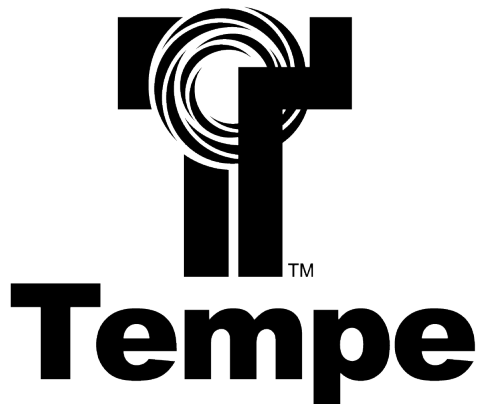


# SUBDIVISION, CONDOMINIUM, LOT SPLIT/COMBINATION AND LOT LINE ADJUSTMENTS APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

- *Preliminary, Final and Amended Subdivisions apply to land divided into lots, tracts or parcels of land, the boundaries of which are fixed by a recorded plat.*
- *Condominiums are recorded for building space designated for individual ownership, not including land, together with an interest in any common ownership land or improvements.*
- *Lot splits are the division of improved or unimproved land whose area is two and one-half acres or less, into two or three tracts or parcels of land within an existing recorded subdivision plat.*
- *Lot line adjustments apply to property line modifications within a recorded subdivision plat that does not result in a change in number of lots.*
- *Lot combinations of no more than three contiguous lots to be consolidated into larger lots within a recorded subdivision plat.*



Community Development Department

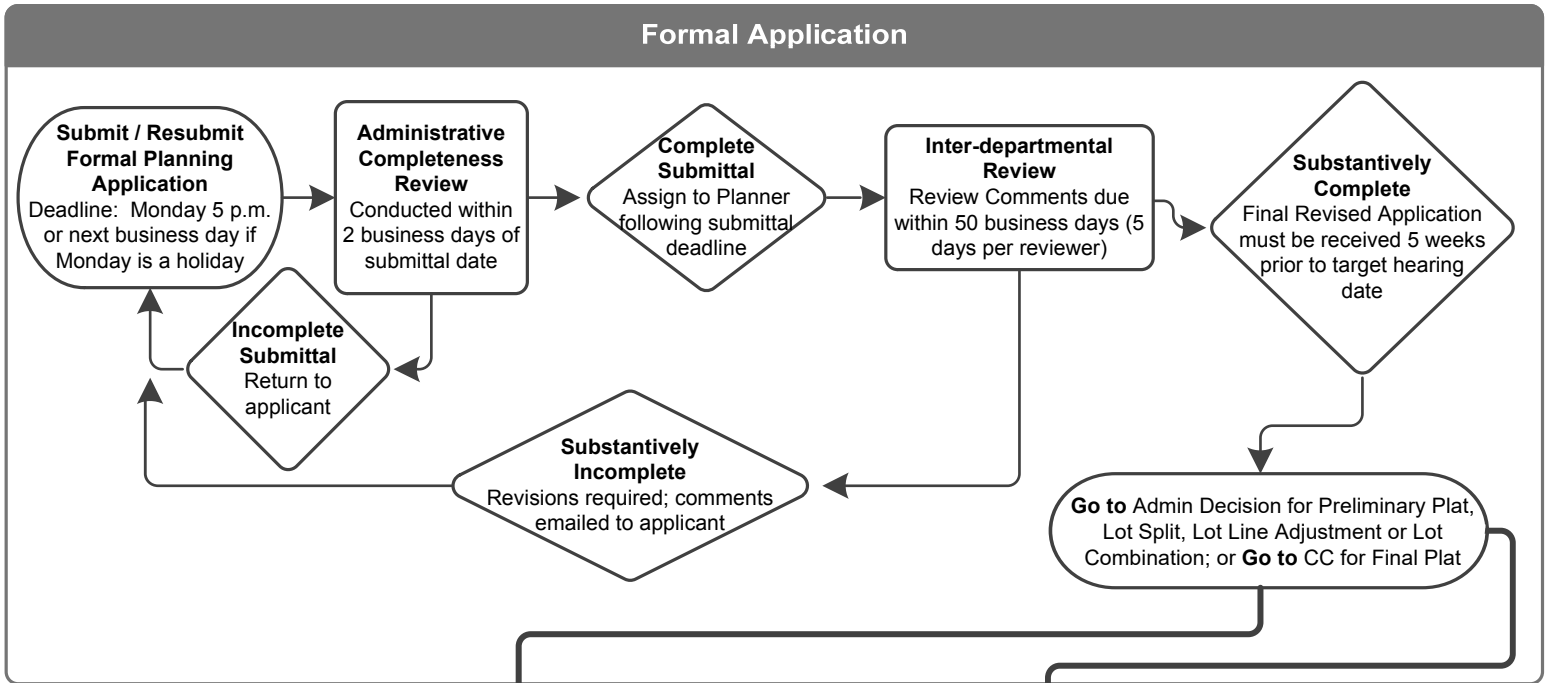
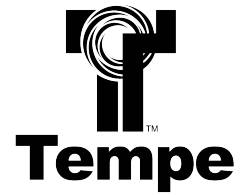
Planning Division

