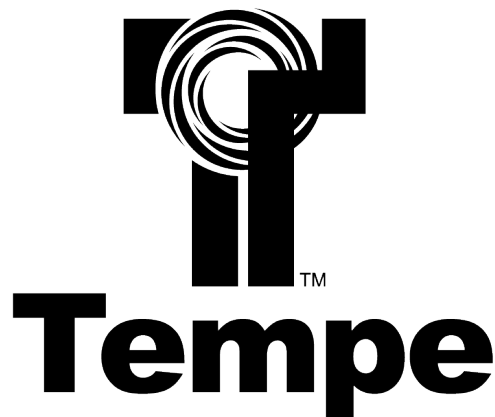


ZONING AMENDMENT APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

The regulations and boundaries of zoning districts set forth in this Code may be amended whenever deemed necessary to best serve the public interest, and the health, comfort, convenience, safety, and general welfare of the city. A Development Plan Review (DPR) application shall be processed concurrently with a zoning map amendment.



Community Development Department

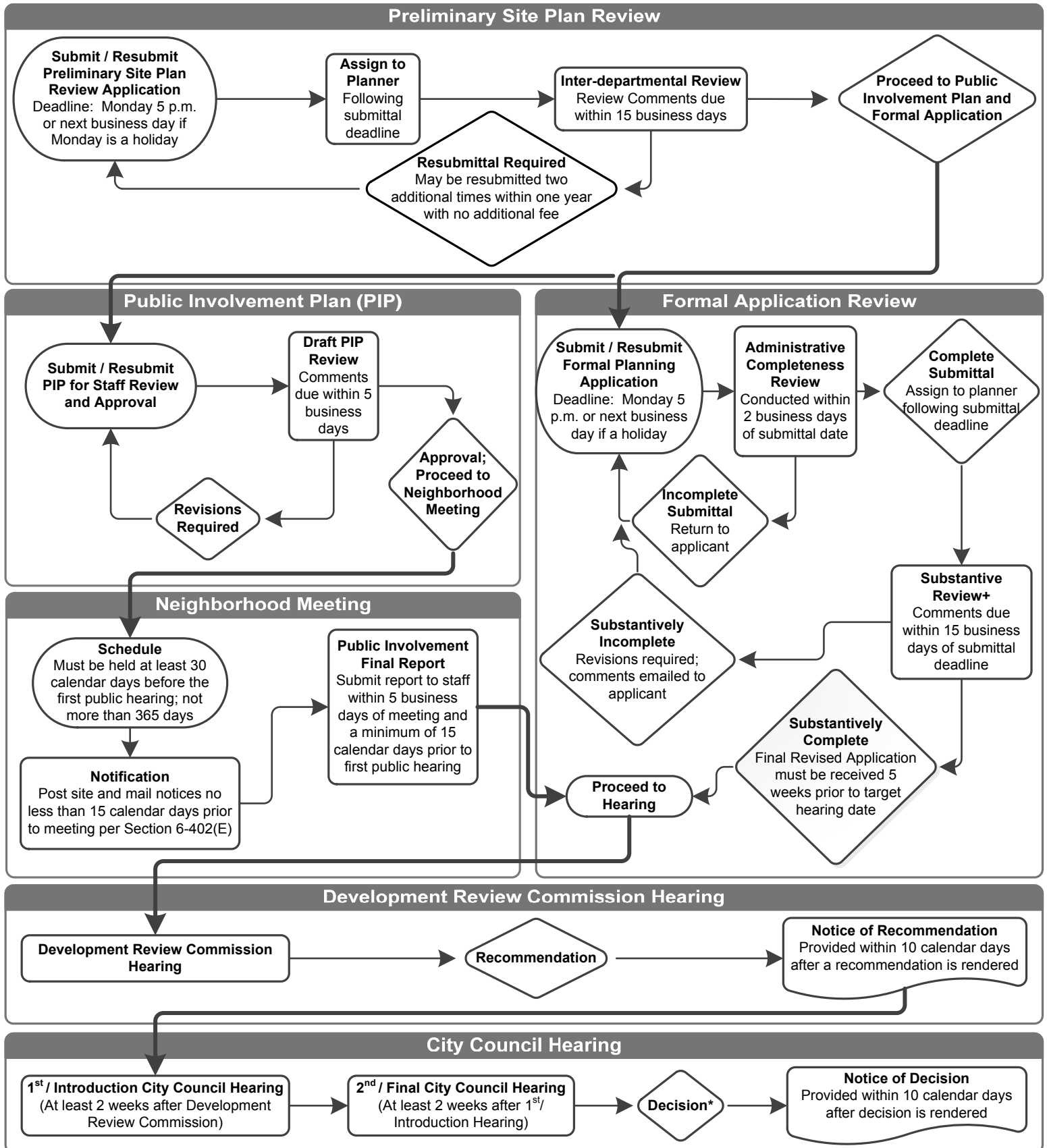
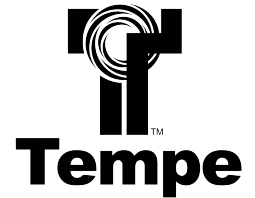
Planning Division

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

Revised June 21, 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.

