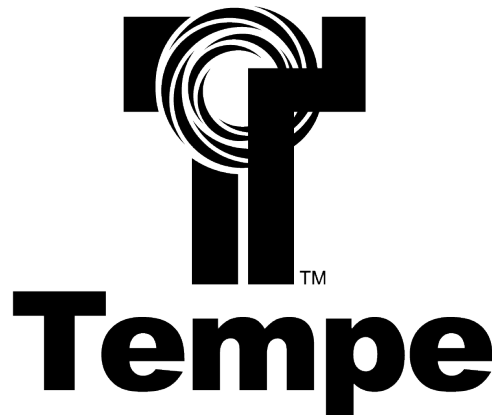


ADMINISTRATIVE APPLICATION

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, Group Home Verification Letter, and Use Permit Transfer. Marijuana Use Acceptance Applications are administratively reviewed but are processed through a separate application and checklist of required items. See Marijuana Use Acceptance Application.



Community Development Department

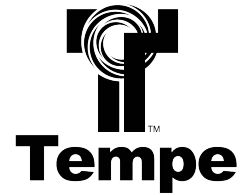
Planning Division

31 East 5th Street, Garden Level East Tempe, Arizona 85281 (480) 350-4311 or (480) 350-8400 TDD

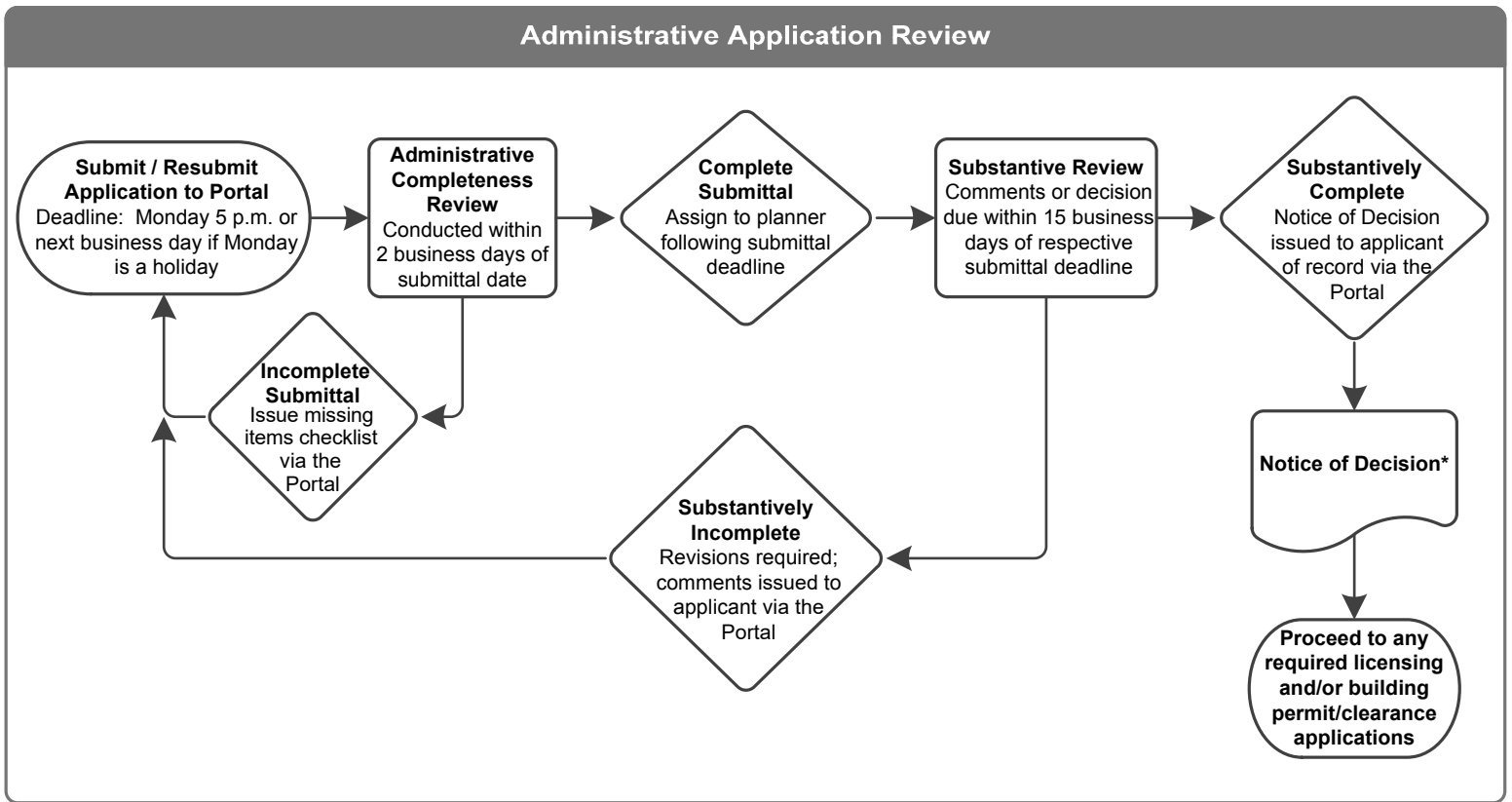
Revised June 18, 2024

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.

