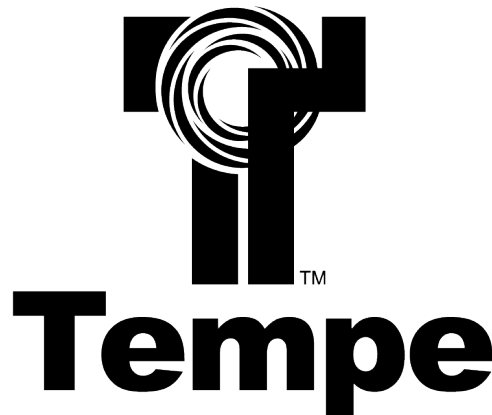


# MINOR DEVELOPMENT PLAN REVIEW APPLICATION FOR MURALS AND REPAINTS

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

*A Minor Development Plan Review application for murals and repaints require review and issuance of a decision by staff authorized to administer the Zoning & Development Code. Murals cannot contain sign copy or logos (i.e. graphics, identification, advertising, or directional information for a specific business, service, organization, person, place, or building). Murals also cannot cover doors and windows; use metallic paint, reflectors, rotating lights or lights pointing towards the street; contain new electrical or lighting components; extend beyond the surface of the building wall or have materials that fasten to the wall; or be installed on a designated historic property.*



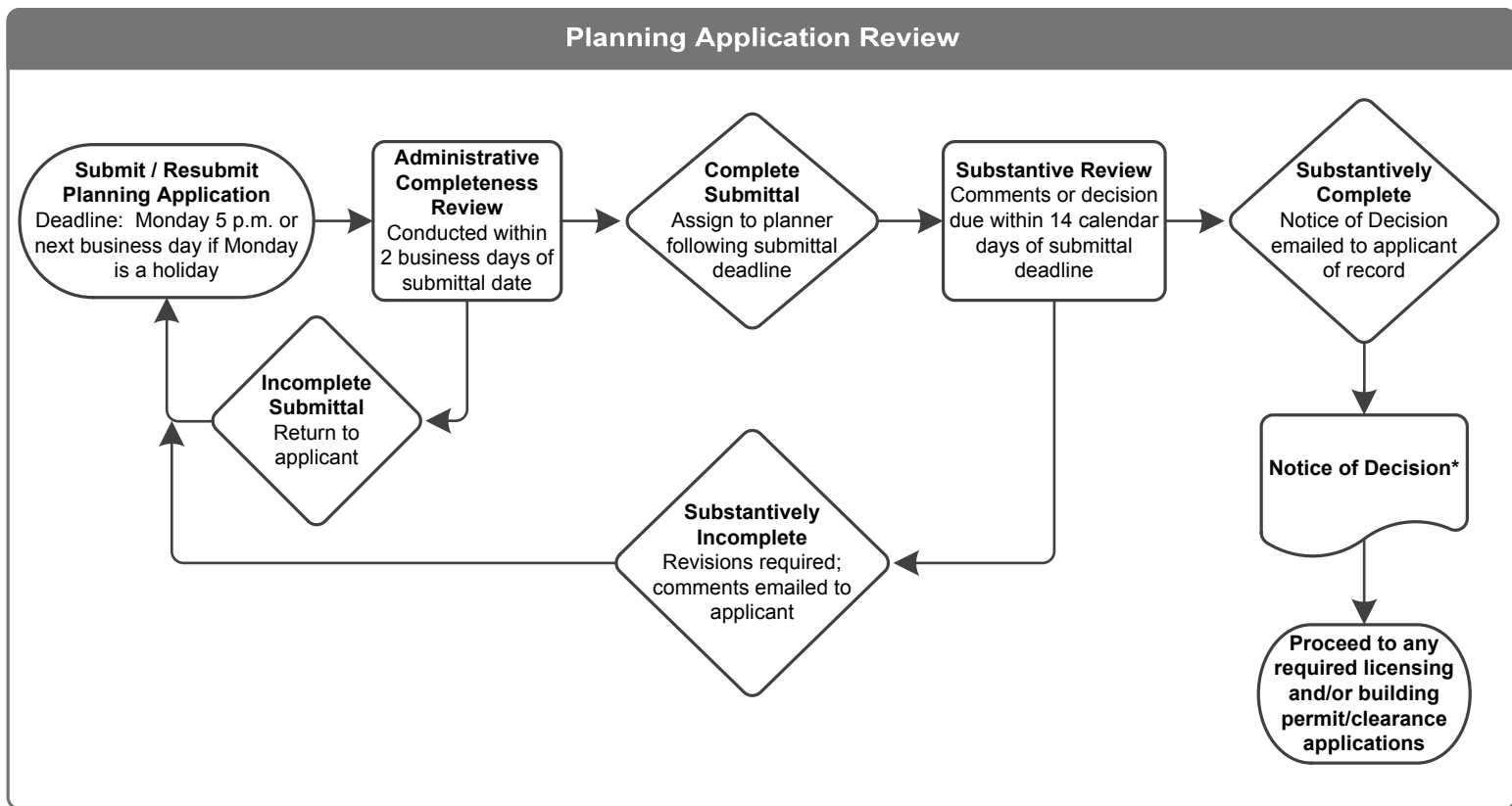
Community Development Department  
Planning Division

