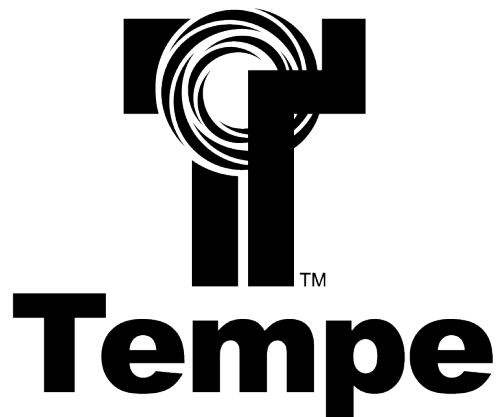


DEVELOPMENT PLAN REVIEW APPLICATION (NEIGHBORHOOD GRANTS)

ART + LANDSCAPING + PARKS + SIGNAGE + TRAFFIC CALMING

A Grant Development Plan Review application requires review and issuance of a decision by staff authorized to administer the Zoning & Development Code for murals, signs, and minor site, landscape, and elevation modifications for projects that have been awarded grant funding through the annual Maryanne Corder Neighborhood Grant Program (administered by the Neighborhood Services Division).



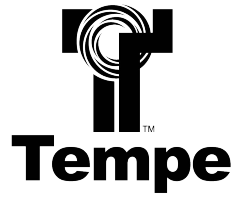
Community Development Department
Planning Division

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

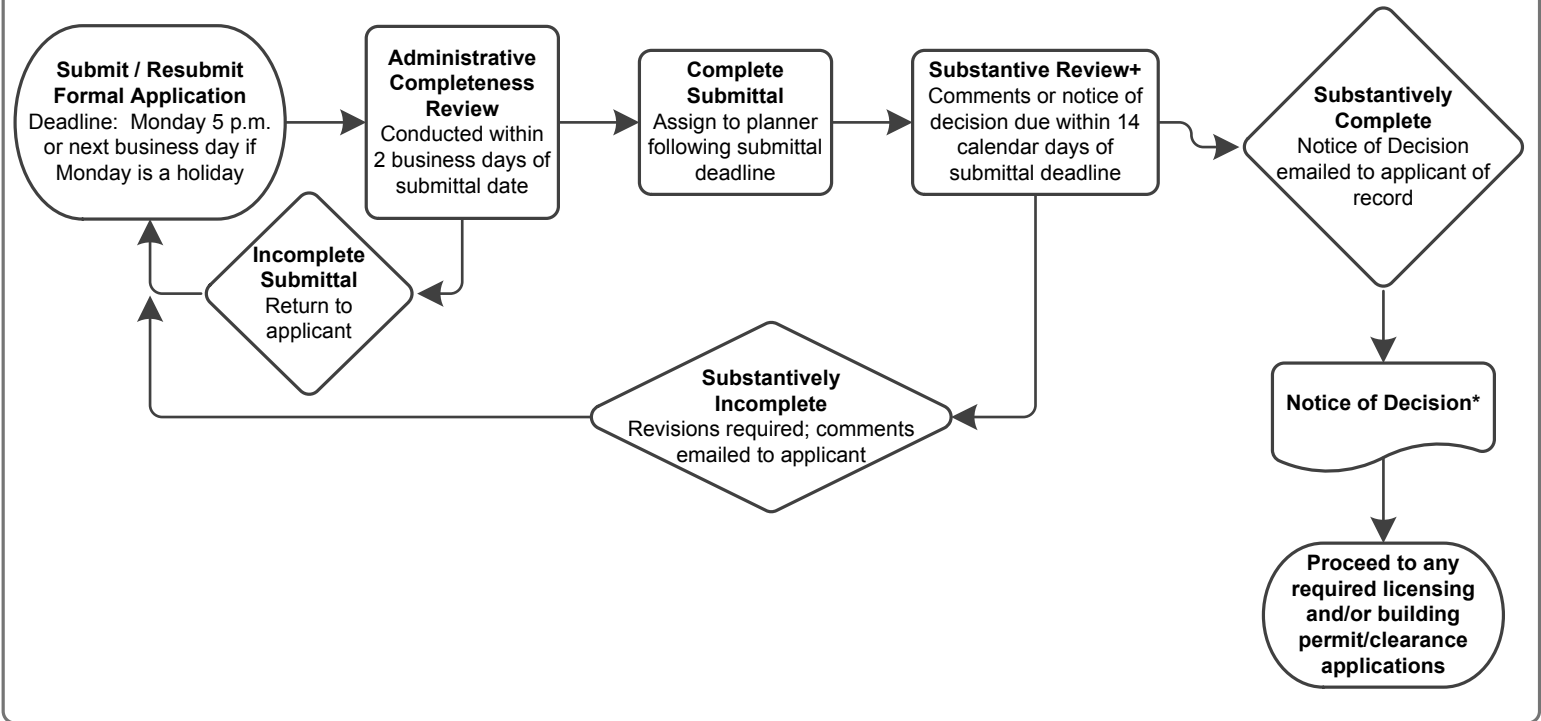
Revised June 18, 2024

Development Plan Review Application Review Process (Neighborhood Grants)

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>



Formal Application Review



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

*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.

