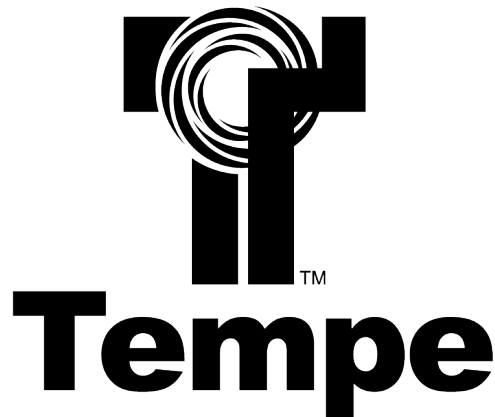


USE PERMIT AND USE PERMIT STANDARD APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

Use Permits allow a use not otherwise permitted by right. A Use Permit Standard allows a change in the general development standards by a specified percentage.



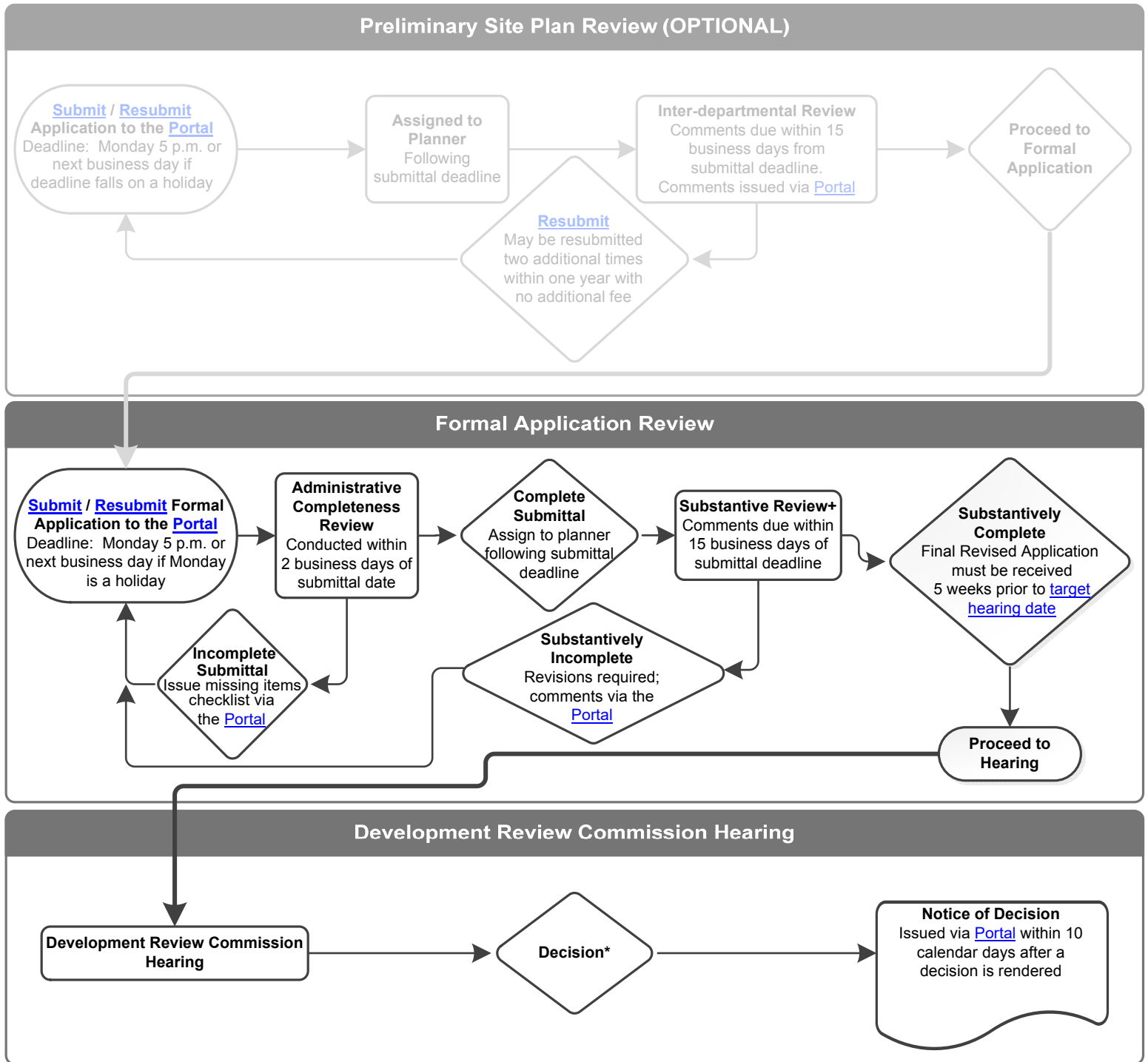
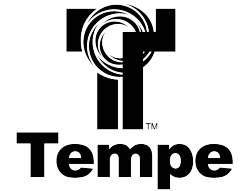
Community Development Department
Planning Division

