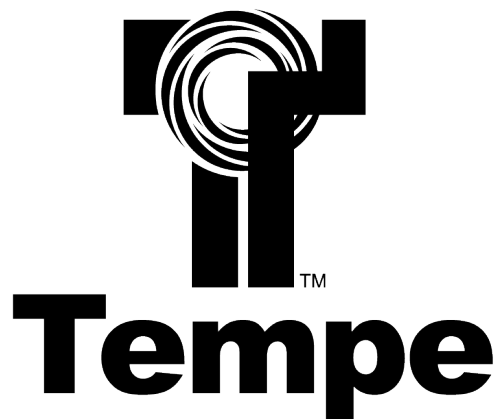


# MINOR DEVELOPMENT PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

*A Minor Development Plan Review application requires review and issuance of a decision by staff authorized to administer the Zoning & Development Code for minor site, landscape, and elevation modifications (refer to the Murals and Repaints Minor Development Plan Review application packet for art murals and building repaints). Minor Development Plan Review applications also applies to any building modifications or expansions up to five thousand (5,000) square feet of net floor area of the existing building area and residential developments consisting of two (2) and three (3) dwelling units.*



Community Development Department

Planning Division

31 East 5<sup>th</sup> Street, Garden Level East

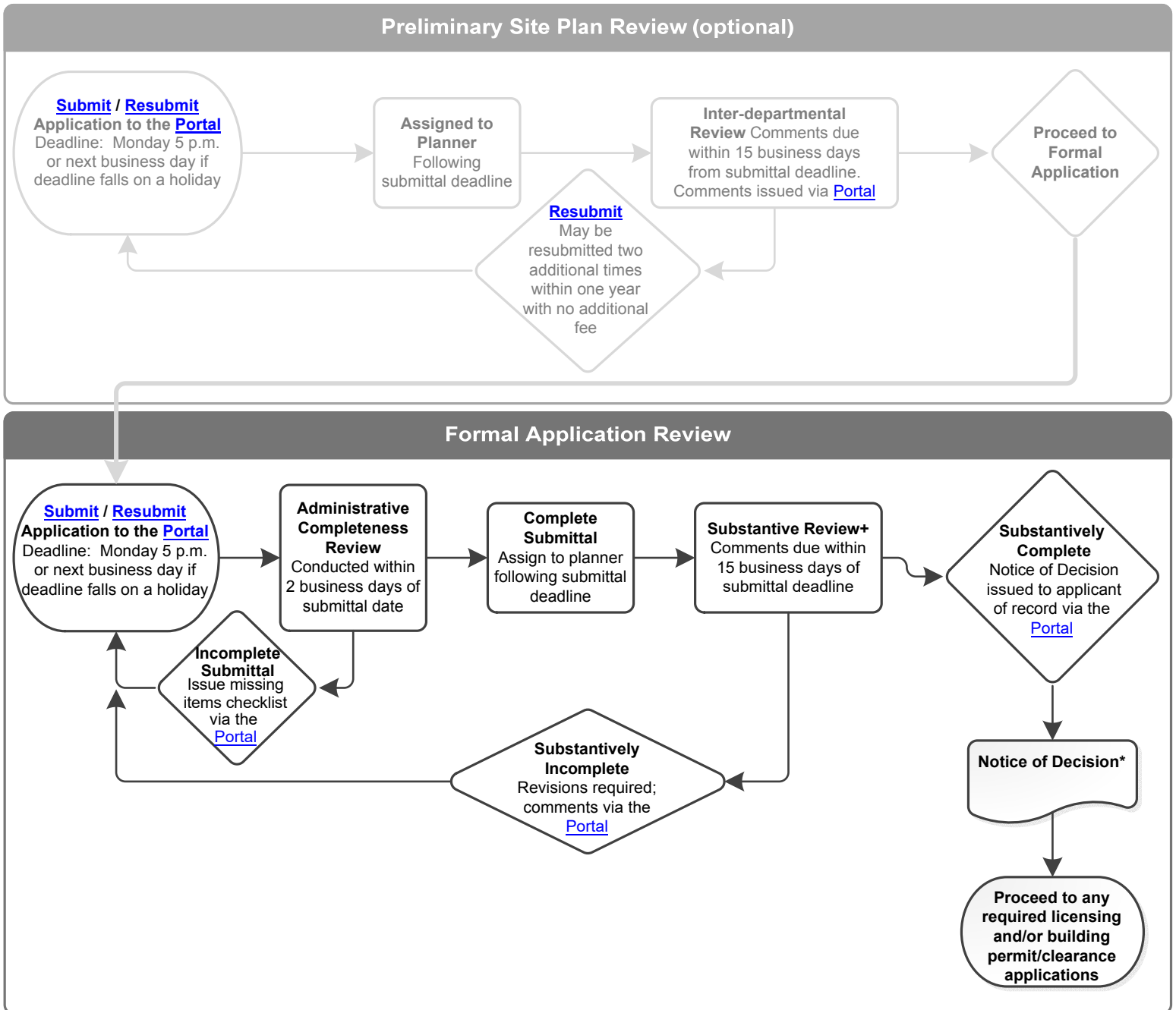
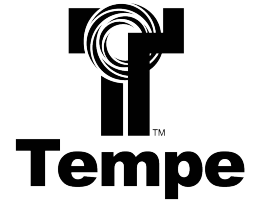
Tempe, Arizona 85281

