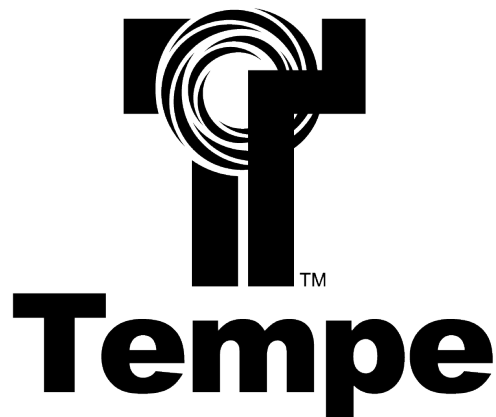


# VOLUNTARY DOWNZONING PROGRAM APPLICATION

Application Period: TBD

*The Community Development Department established a Voluntary Downzoning Program for property owners wishing to rezone their R-3R or R-3 multi-family zoned properties to R-2 multi-family zoning. To qualify for this program, the property must be currently zoned R-3R or R-3, and the property owner must agree to rezone the property to R-2. Community Development will process applications during a specific window of time. Anyone missing this window of time may apply at a later date. Applications will be collected throughout the year and processed together all at once.*

*Unlike a standard Zoning Map Amendment Application, a concurrent Development Plan Review Application is not required. However, all other Zoning Map Amendment Application requirements apply such as the required public notifications, neighborhood meeting, and public hearings.*



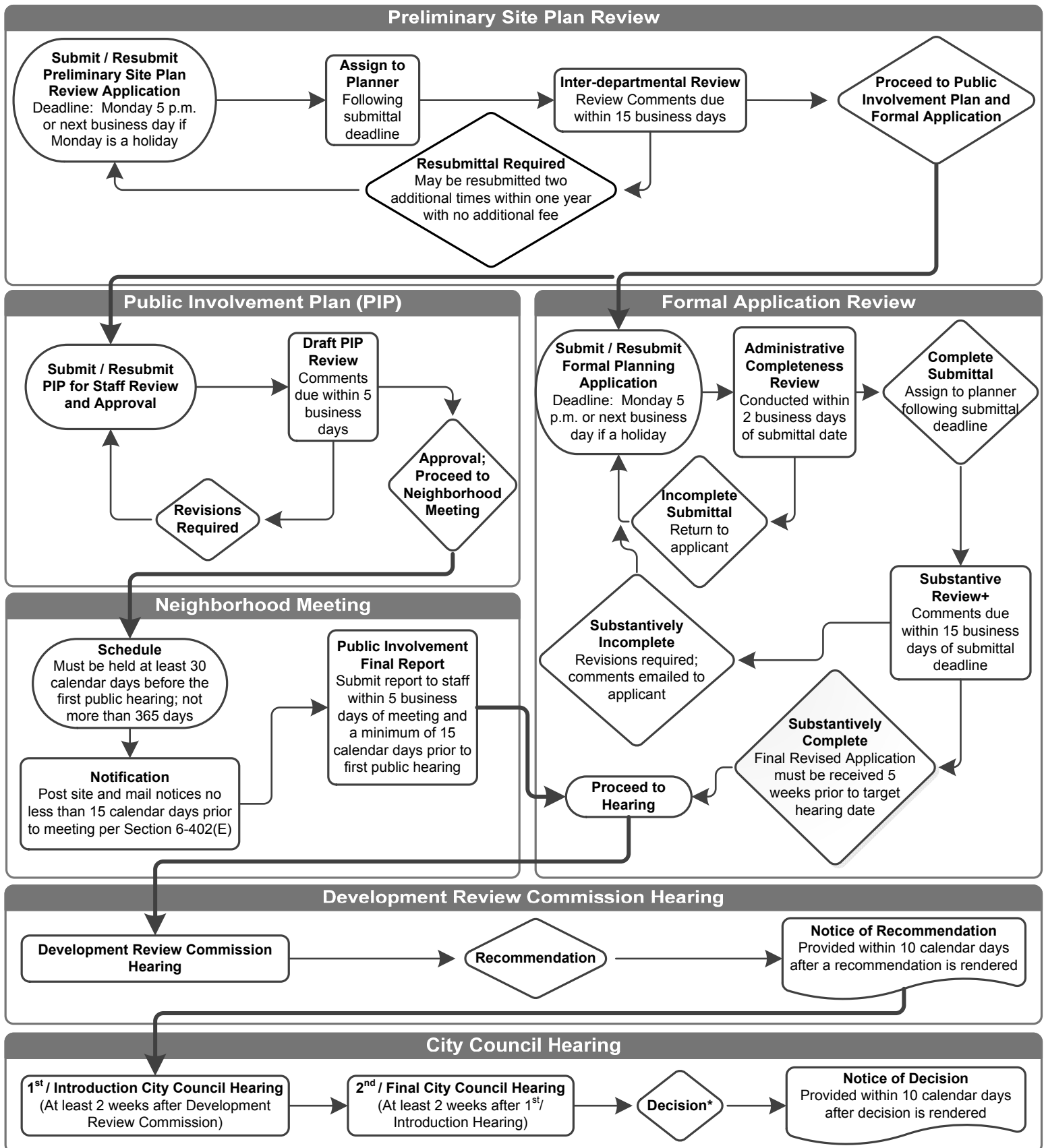
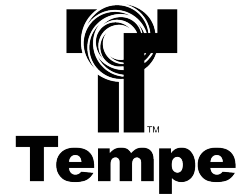
Community Development Department  
Planning Division

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

Revised July 8, 2024

# Planning Application Review & 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>



\*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.