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

Revised June 21, 2024

Use Permit / Use Permit Standard 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>



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

*Any appeal of a public hearing decision shall be filed pursuant to [City of Tempe Zoning and Development Code, Part 6, Chapter 8, Appeals](#), no later than fourteen (14) calendar days after the date on which the decision was rendered.

Use Permit/Use Permit Standard 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 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></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. Affidavit of Public Notification Form</p>																				
<input type="checkbox"/>	<p>5. Ownership/Tenant List: <i>Required for any project that has multiple owners or tenants on the proposed site of the requested entitlement</i></p> <p>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</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> Submit an electronic spreadsheet in Microsoft Word or Excel format. See example below: <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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Use Permit/Use Permit Standard Application Submittal Checklist



<input type="checkbox"/>	<p>6. Letter of Explanation:</p> <p>The letter must be signed by the applicant or representative and provide a brief statement identifying the project goals and objectives.</p> <p>The letter must describe the use, or if a business, describe the operation, hours, number of employees, customers, etc. and how it will affect the surrounding area. For proposed changes to building setbacks or other development standards, the letter should address these criteria in terms of the potential impacts to adjacent properties; this would include what is triggering the change to the standards. The letter shall also explain how the request(s) will not be detrimental to persons residing or working in the vicinity, to adjacent properties, to the neighborhood, or the public welfare in general and will conform to the following standards and Zoning and Development Code Criteria Section 6-308(E), as applicable:</p> <ul style="list-style-type: none">a. Any significant vehicular or pedestrian traffic in adjacent areas;b. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat or glare at a level exceeding that of ambient conditions;c. Contribution to the deterioration of the neighborhood or to the downgrading of property values, which is conflict with the goals, objectives or policies of the city's adopted plans for General Plan;d. Compatibility with existing surrounding structures and uses; ande. Adequate control of disruptive behavior both inside and outside the premises, which may create a nuisance to the surrounding area or general public. <p><i>The above criteria are used to determine an approval of a requested Use Permit application. The letter of explanation should specifically outline how the proposed request meets or does not meet the intent, and if it does not meet the intent, what remedies could be made. <u>Letters that repeat the criteria without providing analysis or justification will require revisions.</u></i></p>
<input type="checkbox"/>	<p>7. Context Photos:</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide photo location map cover sheet showing site aerial with numbers for corresponding location of photos taken<input type="checkbox"/> Photos are to be taken at the curb and along property boundaries to explain perimeter conditions<input type="checkbox"/> Photos to be taken at each property corner and in each cardinal direction (north, south, east, west)<input type="checkbox"/> Each photo shall be numbered to correspond with direction and location as identified in photo location map cover sheet<input type="checkbox"/> Limit 6 photos per sheet

