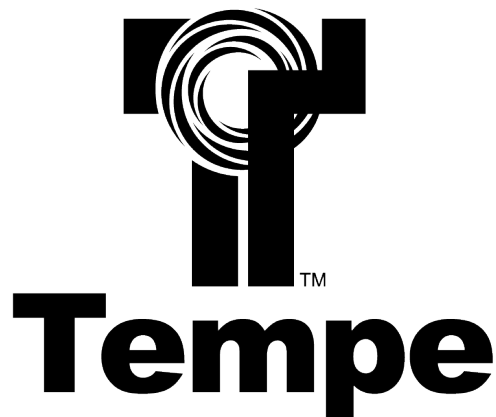


SIGN DEVELOPMENT PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

A Sign Development Plan Review (DPR) application is required for all signs in mixed-use and regional commercial zoning districts. Sign DPRs are also required to establish or modify comprehensive sign packages for sites developed as a complex or center. Signs that do not meet the specifications of an approved sign criteria for a complex or center, or other applicable design standards, require a Sign DPR before obtaining a sign permit. Sign DPR applications must be submitted over the counter with the applicable fee.



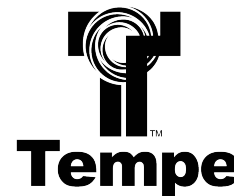
Community Development Department
Planning Division