# Downzoning 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>  <i>Application fees will be invoiced and made available for payment within (1) business day of initial submittal.</i></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 Adobe 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"/> <b>Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist.</b></li> </ul> <p><b>Complete submittals 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 and required documents from Section C together as 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></p> <p><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></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 <a href="#">Tempe Citizen Access portal</a>.</i></p>
<input type="checkbox"/>	<p><b>4. <a href="#">Affidavit of Public Notification</a></b></p>
<input type="checkbox"/>	<p><b>5. <a href="#">Waiver of Rights and Remedies</a></b></p>
<input type="checkbox"/>	<p><b>6. Letter of Explanation:</b>          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> <ol style="list-style-type: none"> <li>1. Land Use and Development</li> <li>2. Economic Development</li> <li>3. Circulation</li> <li>4. Conservation</li> <li>5. Open Space, Recreation and Cultural Amenities</li> <li>6. Public Facilities and Services</li> </ol>

# Downzoning Application Submittal Checklist



	<p><b>6. Letter of Explanation (Continued):</b></p> <p>The letter should also address how the proposal supports any applicable area policy plans, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Character Area Plans</a></li> <li><input type="checkbox"/> <a href="#">Downtown / Mill Avenue District Community Design Principles</a></li> <li><input type="checkbox"/> <a href="#">Mill + Lake District Streetscape Principles and Guidelines</a></li> <li><input type="checkbox"/> <a href="#">Historic Preservation Plan</a></li> <li><input type="checkbox"/> <a href="#">Apache Boulevard Redevelopment Plan</a></li> <li><input type="checkbox"/> <a href="#">Town Lake Design Documents</a></li> <li><input type="checkbox"/> <a href="#">Maker District Design Guidelines</a></li> <li><input type="checkbox"/> <a href="#">Smith Innovation Hub Design Guidelines</a></li> </ul>
<input type="checkbox"/>	<p><b>7. Legal Description &amp; Exhibit:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sealed by land surveyor</li> <li><input type="checkbox"/> Electronic copy of legal description in PDF (sealed) and Microsoft Word formats, and exhibit in PDF (sealed)</li> </ul>
<input type="checkbox"/>	<p><b>8. Public Involvement Plan:</b></p> <p>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"> <li><input type="checkbox"/> Cover page with information such as the project name, address, general cross streets, and case number(s)</li> <li><input type="checkbox"/> Description of the proposed project, including the specific entitlement request(s)</li> <li><input type="checkbox"/> Draft copy of your notification letter and sign text in the plan for staff to review</li> <li><input type="checkbox"/> Describe the proposed format of the neighborhood meeting</li> <li><input type="checkbox"/> Assess whether language translation is needed for the notification and/or neighborhood meeting.</li> <li><input type="checkbox"/> Notification:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Notification area map and a list of the property owners who will be notified.</li> <li><input type="checkbox"/> List any Registered Neighborhood and Homeowners' Associations, and their representatives, who will be notified.</li> <li><input type="checkbox"/> Notification must occur a minimum of 15 days prior to the neighborhood meeting.</li> <li><input type="checkbox"/> Prior to any notification being issued, confirm the date of the neighborhood meeting to ensure City Planning staff attendance</li> </ul> </li> <li><input type="checkbox"/> Identify stakeholders affected by your proposal and concerns or issues these individuals may have</li> <li><input type="checkbox"/> State how individuals will be informed of any significant changes to the proposed development after the neighborhood meeting</li> <li><input type="checkbox"/> Schedule with estimated dates for completion of the Public Involvement Final Report.</li> </ul> <p><i>Full instructions for creating a Public Involvement Plan and Public Involvement Final Report is provided in the <a href="#">PIP Manual</a>; Neighborhood Meeting Requirements are provided in the Zoning and Development Code Section 6-402: <a href="#">Neighborhood Meetings</a>.</i></p>
<input type="checkbox"/>	<p><b>9. Current and Proposed Zoning Map:</b></p>
<input type="checkbox"/>	<p><b>10. Context Photos:</b></p> <p>Required dependent on scope of work</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide photo location map cover sheet</li> <li><input type="checkbox"/> Photos are to be taken at the curb and along property boundaries to explain perimeter conditions</li> <li><input type="checkbox"/> Photos to be taken at each property corner and in each cardinal direction (north, south, east, west)</li> <li><input type="checkbox"/> Each photo shall be numbered to correspond with direction and location as identified in photo location map cover sheet</li> </ul> <p>Limit 4 to 6 photos per sheet</p>

# Downzoning Application Submittal Checklist



<i>Provided</i>	<p><b>SECTION C: Additional Items Contingent on Scope of Work</b></p> <p><i>Items from the checklist below are only required under certain conditions</i></p>																				
<input type="checkbox"/>	<p><b>11. Ownership/Tenant List:</b>  <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"> <li><input type="checkbox"/> Submit tenant's name, address, suite number, city, state, and zip code</li> <li><input type="checkbox"/> Font should be all CAPS</li> <li><input type="checkbox"/> 5-digit ZIP code required; 9-digit ZIP code optional</li> <li><input type="checkbox"/> Street and State designation abbreviations acceptable</li> <li><input type="checkbox"/> Submit both a hard copy of the list and an electronic spreadsheet in Microsoft Word or Excel. See example below:</li> </ul> <table border="1" style="margin-left: 20px; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="text-align: left;">BUSINESS NAME</th> <th style="text-align: left;">ADDRESS</th> <th style="text-align: left;">CITY</th> <th style="text-align: left;">STATE</th> <th style="text-align: left;">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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