Phone: (480) 350-4311 or (480) 350-8400 for Telecommunications Device for the Deaf

Revised August 8, 2024

# Planning Administrative Application Review 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>



+Depending on scope of work, inter-departmental review may be required.

\*Any appeal of an administrative 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.

# Minor Development Plan Review 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><br/><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> <p>All documents and plans must be in Adobe Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC. 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. If a plan has multiple required sizes, please submit 1 copy in each size. <b>Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist.</b></p> <p><b>Complete submittals shall include the following attachments:</b><br/>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<br/> <b>Attachment 2 Plans</b> – All required plans of Section C as an 8 ½" x 11" PDF<br/> <b>Attachment 3 Plans</b> – All required plans of Section C as a 24" x 36" PDF<br/> <b>*Attachment 4 Utility Provider Sign-Off of Conceptual On-Site Utility Locations</b> – Section D #17 as an 8 ½" x 11" PDF</p> <p><b>Name ALL attachments following this format:</b><br/>Attachment#_Project Name_Attachment Name_Size (include sheet size for PDFs only)</p> <p><b>Examples:</b> 1_ProjectName_Documents.pdf<br/> 2_ProjectName_Plans_24x36.pdf<br/> 3_ProjectName_Plans_8.5x11.pdf<br/> 4a_ProjectName_3D.dae</p> |
| <input type="checkbox"/> | <p><b>3. Submit Physical Material Sample Board(s)</b><br/><i>Initial submittal may include the digital version of the sample board; however, an actual physical board will be required after the first formal review. Contact your assigned planner for address to have the physical board mailed/shipped or hand delivered</i></p> <p><i>Physical board(s) shall have a maximum size of 8½" x 14"</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide actual paint and material samples, mounted to board (i.e. paint chips, pieces of masonry block, metal, wood, tinted glass, awning material, and stucco texture). Images may not be submitted in lieu of physical samples. Common building materials (smooth stucco, concrete masonry, painted metal, etc.) may be identified with photos on material board – confirm if acceptable with project planner prior to submittal</li> <li><input type="checkbox"/> Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.)</li> <li><input type="checkbox"/> Coordinate board with material and finish schedule on building elevations</li> <li><input type="checkbox"/> Include project title and site address</li> </ul>  |
| <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>4. <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</a> portal.</i></p>   |

