

Tempe Citizen Access Portal Preliminary Site Plan Review Online Submittal How to Guide



THIS STEP-BY-STEP GUIDE WILL ASSIST YOU WITH THE PRELIMINARY SITE PLAN REVIEW ONLINE SUBMITTAL PROCESS.

LOGIN

- If you have not already done so, please [create an account](#) with the [Tempe Citizen Access \(TCA\) Portal](#).
- Once an account is created, proceed by logging in with your new credentials.

Welcome to Tempe's Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In addition to our current services, Building Safety and Engineering Private Development are offering Residential permit applications via this portal. To access these services you will need to login to the system. The City of Tempe will be offering additional application submittals in the future.

[View project information use Search Application links below.](#)
[Applying for a permit or submitting a complaint](#)

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

DASHBOARD

- The dashboard is where you can view items in your cart and applications in progress.
- Click the home button to start a brand-new application or navigate to the following URL if the home button is not visible: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>

[Home](#) [Search](#) [New](#) [Schedule](#) [Return to City of Tempe Arizona](#)

[Announcements](#) [Logged in as: City Tempe](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Search...

Hello, City Tempe

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

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CREATE AN APPLICATION

- Under the “Planning & Signs” header, select “Create an Application”.

Welcome City Tempe
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Safety Create an Application Search Applications Schedule an Inspection
Assessment Search Applications	Enforcement Search Applications
Private Development Engineering Create an Application Search Applications Schedule an Inspection	Planning and Signs Create an Application Search Applications Schedule an Inspection
Engineering Dry Utilities Create an Application Search Applications Request an Inspection	Traffic Complaints Submit a Complaint
Transportation and Residential Parking Create an Application Search Applications	

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REVIEW THE TERMS

- Please read and review the terms within the window.
- If you agree to the terms, check the box “I have read and accepted the above terms” and click “Continue Application” to proceed.

Online Application

An incomplete submittal will cause delays in processing. For additional information about the application process, please visit [Planning's Applications, Forms and Permits site](#).

NOTICE: All Planning and Sign submittals require staff review before a decision is rendered. You will be notified of the application status via email or phone, or you can check the status through our online portal. If there are any questions, please contact us at (480)350-4311.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Tempe ("City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials and information (collectively "Materials") have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

SELECTING A PLANNING RECORD TYPE

- Click the “Planning” drop-down header and select the “Preliminary Site Plan Review” radio button.
- Click “Continue Application” to proceed.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at (480) 350-4311.

Search

Planning

- Planning Project
- Preliminary Site Plan Review
- Sign Permit
- Subdivision Condo Plat
- Zoning Verification Letter

Continue Application »

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STEP 1 – Location/Contact Information>Location>Contact Details

- You can confirm the location of the request by using the interactive map or typing in the Assessor Parcel Number (APN).

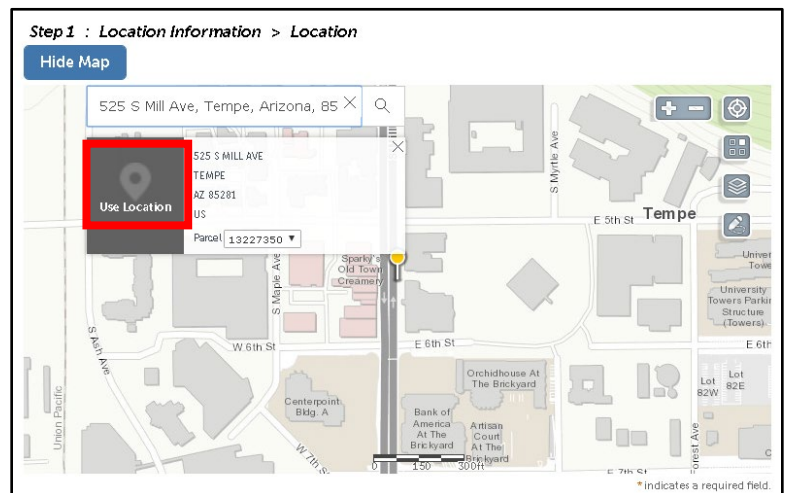
This bar indicates your submittal progress.