31 East 5<sup>th</sup> 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 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>



\*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 for Murals and Repaints Submittal Checklist



<i>Provided</i>	<p><b>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. <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>
<input type="checkbox"/>	<p><b>2. Correct Fee Payment(s) – Refer to <a href="#">Zoning and Development Fee Schedule</a></b></p> <p><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>3. Online Submittal – All Attachments MUST be submitted to the <a href="#">Tempe Citizen Access Portal</a></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All documents and plans must be in Adobe Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC</li> <li><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</li> <li><input type="checkbox"/> If a plan has multiple required sizes, please submit 1 copy in each size</li> <li><input type="checkbox"/> <b>Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist.</b></li> </ul> <p><b>Complete submittals shall include the following attachments:</b> Attachments with * are only required under specific conditions</p> <p><b>Checklist A: Murals</b> <b>Attachment 1 Documents</b> – #1 Planning Application and Property Authorization Form and All required documents of Checklist A as an 8 ½" x 11" PDF</p> <p><b>Checklist B: Repaints</b> <b>Attachment 1 Documents</b> – #1 Planning Application and Property Authorization Form and All required documents of Checklist B as an 8 ½" x 11" PDF</p> <p><b>Name ALL attachments following this format:</b> Attachment#_Project Name_Attachment Name_Size (include sheet size for PDFs only)</p> <p><b>Examples:</b> 1_ProjectName_Documents.pdf 2_ProjectName_Plans_24x36.pdf 3_ProjectName_Plans_8.5x11.pdf 4a_ProjectName_3D.dae</p>

**Refer to the correlating checklist below for your application**

# Minor Development Plan Review Application for Murals and Repaints Submittal Checklist



<i>Provided</i>	<p><b>Checklist A: Murals</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>1. <a href="#">Artist Waiver of Rights Under the Visual Artists Rights Act of 1990 (VARA)</a></b></p>
<input type="checkbox"/>	<p><b>2. Letter of Explanation</b></p> <p><input type="checkbox"/> The letter must provide information about the artist (biography and/or artist resume)</p> <p>When considering the mural content, please consult with the Character Area in which the building is located. The following link will direct you to the City of Tempe Character Area website for more information: <a href="https://www.tempe.gov/government/community-development/planning/character-areas">https://www.tempe.gov/government/community-development/planning/character-areas</a></p>
<input type="checkbox"/>	<p><b>3. Artwork design in color</b></p>
<input type="checkbox"/>	<p><b>4. Site plan or aerial photo that identifies site, buildings, and walls where the art mural will be installed</b></p>
<input type="checkbox"/>	<p><b>5. Photos of affected buildings and walls</b></p> <p><input type="checkbox"/> Maximum of 6 photos per sheet</p>
<input type="checkbox"/>	<p><b>6. Building Elevations/Renderings showing where on the wall the mural is proposed, dimensioned</b></p>

<i>Provided</i>	<p><b>Checklist B: Repaints</b></p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p><b>1. Letter of Explanation</b></p> <p><input type="checkbox"/> The letter must provide a brief statement, identifying the project goals and objectives</p> <p>When considering the paint color palette for repaints, please consult with the Character Area in which the building is located. The following link will direct you to the City of Tempe Character Area website for more information: <a href="https://www.tempe.gov/government/community-development/planning/character-areas">https://www.tempe.gov/government/community-development/planning/character-areas</a></p>
<input type="checkbox"/>	<p><b>2. Site plan or aerial photo that identifies site, buildings, and walls that are to be repainted</b></p>
<input type="checkbox"/>	<p><b>3. Building Elevations showing rendered repaint, labeled and dimensioned as necessary</b></p>
<input type="checkbox"/>	<p><b>4. Actual paint chip cards or swatches</b></p> <p><input type="checkbox"/> Provide primary building colors with a light reflectance value of 75 percent or less</p>
<input type="checkbox"/>	<p><b>5. Photos of affected buildings and walls</b></p> <p><input type="checkbox"/> Maximum of 6 photos per sheet</p>