

DESIGN REVIEW SUBMITTAL REQUIREMENTS

Tempe Historic Preservation Commission design review submittal requirements are a simplified version of the requirements for a planning application processed with Development Services Department. Submittal requirements are based on project type and are specified in the Development Services Planning Application Form / Checklist online at: <http://www.tempe.gov/planning/Applications/PlanningApp-Checklist.pdf>

Tempe Historic Preservation Commission design review does not require large format submittals. For example, the Planning Application Form / Checklist specifies requirements for a building addition submittal for Development Plan Review to be: Project Submittal Form, Signed Application Form, Letter of Explanation, Site Plan 24x36 and 8.5x11, Building Elevations 24x36 and 8.5x11, Building Elevations (colored) 8.5x11, Building Sections 24x36 and 8.5x11, Floor Plans 24x36 and 8.5x11, and CD-electronic drawings (PDF). Note that the same project submitted for Historic Preservation Commission design review will require the same documents but only in the 8.5x11 format. No large format (24x36) documents are required for Historic Preservation design review.

DESIGN REVIEW SUBMITTAL DEADLINES

Tempe Historic Preservation Commission meetings occur on the second Thursday of the month at 6:00 p.m. at Hatton Hall, 34 East 7th Street, Bldg. B. Agenda packets mail on Wednesday the week prior to commission meetings. Twenty-five (25) packets are distributed to commission members and staff. We make every effort to accommodate development projects within our monthly meeting schedule. If you are providing material for direct distribution in the packets, the submittal deadline at HPO is Monday the week prior to the meeting.

If you would like our office to review your submittal and provide comments to the commission (staff recommendations), the submittal deadline at HPO is Monday two weeks prior to the meeting. Commissioners often appreciate having staff recommendations to consider. Although conditions of approval suggested by staff are often modified by the commission, staff review can help ensure a successful meeting.

DESIGN REVIEW ADDITIONAL RESOURCES

The Development Services Department Supplemental Packet for Development Plan Review provides definitions and detailed information regarding design review submittals for complete building, site, landscape, building addition, exterior building modification, exterior building color modification, landscape, site, & lighting modification, signs & sign package. The packet includes description of submittal items and provides examples of submittals. The packet is available online at: <http://www.tempe.gov/planning/Applications/DPR.pdf>

Of course, Tempe Historic Preservation Office staff welcomes opportunities to work with you and to make sure that design review is both effective and efficient. The intent of this program is to provide protection for significant properties which represent important aspects of Tempe's heritage; to enhance the character of the community by taking such properties and sites into account during development, and to assist owners in the preservation and restoration of their properties. Remember, there is still no fee for any Tempe Historic Preservation Commission activity. Stop by or give us a call – the resource you save is important to the whole community.