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

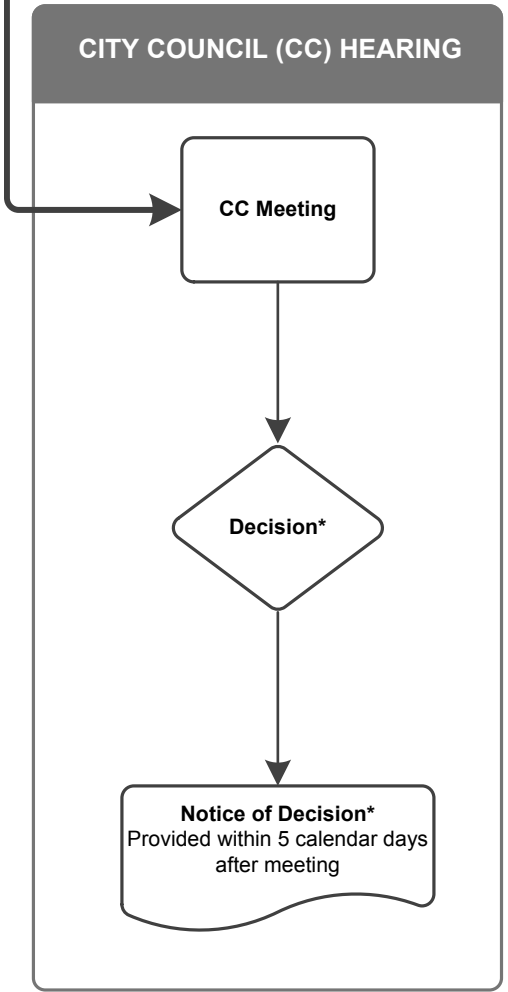
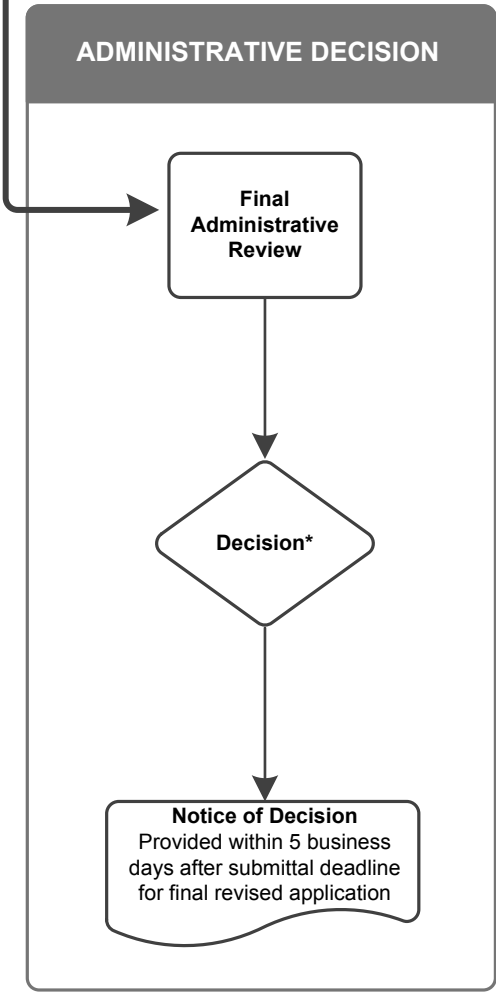
Revised June 18, 2024

# Planning Application Review & Meeting / Hearing Process

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



- Preliminary Subdivision: Administrative process applies when a property has never been platted, prior to a final subdivision going to City Council.
- Lot combination: Administrative process for no more than three (3) contiguous lots or tracts are being consolidated into larger lots within an existing recorded subdivision plat.
- Lot split: Administrative process to divide land whose area is two and one-half (2 1/2) acres or less, into two (2) or three (3) tracts or parcels of land, within an existing recorded subdivision plat.
- Lot line adjustment: Administrative process to property line modifications within a recorded subdivision plat. The lot line adjustment process will yield the same number of lots. The lot line adjustment process is not used to create additional lots.
- Subdivision: City Council hears Amended and Final Subdivisions of four (4) or more lots, tracts or parcels of land.
- Condominium: City Council hears Condominium Plats, CC&Rs required as a result of the Condominium plat are handled administratively.



\*Any appeal of a 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; no later than thirty (30) calendar days after a decision rendered by the City Council.

