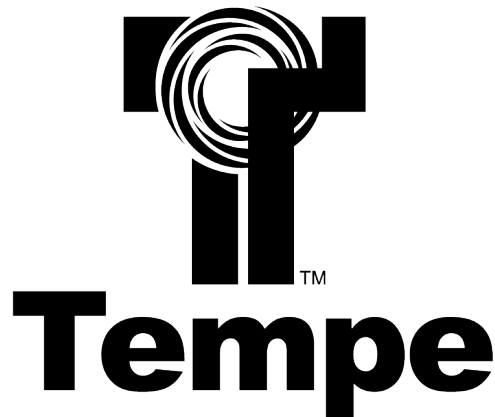


GENERAL PLAN AMENDMENT APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

Any change to the maps or text of the General Plan, is an amendment to the General Plan.



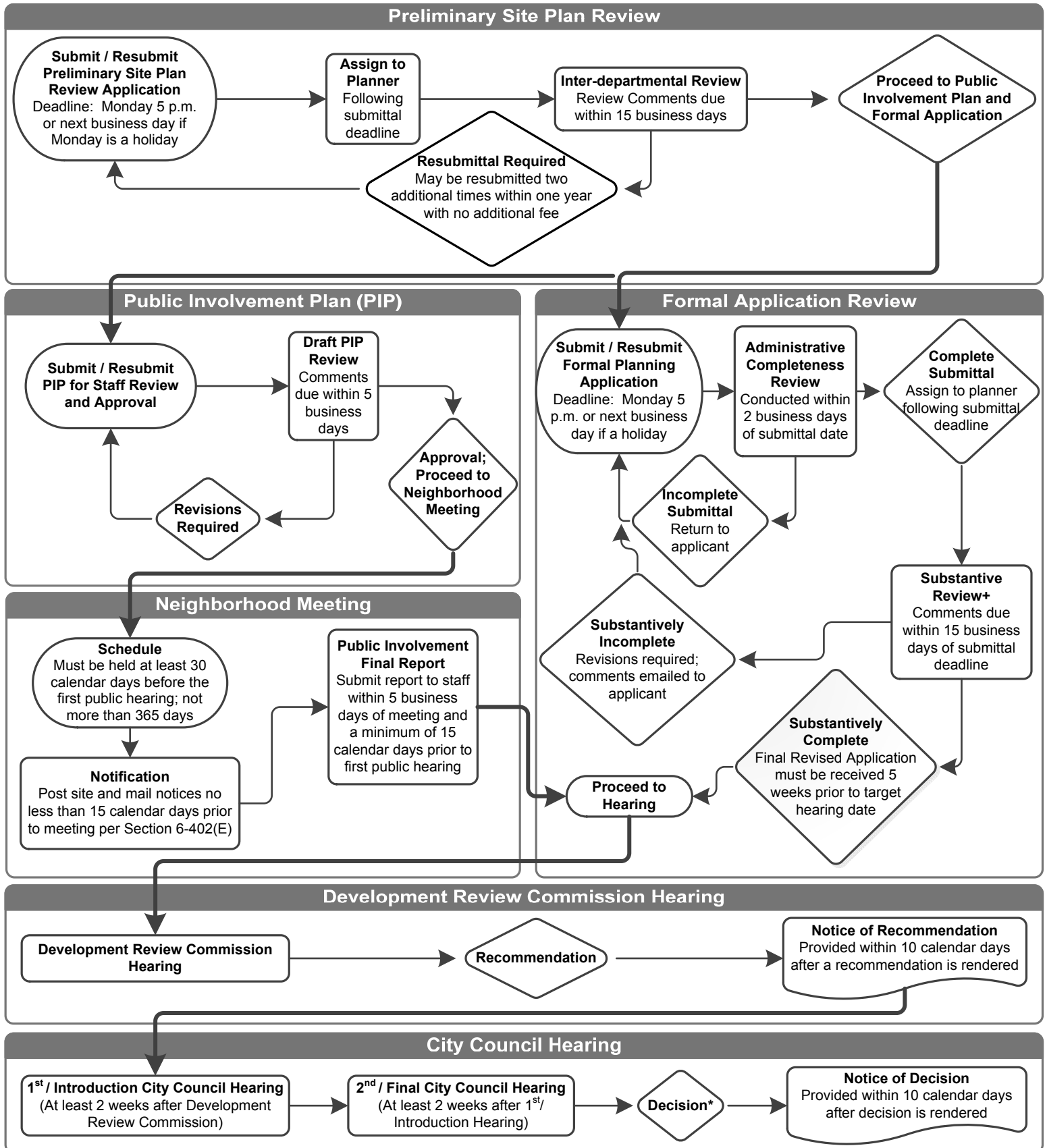
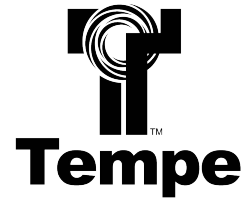
Community Development Department
Planning Division

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 & 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>



*Any appeal of a public meeting / hearing decision shall be filed pursuant to Part 6, Chapter 8, Appeals, no later than thirty (30) calendar days after the date on which the decision was rendered.