# Minor Development Plan Review Application Submittal Checklist



|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <p><b>5. Letter of Explanation:</b><br/><i>The letter must be signed by the applicant and provide a brief statement, identifying the project goals and objectives, primary design criteria, and design concepts.</i></p> <p>The letter shall explain how the development plan will conform to the following standards of Zoning and Development Code Criteria <a href="#">Section 6-306(D)</a>, as applicable:</p> <ol style="list-style-type: none"><li>1. Placement, form, and articulation of buildings and structures provide variety in the streetscape;</li><li>2. Building design and orientation, together with landscape, combine to mitigate heat gain/retention while providing shade for energy conservation and human comfort;</li><li>3. Materials are of a superior quality, providing detail appropriate with their location and function while complementing the surroundings;</li><li>4. Buildings, structures, and landscape elements are appropriately scaled, relative to the site and surroundings;</li><li>5. Large building masses are sufficiently articulated so as to relieve monotony and create a sense of movement, resulting in a well-defined base and top, featuring an enhanced pedestrian experience at and near street level;</li><li>6. Building facades provide architectural detail and interest overall with visibility at street level (in particular, special treatment of windows, entries and walkways with particular attention to proportionality, scale, materials, rhythm, etc.) while responding to varying climatic and contextual conditions;</li><li>7. Plans take into account pleasant and convenient access to multi-modal transportation options and support the potential for transit patronage;</li><li>8. Vehicular circulation is designed to minimize conflicts with pedestrian access and circulation, and with surrounding residential uses;</li><li>9. Plans appropriately integrate Crime Prevention Through Environmental Design principles such as territoriality, natural surveillance, access control, activity support, and maintenance;</li><li>10. Landscape accents and provides delineation from parking, buildings, driveways and pathways;</li><li>11. Signs have design, scale, proportion, location and color compatible with the design, colors, orientation and materials of the building or site on which they are located; and</li><li>12. Lighting is compatible with the proposed building(s) and adjoining buildings and uses and does not create negative effects.</li></ol> <p><i>The above criteria are used to evaluate a design application.</i></p> <p><b>The letter should also address how the proposal supports any applicable area policy plans, including:</b></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>6. Context Photos:</b></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><li><input type="checkbox"/> Limit 6 photos per sheet</li></ul>   |

# Minor Development Plan Review Application Submittal Checklist



| Provided                 | <b>SECTION C: Plans Required for a Complete Application</b><br>Applications with missing items from the checklist below will be deemed incomplete.  | Required<br>PDF Sheet<br>Size(s) |
|--------------------------|---|----------------------------------|
|                          | All plans shall be signed & sealed by a design professional registered in the State of Arizona.<br><br><b>DO NOT</b> 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>   | 24" x 36"                        |
| <input type="checkbox"/> | <b>7. Site Plan:</b><br><b>Plans must include the following information in a project data table:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact name, address, phone, email</li> <li><input type="checkbox"/> Project Title, Site Address, and Assessor Parcel Number or Legal Description</li> <li><input type="checkbox"/> Existing General Plan Projected Land Use &amp; Density and Proposed General Plan Land Use &amp; Density</li> <li><input type="checkbox"/> Zoning (existing and proposed)</li> <li><input type="checkbox"/> Net Site Area (and gross, if any portion of property is to be dedicated for right-of-way), in square feet and acres</li> <li><input type="checkbox"/> Total net building area: breakout existing and proposed building areas</li> <li><input type="checkbox"/> Square footage: for each building / tenant space and total</li> <li><input type="checkbox"/> List of proposed uses and the square footage of each use</li> <li><input type="checkbox"/> Required and Provided Development Standards for the Zoning District(s) and applicable Overlay District(s), which includes the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Density (du/ac); maximum allowed and proposed</li> <li><input type="checkbox"/> Minimum Net Lot Area per Dwelling Unit (square feet)</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed</li> <li><input type="checkbox"/> <b>Engineered shade (square footage) of building mounted and freestanding canopies, (including canopies over walkways, plazas, amenity areas, parking and rooftop building amenities with permanent structural shade) measured from the calculated square foot area of all structures on site. If the material is perforated or louvered, the shade calculation shall account for the area of solid material, excluding openings/voids in material. Round to nearest whole number.</b></li> <li><input type="checkbox"/> Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage)</li> <li><input type="checkbox"/> Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines</li> <li><input type="checkbox"/> Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding thickness of exterior walls</li> <li><input type="checkbox"/> 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><input type="checkbox"/> Number and type (# of bedrooms) of residential units and total</li> <li><input type="checkbox"/> Building Code related data:                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Type of construction per Building Code</li> <li><input type="checkbox"/> Occupancy Classification (if applicable)</li> <li><input type="checkbox"/> Occupant Load per Occupancy (if applicable)</li> <li><input type="checkbox"/> Separated Use OR Non-Separated Use</li> <li><input type="checkbox"/> Sprinklers / Fire Alarms (provided or not provided)</li> </ul> </li> </ul> </li> </ul> <b>Plans must provide the following detail and information:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> For larger projects, provide an overall site plan</li> <li><input type="checkbox"/> Both graphic and numeric scales (use engineer's scale)</li> <li><input type="checkbox"/> North arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet</li> <li><input type="checkbox"/> Blackline location/vicinity map, oriented in the same direction as the plan</li> <li><input type="checkbox"/> Property boundaries identified with dimensioned property lines</li> <li><input type="checkbox"/> Identify adjacent land use types and zoning districts</li> <li><input type="checkbox"/> Identify all adjacent structures, driveways, and streets</li> <li><input type="checkbox"/> Show existing and proposed adjacent street and alley right-of-way widths</li> <li><input type="checkbox"/> Location and width of all proposed and existing (to remain) easements, both public and private. Do not show easements that will be abandoned</li> <li><input type="checkbox"/> Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street</li> <li><input type="checkbox"/> Dimension width of accessible routes from public way to building entrance(s)</li> <li><input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures</li> <li><input type="checkbox"/> Identify locations of all first-floor exterior building entrances/exits and windows</li> <li><input type="checkbox"/> Dimension distances between all buildings/structures and all property lines; do not show maximum building envelope</li> <li><input type="checkbox"/> Show location of all walls/fences and note height, material, and finish</li> <li><input type="checkbox"/> Show driveway locations, dimensions, and note city detail numbers</li> <li><input type="checkbox"/> Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.)</li> <li><input type="checkbox"/> Show vehicle (standard &amp; 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</li> <li><input type="checkbox"/> Location of light fixtures and fire hydrants, both on-site and off-site (if expected to serve the development)</li> </ul> | ✓                                |