At any time throughout the application process you can save your progress and resume the application at a later time by clicking "Save and Resume Later" on the bottom right hand side of each step.

- Use one of the following search methods to confirm the location of the request:

- Map Option**

- To use the map, click "Show Map" and type in the address into the search bar or manually select a parcel within the map.
 - Once you have a parcel highlighted, click "Use Location" in the pop-up window.



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- Confirm that the location information is correct in the pop-up window and click “Select”.
- The location information will now automatically populate.

Parcel Search Result List

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

Select
Cancel

○ **Parcel Option**

- Provide the parcel number for your subject property under the “Parcel” header and click “Search”.

Parcel

Parcel Number: *

Subdivision: Lot: Block:

Legal Description:

Search
Clear

- Confirm that the location information is correct in the pop-up window and click “Select”.
- The location information will now automatically populate.

Parcel Search Result List

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

Select
Cancel

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Contacts>People

- If you want to select the contact associated with your TCA account, under the Contact header, click “Select from Account”.

Preliminary Site Plan Review

1 Contact Information | 2 Project Information | 3 Documentation | 4 Review | 5 Pay Fees | 6

Step 1: Contact Information > Contact Details

Show Map

* Indicates a required field.

Parcel

Parcel Number: *

Subdivision: Lot: Block:

Legal Description:

Search Clear

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New Look Up

Continue Application > Save and resume later

- Select the “Associated Contact” button to auto-fill the contact with your information.

Select Contact from Account X

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Contact	City of Tempe
<input type="radio"/> Associated Owner		TEMPE CITY OF
<input type="radio"/> Associated Owner		TEMPE CITY OF

Continue Discard Changes

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- If you want to add a contact that is not associated with your TCA account, under the Contact header, click “Add New”.

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account
Add New
Look Up

- Fill in all required information in the pop-up window and click “Continue”.

Contact Information

First: * Middle: Last: *

City: of Tempe

Name of Business:

City of Tempe

Primary Phone:

480-350-4311

Alternate Phone: Alternate Phone 2:

E-mail:

planning@tempe.gov

Address Line 1:

31 E 5th St

Address Line 2:

City: State: Zip:

Tempe AZ 85280-

Continue
Clear
Discard Changes

- Verify that the information is correct and click “Continue Application” to proceed.

Preliminary Site Plan Review

1 Contact Information | 2 Project Information | 3 Documentation | 4 Review | 5 Pay Fees | 6

Step 1 : Contact Information > Contact Details

Show Map

* indicates a required field.

Parcel

Parcel Number: *

13227350

Subdivision: Lot: Block:

--Select-- 21 132

Legal Description:

TEMPE LOTS 21, 22, 23, 24 & 25 BLK 3 & ALSO BEG 125' E O F SW COR BLK 3 E 50' N 159.5' W 50' S 159.5' TO POB

Search
Clear

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

City of Tempe
City of Tempe
planning@tempe.gov
Home phone:480-350-8311
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Continue Application >
Save and resume later

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STEP 2 – Project Information>Application Information

- **Detail Information:**
 - Enter the name of the project in the “Project Name” field. Typically, projects are named after the property owner, business operator, addresses, or general location (i.e. *Ringer Enterprises Properties, The Hallman Residence, Ringer LLC, or 1 South Mill Avenue, Mill and 1st*).
 - Provide a brief description of the project and any known required planning entitlements in the “Project Description” field.
- **Site Data:**
 - **General Site Data:**
 - Select “Use Type” from the dropdown menu.
 - If requested entitlement is for a Capital Improvement Project, enter a CIP Tracking Number.
 - If requested entitlement is for a public school, enter a Purchase Order Account Code.
- Click “Continue Application” to proceed.