+Inter-departmental review may be required for subsequent resubmittals.

General Plan Amendment Application Submittal Checklist



<i>Provided</i>	<p>SECTION A: Actions 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. 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>2. 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 include the following attachments: Attachments with * are only required under specific conditions</p> <p>Attachment 1 Documents – All required documents of Section B and required documents from Section C together as an 8 1/2" x 11" PDF</p> <p>Name ALL attachments following this format: Attachment#_ProjectName_AttachmentName_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_3D.dae</p>

<i>Provided</i>	<p>SECTION B: Documents Required for a Complete Application</p> <p><i>Documents should be submitted in a single 8 1/2" x 11" PDF named 1_ProjectName_Documents</i> <i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>3. Planning Application and Property Owner Authorization Form</p> <p><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>4. Affidavit of Public Notification</p>
<input type="checkbox"/>	<p>5. Letter of Explanation: <i>The letter must be signed by the applicant and provide a brief statement, identifying the project goals and objectives, primary design criteria, and design concepts.</i></p> <p>The letter of explanation must include a written analysis of the quantitative impacts of the proposed amendment, compared to the current General Plan Elements designation. The letter shall address following Criteria for Considering a General Plan Amendment, as identified in the Land Use and Development Chapter of the General Plan:</p> <ol style="list-style-type: none"> 1. Written justification for the amendment should consider long-term and short-term public benefit and how the amendment, considering Land Use Principles, will help the city attain applicable objectives of the General Plan. 2. If the proposed amendment is only to the General Plan's text, there should be objective discussion of the amendment's long-term and short-term public benefit and the larger issue of its impact on the city attaining applicable objectives of the General Plan. If amending the General Plan Text, provide a copy of the current and proposed text. 3. If the proposed amendment impacts the General Plan's Projected Land Use Map only, there should be objective discussion of the amendment's impact on the projected land use within a minimum of a half-mile of the property.

General Plan Amendment Application Submittal Checklist



5. Letter of Explanation (Continued):

4. With a proposed amendment to the General Plan Projected Land Use Map, the applicant/developer's written discussion of the proposed amendment should respond to the Land Use Principles in the Land Use Element of the General Plan. These principles are presented in below, in a generalized request/response format:
 - a. Describe the public benefit of the proposed amendment in terms of increase/decrease in intensity and its impact on adjacent land uses versus the impact of the present land use designation.
 - b. Describe the public benefit of the proposed amendment in terms of impact on the city's infrastructure (i.e. water, sewer, utilities, streets, in terms of anticipated traffic generation, projected carrying capacity, projected volume, availability of transit, need for additional access, or city services such as fire and police staffing and response times, etc.) versus the impact of the present land use designation.
 - c. Describe the proposed development quality of life in terms of how its components reflect unique site design, building design, landscaping and parking; integrate or provide access between varied uses; deal creatively with multi-modal transportation; and reduce/eliminate physical barriers, as well as provide residential, employment, shopping and local services
 - d. Describe the use of open space, parks or green belts, and how the development separates, as well as links, residential and nonresidential components, if the proposed development incorporates a residential component. If applicable, describe how the proposed development impacts existing parks
 - e. Describe the proposed development in terms of supporting regional and local transit objectives for arterial streets; implementing the goals and objectives of the transit plan; describe the internal street system in terms of supporting the above goals and objectives and incorporating uniquely designed transit facilities along the arterial streets
 - f. Describe the proposed amendment in terms of effects on the school districts (enrollments and facilities)
 - g. Identify additional quality of life components of the proposal to justify an Amendment
5. If there are concerns, consideration of the proposed amendment shall be granted only if potentially negative influences are mitigated and deemed acceptable by the City Council.

In addition, the letter must also explain how the proposed amendment will substantially conform to the following standards of Zoning & Development Code Criteria Section 6-302(D):

1. Appropriate short and long-term public benefits;
2. Mitigate impacts on land use, water infrastructure or transportation;
3. Helps the city attain applicable objectives of the General Plan;
4. Provides rights-of-way, transit facilities, open space, recreational amenities or public art;
5. Potentially negative influences are mitigated and deemed acceptable by the City Council; and
6. Judgment of the appropriateness of the amendment with regard to market demands, and impacts on surrounding area, service, fiscal, traffic, historic properties, utilities and public facilities.

