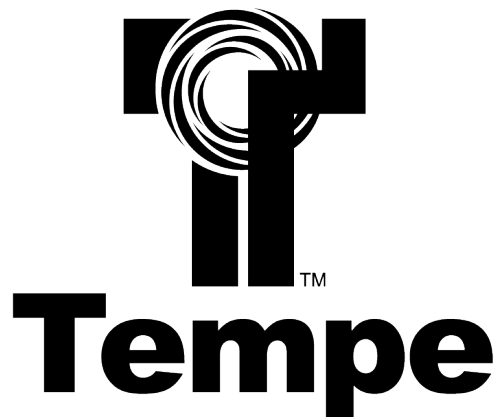


PLANNED AREA DEVELOPMENT OVERLAY DISTRICT APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

A Planned Area Development Overlay District (PAD Overlay) establishes alternate general development standards (except density) of the base zoning district and parking standards. PAD Overlays in mixed-use zoning districts that do not identify standards shall establish standards.

Established standards shall be appropriate to the location and context for the site for which the project is proposed. PAD Overlays shall be processed as a zoning map amendment and may not be used for an individual detached single-family dwelling. Development standards established through the PAD Overlay process may only be amended through the PAD Overlay modification process set forth in Zoning & Development Code Section 6-312.



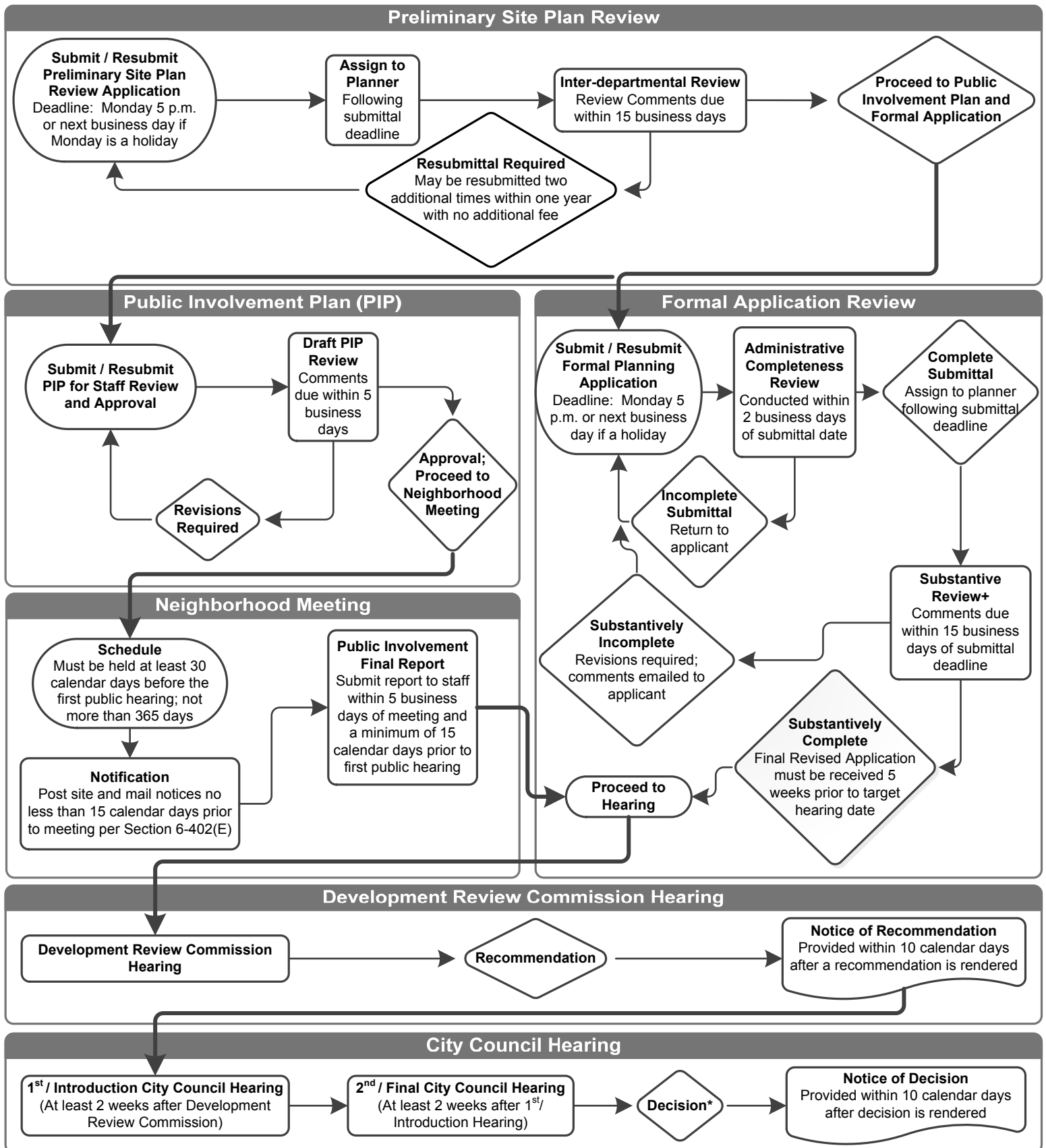
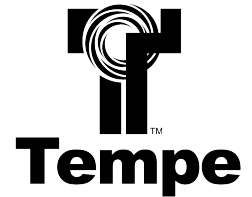
Community Development Department
Planning Division

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

Revised June 18, 2024

Planning Application Review & Hearing 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>



*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.