Preliminary Site Plan Review

1 Contact Information	2 Project Information	3 Documentation	4 Review	5 Pay Fees	6
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Step 2: Project Information > Project Details * indicates a required field.

Detail Information

Briefly describe the type of project and requested planning entitlement(s) (if known), such as:

- Rezone and Planned Area Development Overlay for a new mixed-use development containing 150 dwelling units and commercial uses
- Development Plan Review for a new car wash / remodel of existing office building
- Use Permit and Development Plan Review for a new drive-through restaurant

Project Name: *

Project Description: *

Site Data

GENERAL SITE DATA

Use Type: * **CIP Number:**

PO/Account Code:

[Continue Application »](#)

[Save and resume later](#)

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STEP 3 – Documentation>Attachments (Required)

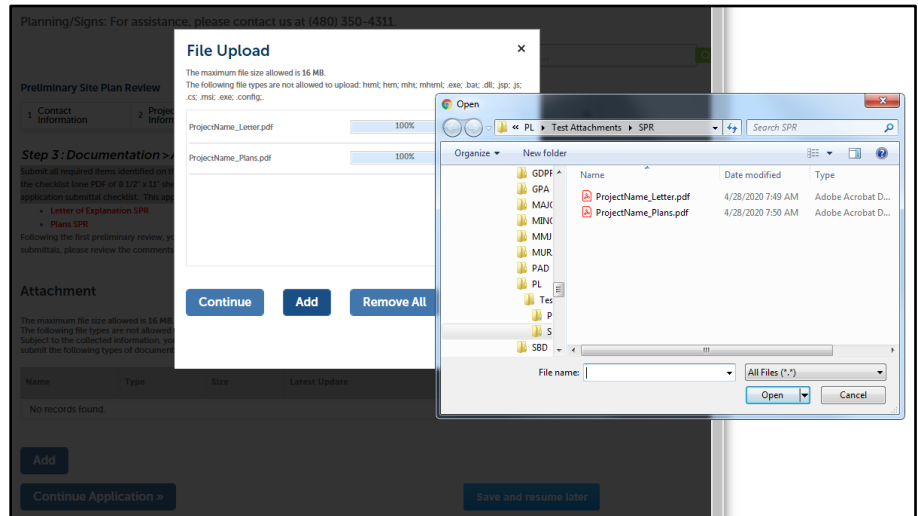
- This application type requires the following document types to be attached:
 - Letter of Explanation SPR
 - Plans SPR
- Attach all required digital items identified on the [Preliminary Site Plan Review Application Checklist Form](#) in the following manner:
 - Attach a total of two (2) PDFs:
 - One (1) PDF (consisting only of 8-1/2"x11" size sheets) for the Letter of Explanation and other supporting documentation; and
 - One (1) PDF (consisting only of 24"x36" size sheets) for Plans (*i.e. site plan, landscape plan, blackline elevations, preliminary grading & drainage plans, and/or other voluntary-provided plan types such as color elevations or color renderings*).
- Following the first preliminary review, you may be required to submit additional documents prior to formal application submittal. For subsequent submittals, please review the comments provided by your project coordinator.
- Sheets within each PDF shall be organized in the same order as on the application submittal checklist form.
- Label each attachment in the following manner:
 - Attachment#_ProjectName_Documents.pdf
 - Attachment#_ProjectName_Plans.pdf
- Click the Attachment "Add" button to begin attaching required documentation.
 - Multiple files may be uploaded at one time. Simply click the File Upload "Add" button to add more files.