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

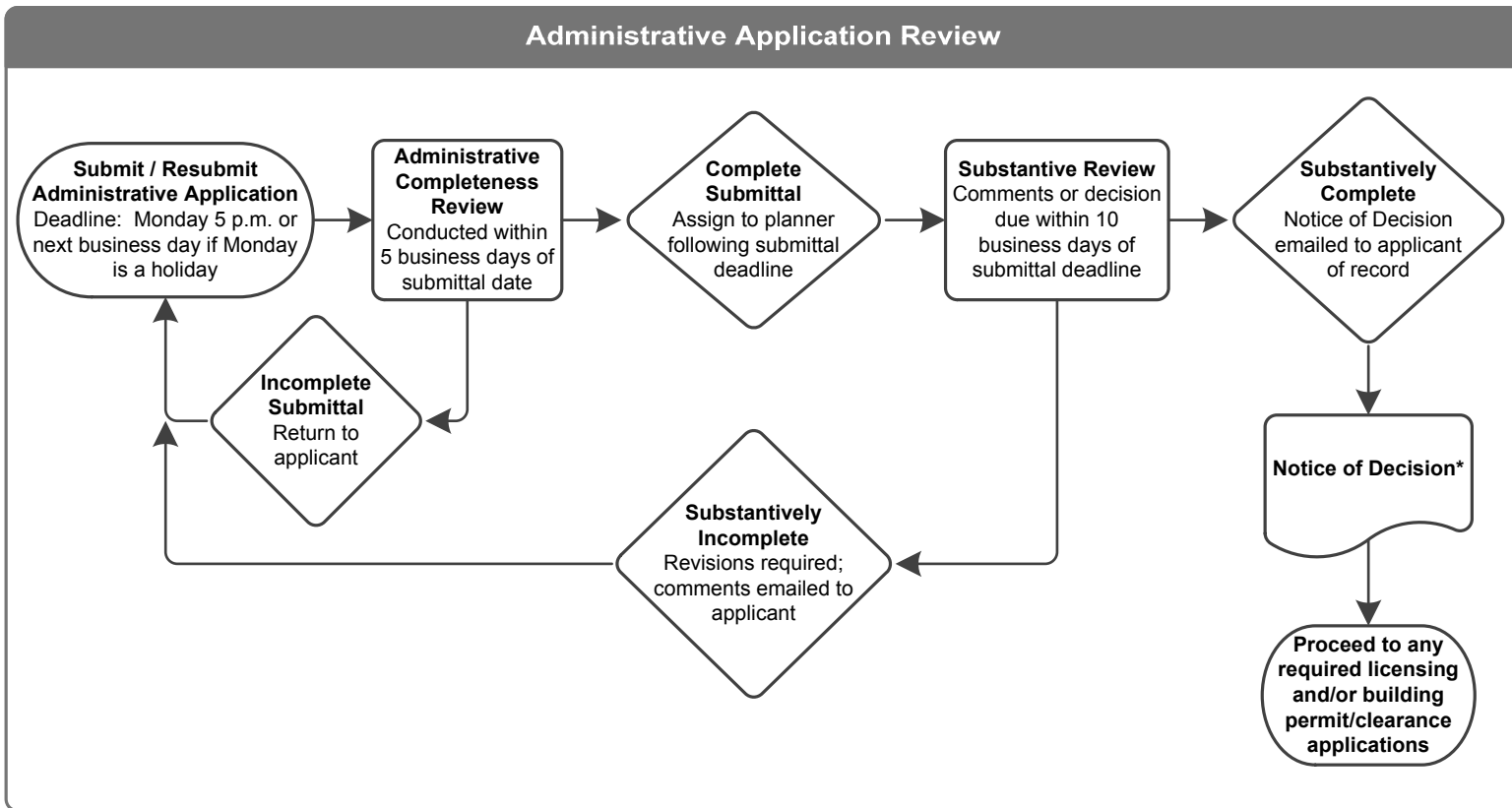
Revised June 18, 2024

Planning Application Review 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 City of Tempe Zoning & Development Code Part 6, Chapter 8, Appeals, no later than fourteen (14) calendar days after the date on which the decision was rendered.

Sign Development Plan Review 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</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 <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. Letter of Explanation: <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>

Sign Development Plan Review 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. <u>DO NOT</u> 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"
<input type="checkbox"/>	5. Blackline Sign Drawing(s): <ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be to scale and providing the following information for each sign proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Exact letting styles to be used <input type="checkbox"/> All sign copy <input type="checkbox"/> Turn sign colors <input type="checkbox"/> Method of illumination <input type="checkbox"/> Number of sign faces <input type="checkbox"/> Method of attachment <input type="checkbox"/> Height of sign <input type="checkbox"/> Dimensions of sign <input type="checkbox"/> Sign area <input type="checkbox"/> Sign materials 	✓
<input type="checkbox"/>	6. Color Sign Drawing(s): <ul style="list-style-type: none"> <input type="checkbox"/> Drawings must be to scale and providing the following information for each sign proposed: <ul style="list-style-type: none"> <input type="checkbox"/> Exact letting styles to be used <input type="checkbox"/> All sign copy <input type="checkbox"/> Turn sign colors <input type="checkbox"/> Method of illumination <input type="checkbox"/> Number of sign faces <input type="checkbox"/> Method of attachment <input type="checkbox"/> Height of sign <input type="checkbox"/> Dimensions of sign <input type="checkbox"/> Sign area <input type="checkbox"/> Sign materials 	✓
<input type="checkbox"/>	7. Blackline Building Elevations: Blackline elevations shall be identical to the color elevations except only in black and white (no grayscale drawings) <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, colors, and finishes, corresponding to notes on drawings. <input type="checkbox"/> A separate set of keynotes for non-building elements, e.g. address numerals, and light fixtures. <input type="checkbox"/> Location and dimension of proposed signs on elevations <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 Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.)	✓
<input type="checkbox"/>	8. Color Building Elevations: Color elevations shall be identical to the blackline elevations except with color	✓
<input type="checkbox"/>	9. Site Plan: 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 Zoning (existing and proposed) <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: <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) 	✓

Sign Development Plan Review Application Submittal Checklist



	<p><input type="checkbox"/> Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines</p> <p>Plans must provide the following detail and information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For larger projects, provide an overall site plan <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, 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 (to remain) easements, both public and private. Do not show easements that will be abandoned <input type="checkbox"/> Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street <input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures <input type="checkbox"/> Identify locations of all first-floor exterior building entrances/exits and 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"/> Show location of any ground mounted monument or wayfinding signage on site with dimensions of length, width and height noted, and dimension from any adjacent sidewalks or driveways or utilities on site. <input type="checkbox"/> Coordinate location of monument sign with landscape to avoid site line conflicts with existing or proposed landscape. 	
<p><input type="checkbox"/></p>	<p>10. Floor Plans:</p> <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"/> Identify location and direction of building sections 	<p>✓</p>