Zoning 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 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 this application submittal checklist. <p>Complete submittals shall include the following attachments: Attachments with * are only required under specific conditions</p> <p>Attachment 1 Documents – All required documents of Section B as a single 8 ½" x 11" PD *Attachment 2 Legal Description and Exhibit – Section C #6 as an 8 ½" x 11" PDF *Attachment 3 Current and Proposed Text – Section C #7 as an 8 ½" x 11" PDF *Attachment 4 Current and Proposed Zoning Map – Section C #8 as an 8 ½" x 11" PDF *Attachment 5 Public Involvement Plan – Section C #9 as an 8 ½" x 11" PDF *Attachment 6 Ownership/Tenant List – Section C #10 as an 8 ½" x 11" PDF *Attachment 7 Context Photos – Section C #11 as an 8 ½" 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 ½" x 11" PDF named 1_ProjectName_Documents</i></p> <p><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>

Zoning Amendment Application Submittal Checklist



<input type="checkbox"/>	<p>5. Letter of Explanation: <i>One set of 8 1/2"x11" size sheets</i></p> <p>For a Zoning Map Amendment (including Overlay Districts) and Code Text Amendment, the letter of explanation shall describe the proposed project and provide supporting evidence that the request is in the public interest and conforms with and facilitates implementation of the General Plan and other area policy plans. To demonstrate conformance, the letter should explain how the request supports the goals and objectives of the following General Plan Elements:</p> <ul style="list-style-type: none"> A. Land Use and Development B. Economic Development C. Circulation D. Conservation E. Open Space, Recreation and Cultural Amenities F. Public Facilities and Services <p>The letter of explanation should address how the proposal supports any applicable area policy plans, including:</p> <ul style="list-style-type: none"> A. Character Area Plans B. Downtown / Mill Avenue District Community Design Principles C. Mill + Lake District Streetscape Principles and Guidelines D. Historic Preservation Plan E. Apache Boulevard Redevelopment Plan F. Town Lake Design Documents G. Maker District Design Guidelines H. Smith Innovation Hub Design Guidelines
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Provided	<p>SECTION C: Additional Items Contingent on Scope of Work</p> <p><i>Documents should be submitted as individual 8 1/2" x 11" PDF files named by the corresponding number, project name, and item shown (ie. 8_ProjectName_CurrentZoningMap and 8_ProjectName_ProposedZoningMap)</i></p> <p><i>Items from the checklist below are only required under certain conditions</i></p>
<input type="checkbox"/>	<p>6. Legal Description & Exhibit: <i>Required for any site-specific Zoning Map Amendment</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sealed by land surveyor <input type="checkbox"/> Electronic copy of legal description in PDF (sealed) and Microsoft Word formats, and exhibit in PDF (sealed)
<input type="checkbox"/>	<p>7. Current and Proposed Zoning Map <i>If applicable</i></p>
<input type="checkbox"/>	<p>8. Current and Proposed Text: <i>If applicable</i></p>
<input type="checkbox"/>	<p>9. Development Plan Review Application: <i>Dependent of scope of work</i> <i>Shall be processed concurrently with a zoning map amendment</i></p>

Zoning Amendment Application Submittal Checklist



<input type="checkbox"/>	<p>10. Public Involvement Plan: <i>Required for any site-specific Zoning Map Amendment</i></p> <p>Staff must review and approve the Public Involvement Plan (PIP) prior to starting the public notification process. Each item listed below must be 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. <p><i>Required for any site-specific Zoning Map Amendment</i></p> <p>Staff must review and approve the Public Involvement Plan (PIP) prior to starting the public notification process. Each item listed below must be addressed in the PIP:</p> <ul style="list-style-type: none"> <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>11. 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 format. See example below: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">BUSINESS NAME</th> <th style="padding: 2px;">ADDRESS</th> <th style="padding: 2px;">CITY</th> <th style="padding: 2px;">STATE</th> <th style="padding: 2px;">ZIP</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">JOHN'S SHOE REPAIR</td> <td style="padding: 2px;">111 S MCCLINTOCK DR #101</td> <td style="padding: 2px;">TEMPE</td> <td style="padding: 2px;">AZ</td> <td style="padding: 2px;">85281</td> </tr> <tr> <td style="padding: 2px;">SANDWICH SHOP</td> <td style="padding: 2px;">111 S MCCLINTOCK DR #102</td> <td style="padding: 2px;">TEMPE</td> <td style="padding: 2px;">AZ</td> <td style="padding: 2px;">85281</td> </tr> <tr> <td style="padding: 2px;">NAILS BY MARY</td> <td style="padding: 2px;">113 S MCCLINTOCK DR</td> <td style="padding: 2px;">TEMPE</td> <td style="padding: 2px;">AZ</td> <td style="padding: 2px;">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 MCCLINTOCK DR #102	TEMPE	AZ	85281	NAILS BY MARY	113 S MCCLINTOCK DR	TEMPE	AZ	85281
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<input type="checkbox"/>	<p>12. Context Photos: <i>Required for any site-specific Zoning map Amendment</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide photo location map cover sheet <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 <p>Limit 6 photos per sheet</p>																				