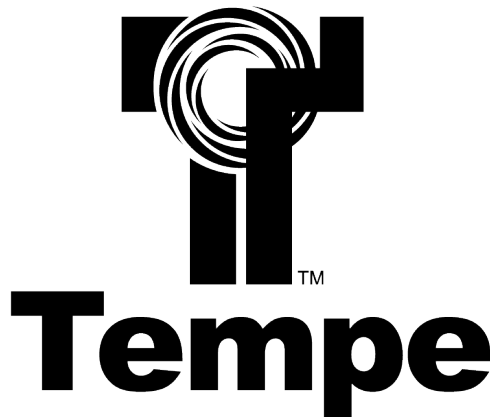


MARIJUANA USE ACCEPTANCE APPLICATION

COMMERCIAL + INDUSTRIAL

Applies to entities seeking to operate a marijuana dispensary, cultivation facility, and/or testing facility through an Administrative Application review. This application process results in an official review and zoning determination (use acceptance) letter, identifying whether the site is in conformance with the local ordinance regulations.



Community Development Department
Planning Division

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

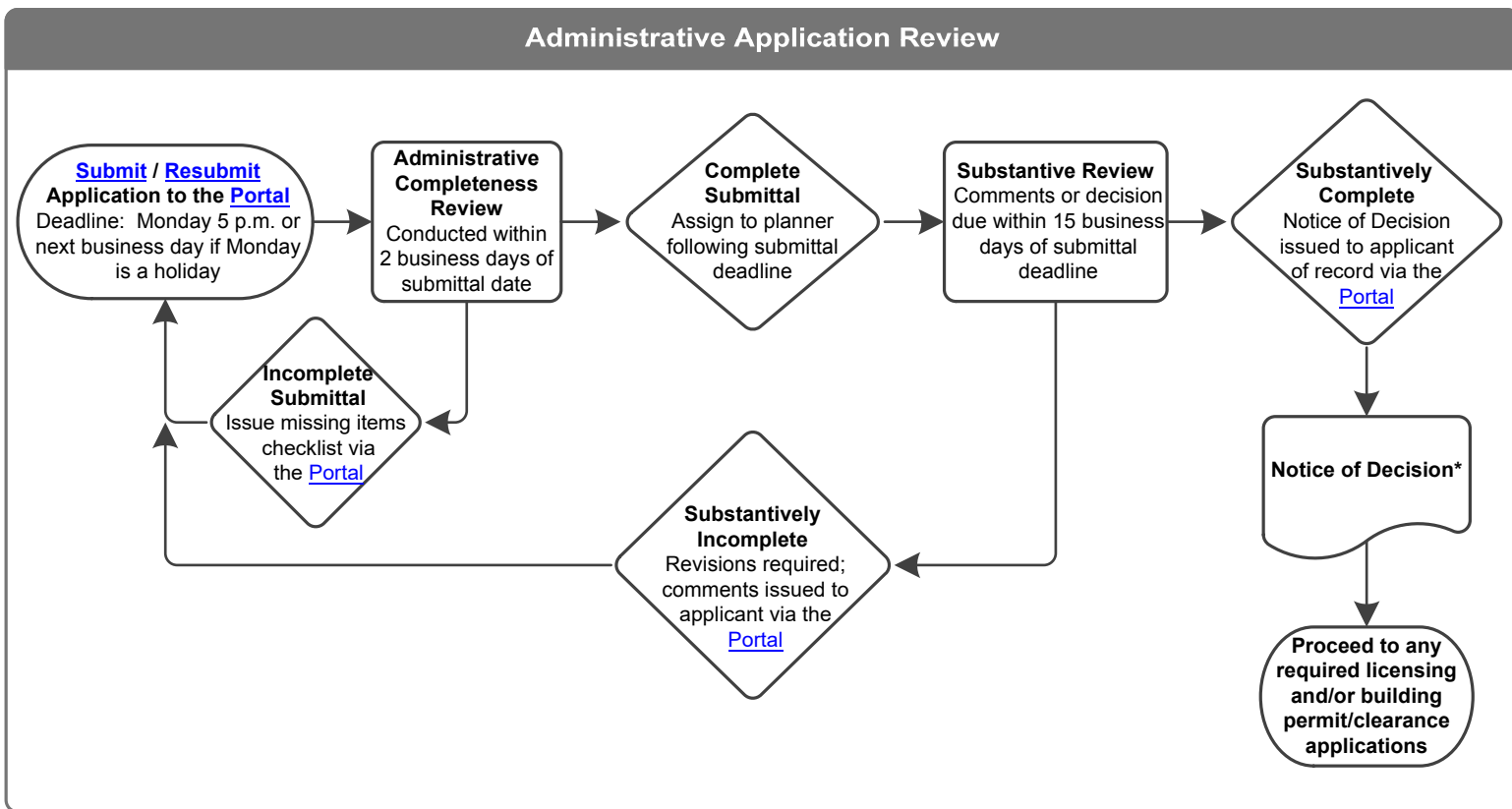
Revised 6/18/2024

Planning Application Review 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>



Administrative Application Review



*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.