Use Permit/Use Permit Standard Application Submittal Checklist



Provided	SECTION C: Plans Required for a Complete Application Applications with missing items from the checklist below will be deemed incomplete. 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"/> Plans must include the following information in a project data table: <ul style="list-style-type: none"> <input type="checkbox"/> Contact name, address, phone, email <input type="checkbox"/> Project Title, Site Address, and Assessor Parcel Number or Legal Description <input type="checkbox"/> Existing General Plan Projected Land Use & Density and Proposed General Plan Land Use & Density <input type="checkbox"/> Zoning (existing and proposed) <input type="checkbox"/> Net Site Area and Gross Site Area (Gross area is the same as Net unless any portion of property is to be dedicated for right-of-way, which will be determined during preliminary site plan review), provide both in square feet and acres <input type="checkbox"/> Total net building area: breakout existing and proposed building areas <input type="checkbox"/> Square footage: for each building / tenant space and total <input type="checkbox"/> List of proposed uses and the square footage of each use <input type="checkbox"/> Required and Provided Development Standards for the Zoning District(s) and applicable Overlay District(s), which includes the following: <ol style="list-style-type: none"> 1. Density (du/ac); maximum allowed and proposed 2. Minimum Net Lot Area per Dwelling Unit (square feet) 3. 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) 4. Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed 5. Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage) 6. Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines 7. Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding exterior wall thickness 8. 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 9. Number and type (# of bedrooms) of residential units and total <input type="checkbox"/> Building Code related data: <ol style="list-style-type: none"> 1. Type of construction per Building Code 2. Occupancy Classification (if applicable) 3. Occupant Load per Occupancy (if applicable) 4. Separated Use OR Non-Separated Use 5. Sprinklers / Fire Alarms (provided or not provided) <input type="checkbox"/> Plans must provide the following detail and information: <ul style="list-style-type: none"> <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, either up (preferred) or to the right on the sheet <input type="checkbox"/> Blackline location/vicinity map, oriented in the same direction as the plan <input type="checkbox"/> Property boundaries identified with dimensioned property lines <input type="checkbox"/> Identify adjacent land use types and zoning districts <input type="checkbox"/> Identify all adjacent structures, driveways, fire hydrants, and streets <input type="checkbox"/> Show existing and proposed adjacent street and alley right-of-way widths <input type="checkbox"/> Location and width of all proposed and existing underground and overhead public and private easements; if existing, label new or to remain, do not show any infrastructure to be removed or abandoned on site plan. <input type="checkbox"/> Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street <input type="checkbox"/> Dimension width of accessible routes from public way to building entrance(s) <input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures <input type="checkbox"/> Identify locations of all building entrances/exits and exterior windows <input type="checkbox"/> Dimension distances between all buildings/structures and all property lines; do not show maximum building envelope <input type="checkbox"/> Show location of all walls/fences and note height, material, and finish <input type="checkbox"/> Show driveway locations, dimensions, and note city detail numbers <input type="checkbox"/> Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.) <input type="checkbox"/> Show vehicle (standard & 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 <input type="checkbox"/> Location of light fixtures and fire hydrants, both on-site and off-site (if expected to serve the development) <input type="checkbox"/> Location of electric service entrance section (S.E.S.), gas meter, transformer, water meter, and back flow prevention devices <input type="checkbox"/> Location of refuse enclosure(s) for both trash and recycle per City of Tempe Public Works Department requirements <input type="checkbox"/> All drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned 	✓	✓

Use Permit/Use Permit Standard Application Submittal Checklist



<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 	8 1/2" x 11"	24" x 36"
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Plans Below are Contingent on Scope of Work			
<input type="checkbox"/>	10. Building Sections: <i>Required for building modifications</i> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum of two (2) cross-sections per building, taken in opposite directions. <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. <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. <input type="checkbox"/> Show HVAC and other rooftop mechanical equipment, dimension height above roof and screening method 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	11. Blackline Building Elevations: <ul style="list-style-type: none"> <input type="checkbox"/> Elevations of all building sides <input type="checkbox"/> A single material and finish schedule identifying all materials, manufacturers of materials, colors, and finishes, corresponding to notes on drawings. <input type="checkbox"/> A separate set of keynotes for non-building elements, e.g. rooftop mechanical units beyond parapet, address numerals, and light fixtures. <input type="checkbox"/> All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights) <input type="checkbox"/> Wall-mounted light fixtures <input type="checkbox"/> Location of address numerals <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) <input type="checkbox"/> Dimension overall length of building on each elevation <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. <input type="checkbox"/> Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.) 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>