The letter should also address how the proposal supports any applicable area policy plans, including:

- [Character Area Plans](#)
- [Downtown / Mill Avenue District Community Design Principles](#)
- [Mill + Lake District Streetscape Principles and Guidelines](#)
- [Historic Preservation Plan](#)
- [Apache Boulevard Redevelopment Plan](#)
- [Town Lake Design Documents](#)
- [Maker District Design Guidelines](#)
- [Smith Innovation Hub Design Guidelines](#)

6. Legal Description & Exhibit:

- Sealed by land surveyor
- Electronic copy of legal description in PDF (sealed) and Microsoft Word formats, and exhibit in PDF (sealed)

General Plan Amendment Application Submittal Checklist



Provided	<p>SECTION C: Additional Items Contingent on Scope of Work</p> <p><i>Items from the checklist below are only required under certain conditions</i></p>																				
<input type="checkbox"/>	<p>7. Ownership/Tenant List: <i>Required for any project that has multiple owners or tenants on the proposed site of the requested entitlement</i></p> <p>List to include all tenants within the boundary of the subject property(ies); if a part of a commercial or industrial center, list must include tenants of the entire center</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit tenant's name, address, suite number, city, state, and zip code <input type="checkbox"/> Font should be all CAPS <input type="checkbox"/> 5-digit ZIP code required; 9-digit ZIP code optional <input type="checkbox"/> Street and State designation abbreviations acceptable <input type="checkbox"/> Submit an electronic spreadsheet in Microsoft Word or Excel. See example below: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>BUSINESS NAME</th> <th>ADDRESS</th> <th>CITY</th> <th>STATE</th> <th>ZIP</th> </tr> </thead> <tbody> <tr> <td>JOHN'S SHOE REPAIR</td> <td>111 S MCCLINTOCK DR #101</td> <td>TEMPE</td> <td>AZ</td> <td>85281</td> </tr> <tr> <td>SANDWICH SHOP</td> <td>111 S MCLINTOCK DR #102</td> <td>TEMPE</td> <td>AZ</td> <td>85281</td> </tr> <tr> <td>NAILS BY MARY</td> <td>113 S MCCLINTOCK DR</td> <td>TEMPE</td> <td>AZ</td> <td>85281</td> </tr> </tbody> </table>	BUSINESS NAME	ADDRESS	CITY	STATE	ZIP	JOHN'S SHOE REPAIR	111 S MCCLINTOCK DR #101	TEMPE	AZ	85281	SANDWICH SHOP	111 S MCLINTOCK DR #102	TEMPE	AZ	85281	NAILS BY MARY	113 S MCCLINTOCK DR	TEMPE	AZ	85281
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<input type="checkbox"/>	<p>8. Public Involvement Plan: Staff must review and approve the Public Involvement Plan (PIP) prior to starting the public notification process</p> <p>Each item listed below must be listed in this order and addressed in the PIP:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover page with information such as the project name, address, general cross streets, and case number(s) <input type="checkbox"/> Description of the proposed project, including the specific entitlement request(s) <input type="checkbox"/> Draft copy of your notification letter and sign text in the plan for staff to review <input type="checkbox"/> Describe the proposed format of the neighborhood meeting <input type="checkbox"/> Assess whether language translation is needed for the notification and/or neighborhood meeting. <input type="checkbox"/> Notification: <ul style="list-style-type: none"> <input type="checkbox"/> Notification area map and a list of the property owners who will be notified. <input type="checkbox"/> List any Registered Neighborhood and Homeowners' Associations, and their representatives, who will be notified. <input type="checkbox"/> Notification must occur a minimum of 15 days prior to the neighborhood meeting. <input type="checkbox"/> Prior to any notification being issued, confirm the date of the neighborhood meeting to ensure City Planning staff attendance <input type="checkbox"/> Identify stakeholders affected by your proposal and concerns or issues these individuals may have <input type="checkbox"/> State how individuals will be informed of any significant changes to the proposed development after the neighborhood meeting <input type="checkbox"/> Schedule with estimated dates for completion of the Public Involvement Final Report. <p><i>Full instructions for creating a Public Involvement Plan and Public Involvement Final Report is provided in the PIP Manual; Neighborhood Meeting Requirements are provided in the Zoning and Development Code Section 6-402: Neighborhood Meetings .</i></p>																				
<input type="checkbox"/>	<p>9. Current and Proposed Land Use & Residential Density Maps: <i>Required if applicable</i></p>																				
<input type="checkbox"/>	<p>10. Current and Proposed Text: <i>Required if applicable</i></p>																				