Marijuana Use Acceptance 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 an 8 ½" x 11" PDF Attachment 2 Plans – All required plans of Section C as an 8 ½" x 11" PDF Attachment 3 Plans – All required plans of Section C as a 24" x 36" PDF *Attachment 4 Off Site Cultivation Facility – Section D #10 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. Property Owner Letter of Authorization to allow Marijuana Dispensary, Cultivation Facility, and/or Testing Facility <i>This is in addition to the Property Owner Authorization Form or, in lieu of the form, a written statement authorizing the applicant to file application(s)</i></p>
<input type="checkbox"/>	<p>5. Copy of the (draft) business operating procedures in accordance with A.R.S. 36-2804(B)(1)(c) <i>Include the hours of operation and explain where remnants or byproducts are stored inside the facility until they are removed from the property.</i></p>
<input type="checkbox"/>	<p>6. Map showing the location in compliance with separation requirements listed in Section 3-426(B) of the City of Tempe Zoning and Development Code</p>
<input type="checkbox"/>	<p>7. Completed Security Plan Form <i>Click link above</i></p>

Marijuana Use Acceptance Application Submittal Checklist



Provided	SECTION C: Plans Required for a Complete Application <u>Applications with missing items from the checklist below will be deemed incomplete.</u> All plans shall be signed & sealed by a design professional registered in the State of Arizona. DO NOT provide duplicate plan sets if a project requires multiple application types (i.e., Use Permit, Use Permit Standard, Variance, etc.). If a project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.	Required PDF Sheet Size(s)	
		8 1/2" x 11"	24" x 36"
<input type="checkbox"/>	8. Site Plan: <ul style="list-style-type: none"> <input type="checkbox"/> Site Information: <ul style="list-style-type: none"> <input type="checkbox"/> Name of design team & business owner (contact name, address, and phone) <input type="checkbox"/> Project Name <input type="checkbox"/> Site Address <input type="checkbox"/> Site Layout: <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned plan, oriented on the sheet with north up (preferred) or the right <input type="checkbox"/> Both graphic and numeric scales (use engineer's scale) <input type="checkbox"/> North arrow oriented in the same direction as the plan <input type="checkbox"/> Location/Vicinity map oriented the same direction as the plan <input type="checkbox"/> Property lines <input type="checkbox"/> Existing (if to remain) or proposed configuration of buildings <input type="checkbox"/> Adjacent street right-of-way and alleys <input type="checkbox"/> Parking, walkways, and landscape areas <input type="checkbox"/> Location of all exterior lighting existing (if to remain) or proposed <input type="checkbox"/> Location of all exterior doors and pathways to all exterior doors on the first floor <input type="checkbox"/> All refuse areas, existing (if to remain) or proposed <input type="checkbox"/> Site Data: <ul style="list-style-type: none"> <input type="checkbox"/> Zoning district <input type="checkbox"/> Parcel size <input type="checkbox"/> Total building area and breakdown of tenant area(s) on the site <input type="checkbox"/> Identify the number of floors of dispensary/cultivation tenant space <input type="checkbox"/> Number of vehicle and bicycle parking spaces required/provided for each tenant on the site, (calculate per use defined in Section 4-600 Parking), total required for the site, and total provided on the site. <input type="checkbox"/> Type of construction per Building Code 	✓	✓
<input type="checkbox"/>	9. Floor Plans: <ul style="list-style-type: none"> <input type="checkbox"/> Show complete floor layout and label the use of each room <input type="checkbox"/> Dimension buildings, individual rooms, and balconies <input type="checkbox"/> Locations of windows and doors <input type="checkbox"/> Location of all electrical equipment including SES, panels, transformers etc. <input type="checkbox"/> Location and dimensions of restroom facilities <input type="checkbox"/> Location, dimensions and details of bar/dining seating, sales/service counters, etc. <input type="checkbox"/> Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.) <input type="checkbox"/> Identify location and direction of building sections 	✓	✓

Provided	SECTION D: Additional Items Contingent on Scope of Work <u>Items from the checklist below are only required under certain conditions</u>
<input type="checkbox"/>	10. The name and location of the dispensary's off-site cultivation facility <i>If applicable</i>