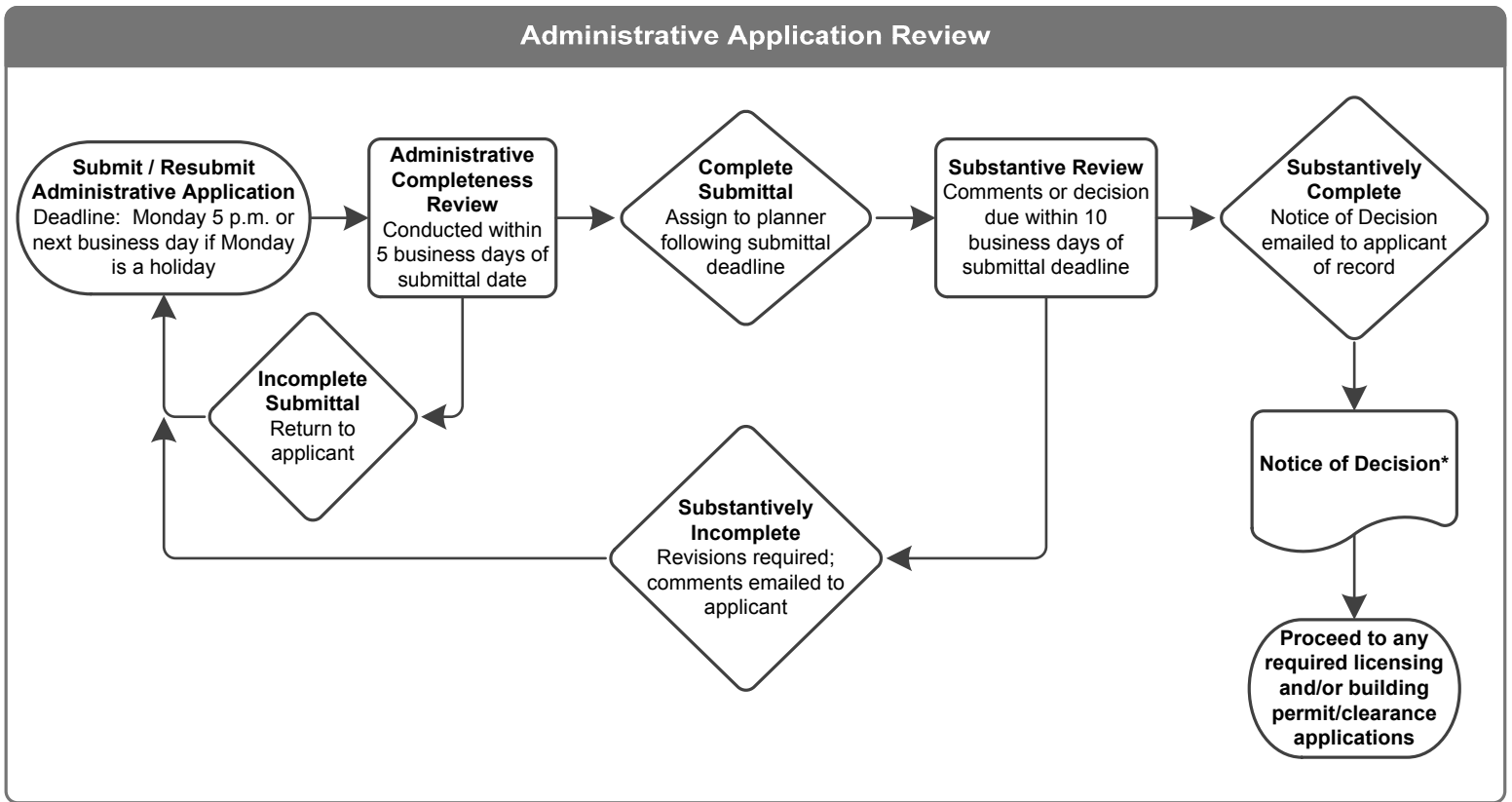
Revised May 2, 2019

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

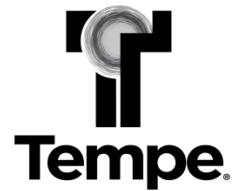


*Any appeal of an administrative decision shall be filed pursuant to City of Tempe Zoning & Development Code Part 6, Chapter 8, Appeals, no later than fourteen (14) calendar days after the date on which the decision was rendered.

Planning Application

Part 1 of 2

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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				

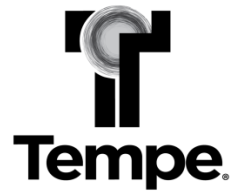
FOR CITY USE ONLY			
DS TRACKING #	FILE THIS APPLICATION WITH CE / CM TRACKING #	DATE RECEIVED (STAMP)	VALIDATION OF PAYMENT (STAMP)
PL TRACKING #			
SPR TRACKING # (if 2 nd or 3 rd submittal, use planning resubmittal form)			TOTAL APPLICATION FEES
			RECEIVED BY INTAKE STAFF (INITIALS)

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

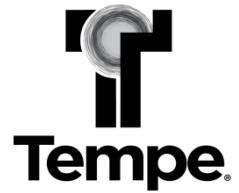
- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless 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.

Sign Development Plan Review Application Submittal Checklist Form



Part 1 of 1

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 and label all documents. Font size for all notes on 8 1/2"x11" reductions must be a minimum of 6-point. Drawings shall use black continuous lines and bear the mark of the registrant responsible for the documents. <u>DO NOT</u> bind or staple sheets.</i></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Completed Planning Application Form with Property Owner Authorization</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>2. Correct Fee Payment(s)</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>3. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i></p> <p>The letter, signed by the applicant or representative, must provide a brief statement identifying the project goals and objectives, primary design criteria, and design concepts.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>4. Sign Drawing(s): <i>One color set of 8 1/2"x11" size sheet and one blackline set of 8 1/2"x11" size sheet</i></p> <p><input type="checkbox"/> Drawings must be to scale and providing the following information for each sign proposed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exact letting styles to be used <input type="checkbox"/> All sign copy <input type="checkbox"/> Turn sign colors <input type="checkbox"/> Method of illumination <input type="checkbox"/> Number of sign faces <input type="checkbox"/> Method of attachment <input type="checkbox"/> Height of sign <input type="checkbox"/> Dimensions of sign <input type="checkbox"/> Sign area <input type="checkbox"/> Sign materials <input type="checkbox"/> Accurate building elevation showing where sign(s) will be located on the building with measurements
<input type="checkbox"/>	<input type="checkbox"/>	<p>5. Floor Plan(s): <i>One set of 8 1/2"x11" size sheet</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete layout of each suite <input type="checkbox"/> Dimensions of buildings
<input type="checkbox"/>	<input type="checkbox"/>	<p>6. Site Plan: <i>One set of 8 1/2"x11" size sheet</i></p> <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"/> 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"/> Show all existing buildings/structures, fully dimensioned <input type="checkbox"/> Show driveway entrance locations and dimensions <input type="checkbox"/> Vehicle (standard & accessible) and bicycle parking areas, and drive aisles <input type="checkbox"/> Location of walkways, landscape areas, on-site light fixtures, and proposed sign(s)
<input type="checkbox"/>	<input type="checkbox"/>	<p>7. 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 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.