# Minor Development Plan Review Application Submittal Checklist



|                          |   |  |
|--------------------------|---|--|
|                          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of electric service entrance section (S.E.S.), gas meter, transformer, water meter, and back flow prevention devices</li> <li><input type="checkbox"/> Location of refuse enclosure(s) for both trash and recycle per City of Tempe Public Works Department Detail DS-116; all drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned</li> <li><input type="checkbox"/> Location of any signage proposed or existing on site with dimensions to nearest sidewalks or utilities or drives.</li> </ul>   |  |
| <input type="checkbox"/> | <p><b>8. Landscape Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unique symbols used on plan for all trees, shrubs, and ground covers</li> <li><input type="checkbox"/> Plant legend that contains the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Symbols used on plan with scientific and common names of each species</li> <li><input type="checkbox"/> Size specifications of all plants at time of planting (tree caliper and shrub gallon)</li> </ul> </li> <li><input type="checkbox"/> Indicate by note on the plans the % of mature vegetative ground coverage (excluding tree canopy) along any street frontages</li> <li><input type="checkbox"/> <b>Indicate by note on the plans the area of shade tree coverage (existing to remain and proposed) located on-site and in adjacent rights-of-way based on 500 sq ft per tree (average of small and large canopies, excluding palm trees). Round to nearest whole number.</b></li> <li><input type="checkbox"/> <b>Dimension adjacent right-of-way widths and property lines</b></li> <li><input type="checkbox"/> Identification and specs of non-vegetative ground cover, such as decomposed granite or other mulch</li> <li><input type="checkbox"/> Dimensions of hardscape and pedestrian areas (verify plant distances from sidewalks to comply with CPTED)</li> <li><input type="checkbox"/> On-site lighting fixtures</li> <li><input type="checkbox"/> Location of fire hydrants, water meters, backflow preventer and cage assemblies</li> <li><input type="checkbox"/> Location of all transformers, gas meters, and other on-site utility infrastructure</li> <li><input type="checkbox"/> Sight visibility triangles from all driveways on site, for parking structures with buildings set close to the sidewalk, show visibility triangle from exit point of garage.</li> <li><input type="checkbox"/> Location of any signage proposed or existing on site for coordination with landscape materials for visibility.</li> </ul> | <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">24" x 36"</div><br><input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <p><b>9. Preliminary Utility, Easement, Lighting and Tree Overlay Plan:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show location of light poles, building-mounted light fixtures, and utilities located on or adjacent to the site (including ROW) <u>with a 50% overlay of tree locations</u></li> <li><input type="checkbox"/> Show all existing easements (to remain and to be abandoned with construction of the site) and all proposed public and private utility easements, including easements for overhead utilities. Label easement type and width and show their extents.</li> <li><input type="checkbox"/> <u>DO NOT</u> show photometrics</li> <li><input type="checkbox"/> Show easements that will be abandoned with construction of the site</li> <li><input type="checkbox"/> Cut sheets of light fixtures may be provided on same sheet or separate sheets</li> </ul>   | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | <p><b>10. Blackline Building Elevations:</b><br/>Blackline elevations shall be identical to the color elevations except only in black and white (no grayscale drawings)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevations of all building sides</li> <li><input type="checkbox"/> A single material and finish schedule identifying all materials, manufacturers of materials, colors, and finishes, corresponding to notes on drawings.</li> <li><input type="checkbox"/> A separate set of keynotes for non-building elements, e.g. rooftop mechanical units beyond parapet, address numerals, and light fixtures.</li> <li><input type="checkbox"/> All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights)</li> <li><input type="checkbox"/> Wall-mounted light fixtures</li> <li><input type="checkbox"/> Location of address numerals</li> <li><input type="checkbox"/> Dimensions of building height (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><input type="checkbox"/> Dimension overall length of building on each elevation</li> <li><input type="checkbox"/> Show location of all rooftop mechanical equipment and proposed screening methods. Top of rooftop units shall be lower than the building parapet wall. All rooftop drains should be internally piped.</li> <li><input type="checkbox"/> Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings &amp; structures, etc.)</li> </ul>  | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | <p><b>11. Color Building Elevations:</b><br/>Color elevations shall be identical to the blackline elevations except with color</p>  | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | <p><b>12. Street Elevations (for projects with two or more buildings along street frontage):</b><br/>Show all buildings and landscape materials (use actual species) to depict design aesthetic visible to neighborhood</p>   | <input checked="" type="checkbox"/>  |
| <input type="checkbox"/> | <p><b>13. Building Sections:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of two (2) cross-sections per building, taken in opposite directions.</li> <li><input type="checkbox"/> Dimension the following, measured from grade: maximum building height; penthouse or roof structures for elevators and stairs; towers; chimneys; fire walls; spires; crosses; clock towers, and other architectural features.</li> <li><input type="checkbox"/> Dimension length of building wall; floor to ceiling heights; distance awnings, balconies and arcades project from building walls; height of balcony walls/railings.</li> </ul>  | <input checked="" type="checkbox"/>  |