Planned Area Development 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"/> If a plan has multiple required sizes, please submit 1 copy in each size <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 and any required parts of Section D 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</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> <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. Affidavit of Public Notification</p>
<input type="checkbox"/>	<p>5. Development Plan Review Application: <i>Shall be processed concurrently with a PAD Overlay Application</i></p>
<input type="checkbox"/>	<p>6. Legal Description & Exhibit: Sealed by land surveyor</p>
<input type="checkbox"/>	<p>6. Letter of Explanation: For PAD Overlay District applications, the letter of explanation shall describe the proposed project and provide justification that must address the following approval criteria, as outlined in Zoning & Development Code Section 6-305(D):</p> <p>A. The development fulfills certain goals and objectives in the General Plan, and the principles and guidelines of other area policy plans. Performance considerations are established to fulfill those objectives;</p>

Planned Area Development Application Submittal Checklist



B. Standards requested through the PAD Overlay District shall take into consideration the location and context for the site for which the project is proposed;

C. The development appropriately mitigates transitional impacts on the immediate surroundings.

6. Letter of Explanation (Continued):
The letter should also address how the proposal supports any applicable area policy plans, including:

A. [Character Area Plans](#)

B. [Downtown / Mill Avenue District Community Design Principles](#)

C. [Mill + Lake District Streetscape Principles and Guidelines](#)

D. [Historic Preservation Plan](#)

E. [Apache Boulevard Redevelopment Plan](#)

F. [Town Lake Design Documents](#)

G. [Maker District Design Guidelines](#)

H. [Smith Innovation Hub Design Guidelines](#)

The above criteria are used to evaluate a design application.

Provided	SECTION C: Plans Required for a Complete Application <i>Applications with missing items from the checklist below will be deemed incomplete.</i> 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"/>	7. PAD Overlay Cover Sheet (see PAD Template): Refer to required project data table and items on PAD Overlay Cover Sheet Template	✓	✓
<input type="checkbox"/>	8. PAD Overlay Site Plan (see PAD Template): Refer to required project data table and items on PAD Overlay Site Plan Template	✓	✓

Provided	SECTION D: Additional Items Contingent on Scope of Work <i>Items from the checklist below are only required under certain conditions</i>																				
<input type="checkbox"/>	<p>9. Ownership/Tenant List: <i>Required for any project that has multiple owners or tenants on the proposed site of the requested entitlement</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Submit tenant's name, address, suite number, city, state and zip code <input type="checkbox"/> Font should be all CAPS <input type="checkbox"/> 5-digit ZIP code required; 9-digit ZIP code optional <input type="checkbox"/> Street and State designation abbreviations acceptable <p>See example below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>BUSINESS NAME</th> <th>ADDRESS</th> <th>CITY</th> <th>STATE</th> <th>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 MCCLINTOCK 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 MCCLINTOCK DR #102	TEMPE	AZ	85281	NAILS BY MARY	113 S MCCLINTOCK DR	TEMPE	AZ	85281
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Planned Area Development Application Submittal Checklist



10. Public Involvement Plan:

Required for any site-specific Zoning Map Amendment

Staff must review and approve the Public Involvement Plan (PIP) prior to starting the public notification process. Each item listed below must be addressed in the PIP:

- Cover page with information such as the project name, address, general cross streets, and case number(s)
- Description of the proposed project, including the specific entitlement request(s)
- Draft copy of your notification letter and sign text in the plan for staff to review
- Describe the proposed format of the neighborhood meeting
- Assess whether language translation is needed for the notification and/or neighborhood meeting.
- Notification:
 - Notification area map and a list of the property owners who will be notified.
 - List any Registered Neighborhood and Homeowners' Associations, and their representatives, who will be notified.
 - Notification must occur a minimum of 15 days prior to the neighborhood meeting.
 - Prior to any notification being issued, confirm the date of the neighborhood meeting to ensure City Planning staff attendance
- Identify stakeholders affected by your proposal and concerns or issues these individuals may have
- State how individuals will be informed of any significant changes to the proposed development after the neighborhood meeting
- Schedule with estimated dates for completion of the Public Involvement Final Report.

Full instructions for creating a Public Involvement Plan and Public Involvement Final Report is provided in the [PIP Manual](#); Neighborhood Meeting Requirements are provided in the Zoning and Development Code Section 6-402: [Neighborhood Meetings](#) .

11. Context Photos:

Required for any site-specific Zoning map Amendment

- Provide photo location map cover sheet
- Photos are to be taken at the curb and along property boundaries to explain perimeter conditions
- Photos to be taken at each property corner and in each cardinal direction (north, south, east, west)
- Each photo shall be numbered to correspond with direction and location as identified in photo location map cover sheet
- Limit 6 photos per sheet