The screenshot shows the 'Preliminary Site Plan Review' application interface. At the top, there is a progress bar with six steps: 1 Contact Information, 2 Project Information, 3 Documentation (highlighted in blue), 4 Review, 5 Pay Fees, and 6. Below the progress bar, the section is titled 'Step 3 : Documentation > Attachments'. The text instructs users to submit all required items identified on the Preliminary Site Plan Review Application Checklist, specifying separate PDFs for each sheet size (8 1/2" x 11" and 24" x 36"). It lists the required document types: Letter of Explanation SPR and Plans SPR. A note states that after the first preliminary review, additional documents may be required, and users should review comments from the project coordinator. A red asterisk indicates a required field. Below this is the 'Attachment' section, which states a maximum file size of 16 MB and lists disallowed file types (html, htm, mht, mhtml, exe, bat, dll, jsp, js, cs, msi, exe, config). It also notes that additional documents may be required for approval. A table with columns for Name, Type, Size, Latest Update, and Action is shown, but it contains 'No records found.' At the bottom left, there is a red-bordered 'Add' button. At the bottom right, there are two buttons: 'Continue Application »' and 'Save and resume later'.

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- Once all files have been uploaded, click the File Upload “Continue” button to complete the file upload process. To start over, click the File Upload “Remove All” button.



- Next, identify the document type for each attachment using the “Document Type” dropdown menu. Description notes may be provided using the “Description” field. Identify all attachments containing documents and/or plans as “Letter of Explanation SPR” and “Plans SPR”; “Misc” may be use for any additional attachments that do not identify with the latter.

Attachment

The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: html; htm; mht; mhtml; exe; bat; dll; jsp; js; cs; msi; exe; config.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Letter of Explanation SPR, Plans SPR

Name	Type	Size	Latest Update	Action
No records found.				

Document Type: * Remove

Letter of Explanation SPR

File:
ProjectName_Letter.pdf
100%

Description:

Document Type: * Remove

--Select--

- Select--
- Affidavit of Public Notification
- Decision/Minutes
- Letter of Explanation
- Letter of Explanation SPR
- Misc
- Neighborhood Meeting
- Ownership/Tenant List
- Photo
- Plans **Plans SPR**
- Post Mail Concerns
- Report

[Save](#) [Add](#) [Remove All](#)

[Continue Application »](#) [Save and resume later](#)

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- Once all attachments have been uploaded and characterized, click “Save” and then “Continue Application”. At this point, there is also one last opportunity to add more files if any were forgot from the previous step; simply click the “Add” button to add more files. To start over, click the “Remove All” button to remove all files and start all over.

100%

Description:

Save Add Remove All

Continue Application » Save and resume later

- Next, a confirmation banner will appear if all attachments were uploaded successfully. If there were any issues, the banner will explain what went wrong with the upload. If everything looks okay, click the “Continue Application” button to continue.
- If attachments were forgotten, click the “Add” button to add missing files (final opportunity to do so).

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Preliminary Site Plan Review

1 Contact Information	2 Project Information	3 Documentation	4 Review	5 Pay Fees	6
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Step 3: Documentation > Attachments

Submit all required items identified on the Preliminary Site Plan Review Application Checklist. Submit separate PDFs for each sheet size, as indicated in the checklist (one PDF of 8 1/2" x 11" sheets, one PDF of 24" x 36" sheets). Sheets within each PDF shall be organized in the same order as on the application submittal checklist. This application type requires, at minimum, the following document types to be attached:

- Letter of Explanation SPR
- Plans SPR

Following the first preliminary review, you may be required to submit additional documents prior to formal application submittal. For subsequent submittals, please review the comments provided by your project coordinator.

* indicates a required field.

Attachment

The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: html; htm; mht; mhtml; exe; bat; dll; jsp; js; cs; .msi; .exe; .config.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Letter of Explanation SPR, Plans SPR

Name	Type	Size	Latest Update	Action
ProjectName_Letter.pdf	Letter of Explanation SPR	27.13 KB	04/30/2020	Actions ▾
ProjectName_Plans.pdf	Plans SPR	26.63 KB	04/30/2020	Actions ▾

Add

Continue Application » Save and resume later

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STEP 4 – Review

- Review your application and verify that all information is correct.
- Once you have confirmed that the information is correct, click “Continue Application” to complete the submittal.