Administrative Application Submittal Checklist



<i>Provided</i>	<p>Items Required for a Complete Application</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>1. Planning Application and Property Owner Authorization Form <i>A written statement authorizing the applicant to file the application(s) may be provided in lieu of owners signature on the form. Project and applicant information provided on the form or written statement shall be consistent with the information provided for the Planning Project record in the Tempe Citizen Access portal.</i></p>
<input type="checkbox"/>	<p>2. Correct Fee Payment(s) – Refer to Zoning and Development Fee Schedule <i>Application fees will be invoiced and made available for payment within (1) business day of initial submittal.</i></p>
<input type="checkbox"/>	<p>3. Online Submittal – All Attachments MUST be submitted to the Tempe Citizen Access Portal</p> <ul style="list-style-type: none"> <input type="checkbox"/> All documents and plans must be in Adobe Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC <input type="checkbox"/> PDFs shall be flattened, 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"/> Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist. <p>Complete submittals shall include the following attachments in the corresponding checklist below: Attachments with * are only required under specific conditions</p> <p>All Checklists: Attachment 1 Planning Application and Property Owner Authorization – #1 as an 8 ½" x 11" PDF</p> <p>Checklist A: Group / Adult Home Verification Letter Attachment 2 Letter of Explanation – Checklist A #1 as an 8 ½" x 11" PDF</p> <p>Checklist B: Zoning Administrator Opinions / Ordinance Interpretations Attachment 2 Letter of Explanation – Checklist B #1 as an 8 ½" x 11" PDF</p> <p>Checklist C: Time Extension Attachment 2 Letter of Explanation – Checklist C #1 as an 8 ½" x 11" PDF</p> <p>Checklist D: Outdoor Retail of Seasonal Merchandise Attachment 2 Letter of Explanation – Checklist D #1 as an 8 ½" x 11" PDF Attachment 3 Site Plan – Checklist D #2 as an 24" x 36" PDF</p> <p>Checklist E: Shared Parking Attachment 2 Letter of Explanation – Checklist E #1 as an 8 ½" x 11" PDF *Attachment 3 Shared Parking Model – Checklist E #2 as an 8 ½" x 11" PDF *Attachment 4 Parking Study – Checklist E #3 as an 8 ½" x 11" PDF</p> <p>Checklist F: Covenants, Conditions & Restrictions (CC&Rs) Attachment 2 Letter of Explanation – Checklist F #1 as an 8 ½" x 11" PDF Attachment 3 CCR Document – Checklist F #2 as an 8 ½" x 11" PDF Attachment 4 City Approved Plat - Checklist F #3 as a 24" x 36" PDF Attachment 5 City Approved Letter - Checklist F #4 as an 8 ½" x 11" PDF Attachment 6 City Approved Site Plan - Checklist F #5 as a 24" x 36" PDF</p> <p>Checklist G: Use Permit Transfer Attachment 2 Letter of Explanation – Checklist G #1 as an 8 ½" x 11" PDF Attachment 3 Site Plan – Checklist G #2 as a 24" x 36" PDF Attachment 4 Floor Plans - Checklist G #3 as a 24" x 36" PDF Attachment 5 Context Photos - Checklist G #4 as an 8 ½" x 11" PDF</p>

Administrative Application Submittal Checklist



<i>Provided</i>	<p>Items Required for a Complete Application</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
	<p>Name ALL attachments following this format: Attachment#_Project Name_Attachment Name_Size (include sheet size for PDFs only)</p> <p>Examples: 1_ProjectName_Documents.pdf 2_ProjectName_Plans_24x36.pdf 3_ProjectName_Plans_8.5x11.pdf 4a_ProjectName_Project_Items.dwg</p>

Refer to the correlating checklist below for your application

<i>Provided</i>	<p>Checklist A: Group / Adult Home Verification Letter</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter of explanation from the applicant/representative, the proposed location, type of group home, proposed number of residents/occupants, and the reasons for seeking a verification letter.