# Minor Development Plan Review Application Submittal Checklist



|  |  |              |
|--|--|--------------|
|  | <input type="checkbox"/> Show HVAC and other rooftop mechanical equipment, dimension height above roof and screening method  |              |
| <b>SECTION C: Continued</b>                        |  | 24" x<br>36" |
| <input type="checkbox"/>                           | <b>14. Floor Plans:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show complete floor layout and label the use of each room</li> <li><input type="checkbox"/> Dimension buildings, individual rooms, and balconies</li> <li><input type="checkbox"/> Locations of windows and doors</li> <li><input type="checkbox"/> Location of all electrical equipment including SES, panels, transformers etc.</li> <li><input type="checkbox"/> Location and dimensions of restroom facilities</li> <li><input type="checkbox"/> Location, dimensions and details of bar/dining seating, sales/service counters, etc.</li> <li><input type="checkbox"/> Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.)</li> <li><input type="checkbox"/> Identify location and direction of building sections</li> </ul>   | ✓            |
| <input type="checkbox"/>                           | <b>15. Preliminary Grading &amp; Drainage Plans:</b><br>Additional information and detail may be required as determined through Preliminary Site Plan Review <ul style="list-style-type: none"> <li><input type="checkbox"/> Show the location of proposed retention basin(s) and storm drains</li> <li><input type="checkbox"/> Provide dimensions and calculations for runoff volume required; include runoff calculations with formulae</li> <li><input type="checkbox"/> Show existing topography</li> <li><input type="checkbox"/> Show offsite drainage flows, if any. (Offsite runoff is not always present.)</li> <li><input type="checkbox"/> Show an acceptable method of dissipation and location of drywells, if any.</li> <li><input type="checkbox"/> Provide finished floor elevation</li> <li><input type="checkbox"/> Provide design high water information</li> <li><input type="checkbox"/> Provide low lot outfall location and elevation</li> <li><input type="checkbox"/> Provide blackline location/vicinity map</li> <li><input type="checkbox"/> Provide owner and Engineer's names</li> <li><input type="checkbox"/> Show proposed structures, parking, landscape areas</li> <li><input type="checkbox"/> Provide enough information to define the drainage concept for the entire site</li> </ul> | ✓            |
| <input type="checkbox"/>                           | <b>16. Digital Material Sample Board(s)</b><br>Initial submittal may include the digital version of the sample board; however, an actual physical board will be required after the first formal review. Contact your assigned planner for a transmittal form to either have the physical board mailed/shipped or hand delivered. See Section A #3 <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide actual paint and material samples, mounted to board (i.e. paint chips, pieces of masonry block, metal, wood, tinted glass, awning material and color, and stucco texture). Images may not be submitted in lieu of physical samples. Common building elements (fences, walls, doors, windows, canopies, railings, awnings, etc.) may be identified with photos on material board – confirm if acceptable with project planner prior to submittal</li> <li><input type="checkbox"/> Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.)</li> <li><input type="checkbox"/> Coordinate board with material and finish schedule on building elevations</li> <li><input type="checkbox"/> Project Title and Site Address</li> </ul>   | ✓            |
| <b>Plans Below are Contingent on Scope of Work</b> |  |              |
| <input type="checkbox"/>                           | <b>17. Fire Access Plan:</b><br><i>Required if indicated during the preliminary site plan review process</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans must be legible and drawn to an engineer's scale</li> <li><input type="checkbox"/> All drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned</li> <li><input type="checkbox"/> Building size in square feet</li> <li><input type="checkbox"/> Building height, measured from surface of fire lane</li> <li><input type="checkbox"/> Exterior building access locations</li> <li><input type="checkbox"/> Fire sprinkler system (Y/N)</li> <li><input type="checkbox"/> Standpipe system (Y/N)</li> <li><input type="checkbox"/> Fire department connection location(s)</li> <li><input type="checkbox"/> Fire apparatus access routes including the following:</li> </ul>  | ✓            |