Preliminary Site Plan Review

1	2 Project Information	3 Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 4 : Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Preliminary Site Plan Review

Parcel

[Edit](#)

Parcel Number: 13227350
Lot: 21
Block: 132
Legal Description: TEMPE LOTS 21, 22, 23, 24 & 25 BLK 3 & ALSO BEG 125' E O F SW COR BLK 3 E 50' N 159.5' W 50' S 159.5' TO POB

Applicant

[Edit](#)

City of Tempe
City of Tempe
31 E 5th St
Tempe, AZ, 85280
Primary Phone: 480-350-8652

Detail Information

[Edit](#)

Project Name: CITY OF TEMPE
Project: PLANNED AREA DEVELOPMENT OVERLAY FOR A NEW MIXED-USE DEVELOPMENT CONSISTING OF 150 DWELLING UNITS
Description: AND GROUND FLOOR COMMERCIAL

Site Data

[Edit](#)

GENERAL SITE DATA
Use Type: Commercial
PO/Account Code:
CIP Number:

Attachment

[Edit](#)

The maximum file size allowed is 16 MB.
The following file types are not allowed to upload: html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Letter of Explanation SPR, Plans SPR

Name	Type	Size	Latest Update	Action
ProjectName_Letter.pdf	Letter of Explanation SPR	27.13 KB	04/30/2020	Actions ▼
ProjectName_Plans.pdf	Plans SPR	26.63 KB	04/30/2020	Actions ▼

[Continue Application »](#) [Save and resume later](#)

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STEP 5 – Pay Fees

- Verify all listed application fees and quantities then click “Check Out” at the bottom. If you plan to submit additional applications under the same transaction, click “Continue Shopping” and proceed to Step 1 to begin another application.
- The “Single Family” fee shall only be used for preliminary reviews of a lot proposing or containing one (1) single-family residence. All other reviews shall select the “All Others” fee.

Preliminary Site Plan Review

1	2 Project Information	3 Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Preliminary Review Process - Single Family	<input type="text" value="0"/>	\$0.00
Preliminary Review - All Others	<input type="text" value="1"/>	\$413.00

TOTAL FEES: \$413.00
Note: This does not include additional inspection fees which may be assessed later.

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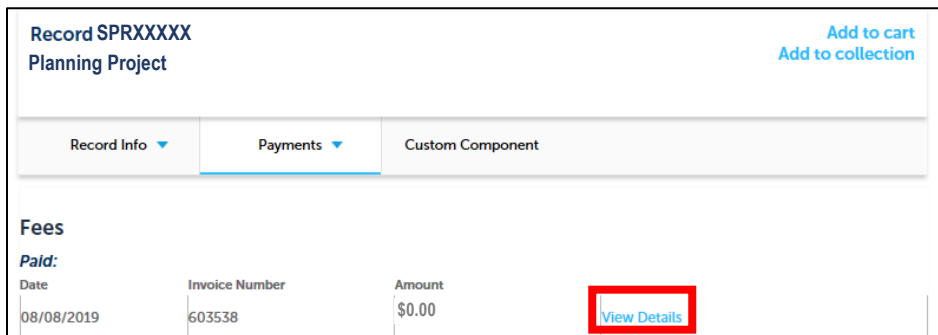


CART – STEP 3: Receipt/Record Issuance

- Your application has been successfully submitted.
- A confirmation email will be sent to the email address on record for the TCA account.
- You can click the link of your newly created SPR tracking number to review your application, view the receipt, and check the status of your request.



- Click on the “View Details” link to open the receipt.



- It is recommended that you save/print a copy of the receipt for your records.
- The submittal will be validated by the Permit Center for proper documentation and fee payment within one (1) business day of submittal.

If you have issues or questions at any point throughout the Planning Project submittal process, please contact the Planning Division at (480) 350-4311 or planning@tempe.gov. Thank you for doing business in Tempe!