<i>Provided</i>	<p>Checklist B: Zoning Administrator Opinions / Ordinance Interpretations</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation:</p> <p>Letter of explanation from the applicant or representative with the following information:</p> <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>

Administrative Application Submittal Checklist



<i>Provided</i>	<p>Checklist C: Time Extension</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete</i></p> <p><i>For time extensions pertaining to Zoning Map Amendments and Overlays, refer to procedures pursuant to Zoning & Development Code Section 6-304(D), Section 6-305(F) and Informational Memo.</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation:</p> <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"> a. The use or development could not reasonably commence for reasons beyond the control of the permit holder; b. The request for extension is not sought for purposes of avoiding the requirements or standards of this Code or the permit; c. 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 d. 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.
<i>Provided</i>	<p>Checklist D: Outdoor Retail of Seasonal Merchandise</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete</i></p> <p><i><u>DO NOT</u> provide duplicate plan sets if a project requires multiple application types (i.e., Use Permit, Use Permit Standard, Variance, etc.).</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation:</p> <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> <ul style="list-style-type: none"> <input type="checkbox"/> Requires an administrative review process prior to commencement of use; <input type="checkbox"/> 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 Engineering and Transportation Director or designee; <input type="checkbox"/> Shall not occupy minimum required parking areas, pedestrian pathways, landscape areas, or vehicular driveways (including fire lanes), except as granted with an administrative approval; <input type="checkbox"/> Sound amplification shall not be used for sales demonstrations; and <input type="checkbox"/> 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>
<input type="checkbox"/>	<p>2. Site Plan:</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"/> 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



<i>Provided</i>	<p>Checklist E: Shared Parking</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter of explanation from the applicant/representative providing a brief statement describing the project scope including the number of lots, number of parking spaces, a list of all uses proposed to share parking and a summary of findings of the provided parking analysis (i.e. shared parking model and/or parking analysis and management study).
<input type="checkbox"/>	<p>2. Shared Parking Model <i>Required if applicable</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. <p>The application procedures, methodology, specification and approval criteria for parking demand studies are provided in Zoning & Development Code Appendix F.</p>
<input type="checkbox"/>	<p>3. Parking Analysis and Management Plan <i>Required if applicable</i></p> <p>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> <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.

Administrative Application Submittal Checklist



<i>Provided</i>	<p>Checklist F: Covenants, Conditions & Restrictions (CC&Rs)</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation: 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.</p>
<input type="checkbox"/>	<p>2. Covenants, Conditions & Restrictions Document:</p> <p><input type="checkbox"/> Document shall contain a signature block for the City as follows:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Approved as to form:</p> <p>_____</p> <p>City Attorney</p> <p>_____</p> <p>Community Development</p> </div>
<input type="checkbox"/>	<p>3. Copy of City Approved Plat/Subdivision/Condo Plat to which the CC&Rs shall apply:</p>
<input type="checkbox"/>	<p>4. Copy of City approval letter with Condition of Approval requiring CC&Rs:</p>
<input type="checkbox"/>	<p>5. Copy of City Approved Site Plan</p>