# Minor Development Plan Review Application Submittal Checklist



|                          |  |   |
|--------------------------|--|---|
|                          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Dimensioned width and centerline turning radii</li> <li><input type="checkbox"/> Dimensioned turnaround and/or hammerhead radii</li> <li><input type="checkbox"/> Fire hydrant locations</li> <li><input type="checkbox"/> The following for high rise buildings:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire command center location(s)</li> </ul> </li> <li><input type="checkbox"/> Firefighter air replenishment system fill panel location(s)</li> </ul>   |   |
| <input type="checkbox"/> | <p><b>18. Solid Waste Plan:</b><br/><i>Required if indicated during the preliminary site plan review process</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The plan must be to an engineer's scale that is clearly identified showing the proposed:             <ul style="list-style-type: none"> <li><input type="checkbox"/> (1) design</li> <li><input type="checkbox"/> (2) size</li> <li><input type="checkbox"/> (3) elevations</li> <li><input type="checkbox"/> (4) location of solid waste bin enclosure(s) and/or storage area(s)</li> <li><input type="checkbox"/> (5) type of collection containers to be used (i.e. 90 or 300 gallon residential, compactor, front load container),</li> <li><input type="checkbox"/> (6) ingress and regress of the service area</li> <li><input type="checkbox"/> (7) if applicable, turnarounds, hammerheads.</li> <li><input type="checkbox"/> (8) location where containers shall be placed for collection purposes</li> <li><input type="checkbox"/> (9) show all potential obstructions: utility boxes, phone, cable, meters, gas lines, vents, transformers, mailboxes, bollards etc.</li> <li><input type="checkbox"/> (10) location of any trees/landscaping, power transformers, electrical, data, phone and utilities within twenty feet of a proposed enclosure</li> <li><input type="checkbox"/> (11) and, if applicable, any proposed turn arounds (i.e. 3-point turn locations) within the project for collection vehicles.</li> </ul> </li> <li><input type="checkbox"/> Front Load Collection: (2 - 8 cubic yards dumpsters) Front Load vehicles need a minimum of 45 feet unobstructed straight-line approach and 15 feet overhead clearance to access the trash enclosure. Front Load collection vehicles access the trash enclosure at the front of the vehicle and require 25 feet of overhead clearance to service a container.</li> <li><input type="checkbox"/> Roll-off containers: (10-40 cubic yards) Vehicles servicing Roll-off containers need a minimum of 100 feet unobstructed straight-line approach and 15 feet overhead clearance to access the trash container. Roll-off collection vehicles load the container from the rear of the vehicle and require 25 feet of overhead clearance to service a container. Weight of a Roll-off container and material inside cannot exceed 10 tons when full (legal street limit).</li> <li><input type="checkbox"/> Provide calculation for refuse per week</li> <li><input type="checkbox"/> Show circulation of the refuse truck for ingress and egress</li> </ul> | ✓ |
| <input type="checkbox"/> | <p><b>19. Shadow Study:</b><br/>Required for projects where the landscape plan provides for an overall tree or shade canopy above surface parking areas that is not less than twenty percent (20%) of the parking area; twenty-two percent (22%) when a use permit is granted to exceed the parking maximum</p> <p>Required for developments in the Transportation Overlay District pursuant to <a href="#">Section 5-612(R)</a>: Shall shade public sidewalks with a minimum of thirty-three percent (33%) full shade</p> <p>Required for developments opting for performance standard based on tree canopy pursuant to <a href="#">Section 4-704(A)(2)</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall be based on landscape or tree planting guides for the region (e.g., Sunset Western Garden Book)</li> <li><input type="checkbox"/> Shade structures may be used to meet shade requirements</li> <li><input type="checkbox"/> Standard shall be met at 3 p.m. on the date of summer solstice</li> <li><input type="checkbox"/> Shade calculations for trees will assume canopy growth at five (5) years from planting</li> </ul>  | ✓ |
| <input type="checkbox"/> | <p><b>20. Solar Study:</b><br/>Required for developments in the TOD with buildings which exceed the height of adjacent buildings, and are adjacent to any Residential Districts, or for development adjacent to a hotel or a mixed-use development with photovoltaic equipment (solar collectors, water heaters, etc.) or a swimming pool.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify shade patterns at 9am, 12pm, 3pm, and 5pm, on the vernal equinox, summer solstice, autumnal equinox, and winter solstice.</li> </ul>   | ✓ |



# Minor Development Plan Review Application Submittal Checklist



|                          |   |
|--------------------------|---|
| <i>Provided</i>          | <p><b>SECTION D: 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>21. Affordable Housing Impact Statement (AHIS)</b><br/> <i>Required for projects resulting in the removal and/or addition of dwelling units (all types)</i></p> <p><input type="checkbox"/> Submit a completed AHIS form an 8 ½ “ x 11” PDF to the Community Development Department Planning Division at the time of application for formal planning entitlements. The following link will direct you to the AHIS form: <a href="#">Affordable Housing Impact Statement Form</a></p>  |
| <input type="checkbox"/> | <p><b>22. Traffic Impact Analysis / Statement</b><br/> <i>Level 1 TIS: required for development that is expected to generate 75 or more new trips during the AM or PM peak hour.<br/>           Level 2 TIS: required for development that is expected to generate 150 or more new trips during the AM or PM peak hour.<br/>           TIS may be required by the city to assess the impact of the new development on the current operations of the study area.</i></p>   |
| <input type="checkbox"/> | <p><b>23. Documented Notification to Arizona State University (ASU)</b><br/> <i>Required for multi-family and mixed-use developments located east of Priest Drive and west of Price Road, and south of the 202 Freeway and north of Broadway Road (both sides of the street/freeway)</i></p> <p>Documented notice of the project and any communication with ASU representatives shall be provided to staff as part of any outreach or public involvement for the project. The contact is the ASU Government and Community Engagement General inbox - <a href="mailto:gce@asu.edu">gce@asu.edu</a></p> |
| <input type="checkbox"/> | <p><b>24. Utility Provider Sign-Off of Conceptual On-Site Utility Locations</b><br/> <i>Required for developments located in the downtown area or projects that have 75% or higher building lot coverage</i></p> <p><input type="checkbox"/> List utility in conflict<br/> <input type="checkbox"/> Documented sign-off to be provided prior to the first public meeting/hearing</p>  |