# Subdivision and Lot Split Application Submittal Checklist



<i>Provided</i>	<p><b>SECTION A: Actions Required for a Complete Application</b></p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p><b>1. Correct Fee Payment(s) – Refer to <a href="#">Zoning and Development Fee Schedule</a></b> Application fees will be invoiced and made available for payment within (1) business day of initial submittal.</p>
<input type="checkbox"/>	<p><b>2. Online Submittal – All Attachments MUST be submitted to the <a href="#">Tempe Citizen Access Portal</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All documents and plans must be in Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC</li> <li><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</li> <li><input type="checkbox"/> If a plan has multiple required sizes, please submit 1 copy in each size</li> <li><input type="checkbox"/> <b>Sheets within each PDF shall be organized in the same order as listed on this application submittal checklist.</b></li> </ul> <p><b>Complete submittals shall include the following attachments:</b> Attachments with * are only required under specific conditions</p> <p><b>Attachment 1 Documents</b> – All required documents of Section B as an 8 ½" x 11" PDF  <b>Attachment 2 Plans</b> – All required plans of Section C as an 8 ½" x 11" PDF  <b>Attachment 3 Plans</b> – All required plans of Section C as a 24" x 36" PDF          * <b>Attachment 4 Existing Plat/Subdivision</b> – Section D #10 an 8 ½" x 11" PDF</p> <p><b>Name ALL attachments following this format:</b> Attachment#_ProjectName_AttachmentName_Size(include sheet size for PDFs only)</p> <p><b>Examples:</b> 1_ProjectName_Documents.pdf          2_ProjectName_Plans_24x36.pdf          3_ProjectName_Plans_8.5x11.pdf          4a_ProjectName_3D.dae</p>

<i>Provided</i>	<p><b>SECTION B: Documents Required for a Complete Application</b></p> <p><i>Documents should be submitted in a single 8 ½" 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><b>3. <a href="#">Planning Application and Property Owner Authorization Form</a></b> 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 <a href="#">Tempe Citizen Access</a> portal.</p>
<input type="checkbox"/>	<p><b>4. Title Report:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall include Schedule B list of items</li> <li><input type="checkbox"/> Current to within six months</li> </ul>
<input type="checkbox"/>	<p><b>5. Letter of Explanation:</b> The letter shall describe the proposed development and the need for the requested plat. The request must conform with the following pursuant to City Code, <a href="#">Chapter 30, Subdivisions</a>:</p> <ul style="list-style-type: none"> <li>a. Every subdivision shall conform to the requirements and objectives of the general plan, or any parts thereof, as adopted by the commission and the city council.</li> <li>b. Every subdivision shall conform to the requirements of the Zoning and Development Code and to other ordinances and regulations of the city, and to the Arizona Revised Statutes.</li> <li>c. Land which is subject to periodic flooding, land which cannot be properly drained, or other land which, in the opinion of the city, is unsuitable for any use shall not be subdivided; except that the city may approve subdivision of such land upon receipt of evidence from the city engineer that the construction of specific improvements can be expected to render the land suitable; thereafter, construction upon such land shall be prohibited until the specified improvements have been planned and construction guaranteed.</li> </ul> <p>The above criteria are used to evaluate the requested plat application.</p>

# Subdivision and Lot Split Application Submittal Checklist



Provided	SECTION C: Plans Required for a Complete Application  Applications with missing items from the checklist below will be deemed incomplete.  All plans shall be signed & sealed by a design professional registered in the State of Arizona.  <u>DO NOT</u> provide duplicate plan sets if a project requires multiple application types (i.e., Use Permit, Use Permit Standard, Variance, etc.). <b>If a project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.</b>	Required PDF Sheet Size(s)	
		8 1/2" x 11"	24" x 36"
<input type="checkbox"/>	<b>6. Subdivision/Condominium Plat or Lot Split (blackline):</b> <input type="checkbox"/> Refer to <a href="#">Plat Guidelines</a> and <a href="#">Template</a> for format and language	✓	✓
<input type="checkbox"/>	<b>7. Site Plan:</b> <input type="checkbox"/> Plans must include the following information in a project data table: <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"> <li>1. Density (du/ac); maximum allowed and proposed</li> <li>2. Minimum Net Lot Area per Dwelling Unit (square feet)</li> <li>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)</li> <li>4. Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed</li> <li>5. Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage)</li> <li>6. Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines</li> <li>7. Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding exterior wall thickness</li> <li>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</li> <li>9. Number and type (# of bedrooms) of residential units and total</li> </ol> <input type="checkbox"/> Building Code related data: <ol style="list-style-type: none"> <li>1. Type of construction per Building Code</li> <li>2. Occupancy Classification (if applicable)</li> <li>3. Occupant Load per Occupancy (if applicable)</li> <li>4. Separated Use OR Non-Separated Use</li> <li>5. Sprinklers / Fire Alarms (provided or not provided)</li> </ol> <input type="checkbox"/> Plans must provide the following detail and information: <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 <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, <b>do not show any infrastructure to be removed or abandoned on site plan.</b> <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; <b>do not show maximum building envelope</b> <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"/> 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, water meter, 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	✓	✓

# Subdivision and Lot Split Application Submittal Checklist



<i>Provided</i>	<b>SECTION D: Additional Items Contingent on Scope of Work</b> <i>Items from the checklist below are only required under certain conditions</i>
<input type="checkbox"/>	<b>7. Existing Subdivision or Condominium Plat:</b> <i>If applicable</i>
<input type="checkbox"/>	<b>8. Existing Covenants Conditions &amp; Restrictions (CC&amp;Rs):</b> <i>If applicable</i>