Administrative Application Submittal Checklist



Provided	<p>Checklist G: Use Permit Transfer</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete</i></p>
<input type="checkbox"/>	<p>1. Letter of Explanation:</p> <p>The letter must be signed by the applicant or representative and provide a brief statement identifying the project goals and objectives.</p> <p>The letter must describe the use, or if a business, describe the operation, hours, number of employees, customers, etc. and how it will affect the surrounding area. For proposed changes to building setbacks or other development standards, the letter should address these criteria in terms of the potential impacts to adjacent properties; this would include what is triggering the change to the standards. The letter shall also explain how the request(s) 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 standards and Zoning and Development Code Criteria Section 6-308(E), as applicable:</p> <ul style="list-style-type: none"> a. Any significant vehicular or pedestrian traffic in adjacent areas; b. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat or glare at a level exceeding that of ambient conditions; c. Contribution to the deterioration of the neighborhood or to the downgrading of property values, which is conflict with the goals, objectives or policies of the city's adopted plans for General Plan; d. Compatibility with existing surrounding structures and uses; and e. Adequate control of disruptive behavior both inside and outside the premises, which may create a nuisance to the surrounding area or general public. <p><i>The above criteria are used to determine an approval of a requested Use Permit application. The letter of explanation should specifically outline how the proposed request meets or does not meet the intent, and if it does not meet the intent, what remedies could be made. <u>Letters that repeat the criteria without providing analysis or justification will require revisions.</u></i></p>
<input type="checkbox"/>	<p>2. Site Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans must include the following information in a project data table: <ul style="list-style-type: none"> <input type="checkbox"/> Contact name, address, phone, email <input type="checkbox"/> Project Title, Site Address, and Assessor Parcel Number or Legal Description <input type="checkbox"/> Existing General Plan Projected Land Use & Density and Proposed General Plan Land Use & Density <input type="checkbox"/> Zoning (existing and proposed) <input type="checkbox"/> Net Site Area and Gross Site Area (Gross area is the same as Net unless any portion of property is to be dedicated for right-of-way, which will be determined during preliminary site plan review), provide both in square feet and acres <input type="checkbox"/> Total net building area: breakout existing and proposed building areas <input type="checkbox"/> Square footage: for each building / tenant space and total <input type="checkbox"/> List of proposed uses and the square footage of each use <input type="checkbox"/> Required and Provided Development Standards for the Zoning District(s) and applicable Overlay District(s), which includes the following: <ol style="list-style-type: none"> 1. Density (du/ac); maximum allowed and proposed 2. Minimum Net Lot Area per Dwelling Unit (square feet) 3. Building Height (feet and inches); maximum allowed and proposed (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) 4. Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed 5. Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage) 6. Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines 7. Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding exterior wall thickness 8. Bicycle Parking (minimum required and proposed); tabulate per use/unit type and area, excluding thickness of exterior walls, and specify if site is in the bicycle commute area 9. Number and type (# of bedrooms) of residential units and total <input type="checkbox"/> Building Code related data: <ol style="list-style-type: none"> 1. Type of construction per Building Code 2. Occupancy Classification (if applicable) 3. Occupant Load per Occupancy (if applicable) 4. Separated Use OR Non-Separated Use 5. Sprinklers / Fire Alarms (provided or not provided) <input type="checkbox"/> Plans must provide the following detail and information: <ul style="list-style-type: none"> <input type="checkbox"/> Both graphic and numeric scales (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 in the same direction as the plan

Administrative Application Submittal Checklist



	<ul style="list-style-type: none"> <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 adjacent structures, driveways, fire hydrants, and streets <input type="checkbox"/> Show existing and proposed adjacent street and alley right-of-way widths <input type="checkbox"/> Location and width of all proposed and existing underground and overhead public and private easements; if existing, label new or to remain, do not show any infrastructure to be removed or abandoned on site plan. <input type="checkbox"/> Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street <input type="checkbox"/> Dimension width of accessible routes from public way to building entrance(s) <input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures <input type="checkbox"/> Identify locations of all building entrances/exits and exterior windows <input type="checkbox"/> Dimension distances between all buildings/structures and all property lines; do not show maximum building envelope <input type="checkbox"/> Show location of all walls/fences and note height, material, and finish <input type="checkbox"/> Show driveway locations, dimensions, and note city detail numbers <input type="checkbox"/> Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.) <input type="checkbox"/> Show vehicle (standard & accessible) and bicycle parking areas, typical space dimensions and number of spaces for each row of parking, dimension of vehicle overhangs, drive aisle widths, and turn radii <input type="checkbox"/> Location of light fixtures and fire hydrants, both on-site and off-site (if expected to serve the development) <input type="checkbox"/> Location of electric service entrance section (S.E.S.), gas meter, transformer, and back flow prevention devices <input type="checkbox"/> Location of refuse enclosure(s) for both trash and recycle per City of Tempe Public Works Department requirements <input type="checkbox"/> All drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned
<input type="checkbox"/>	<p>3. Floor Plans:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Show complete floor layout and label the use of each room <input type="checkbox"/> Dimension buildings, individual rooms, and balconies <input type="checkbox"/> Locations of windows and doors <input type="checkbox"/> Location of all electrical equipment including SES, panels, transformers etc. <input type="checkbox"/> Location and dimensions of restroom facilities <input type="checkbox"/> Location, dimensions and details of bar/dining seating, sales/service counters, etc. <input type="checkbox"/> Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.) <input type="checkbox"/> Identify location and direction of building sections
<input type="checkbox"/>	<p>4. Context Photos:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide photo location map cover sheet showing site aerial with numbers for corresponding location of photos taken <input type="checkbox"/> Photos are to be taken at the curb and along property boundaries to explain perimeter conditions <input type="checkbox"/> Photos to be taken at each property corner and in each cardinal direction (north, south, east, west) <input type="checkbox"/> Each photo shall be numbered to correspond with direction and location as identified in photo location map cover sheet <input type="checkbox"/> Limit 6 photos per sheet