Development Plan Review Application Submittal Checklist (Neighborhood Grants)



<i>Provided</i>	<p>SECTION A: Actions Required for a Complete Application <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</p> <p>*Checklist A: Site, Landscape and/or Elevation Modifications Attachment 2a Plans – All required sections of Checklist A as an 8 ½" x 11" PDF Attachment 2b Plans – All required sections of Checklist A as a 24" x 36" PDF</p> <p>Checklist B: Art Murals and/or Sculptures Attachment 3 – All required sections of Checklist B as an 8 ½" x 11" PDF Attachment 3 – All required sections of Checklist B 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 <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 <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>
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Development Plan Review Application Submittal Checklist (Neighborhood Grants)



<input type="checkbox"/>	<p>4. Letter of Explanation: The letter must provide a brief statement, identifying the project goals and objectives, primary design criteria, and design concepts. If project scope includes an art mural and/or sculpture, the letter must also provide information about the artist(s) involved (biography and/or artist resume).</p> <p>The Development Plan Review approval criteria below will be used to evaluate the design application, as applicable:</p> <ol style="list-style-type: none">1. Placement, form, and articulation of buildings and structures provide variety in the streetscape;2. Building design and orientation, together with landscape, combine to mitigate heat gain/retention while providing shade for energy conservation and human comfort;3. Materials are of a superior quality, providing detail appropriate with their location and function while complementing the surroundings;4. Buildings, structures, and landscape elements are appropriately scaled, relative to the site and surroundings;5. Large building masses are sufficiently articulated so as to relieve monotony and create a sense of movement, resulting in a well-defined base and top, featuring an enhanced pedestrian experience at and near street level;6. Building facades provide architectural detail and interest overall with visibility at street level (in particular, special treatment of windows, entries and walkways with particular attention to proportionality, scale, materials, rhythm, etc.) while responding to varying climatic and contextual conditions;7. Plans take into account pleasant and convenient access to multi-modal transportation options and support the potential for transit patronage;8. Vehicular circulation is designed to minimize conflicts with pedestrian access and circulation, and with surrounding residential uses;9. Plans appropriately integrate Crime Prevention Through Environmental Design principles such as territoriality, natural surveillance, access control, activity support, and maintenance;10. Landscape accents and provides delineation from parking, buildings, driveways and pathways;11. Signs have design, scale, proportion, location and color compatible with the design, colors, orientation and materials of the building or site on which they are located; and12. Lighting is compatible with the proposed building(s) and adjoining buildings and uses, and does not create negative effects. <p><i>When considering proposed materials, colors, finishes, and/or art content, please consult with the Character Area in which the proposed project is located. The following link will direct you to the City of Tempe Character Area website for more information:</i> https://www.tempe.gov/government/community-development/planning/character-areas</p>
<input type="checkbox"/>	<p>5. Photos of affected areas, buildings/structures, and walls <i>Maximum of 6 photos per sheet</i></p>

Refer to the correlating checklist(s) below for your application

Development Plan Review Application Submittal Checklist (Neighborhood Grants)



Provided	Checklist A: Site, Landscape and/or Elevation Modifications Applications with missing items from the checklist below will be deemed incomplete. 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"	24" x 36"
<input type="checkbox"/>	1. Site Plan: <input type="checkbox"/> Plans must include the following information in a project data table: <input type="checkbox"/> Contact name, address, phone, email <input type="checkbox"/> Project Title, Site Address <input type="checkbox"/> Zoning <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"/> Identify all adjacent structures, driveways, fire hydrants, sidewalks, and streets in the vicinity of the proposed project <input type="checkbox"/> Identify existing public and private easement locations and widths in the vicinity of the proposed project <input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures in the vicinity of the proposed project <input type="checkbox"/> Dimension distances between all proposed buildings/structures and all property lines <input type="checkbox"/> Show location of all walls/fences and note height, material, and finish of proposed wall(s)/fence(s) <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 if impacted by proposal <input type="checkbox"/> Location of light fixtures and fire hydrants if in the vicinity of the proposed project <input type="checkbox"/> Location of electric service entrance section (S.E.S.), gas meter, transformer, water meter, and back flow prevention devices	✓	✓
Plans below are contingent on scope of work			
<input type="checkbox"/>	2. Landscape Plan: Required for modifications to landscape, hardscape, and site walls <input type="checkbox"/> Unique symbols used on plan for all trees, shrubs, and ground covers <input type="checkbox"/> Plant legend that contains the following: <input type="checkbox"/> Symbols used on plan with scientific and common names of each species <input type="checkbox"/> Size specifications of all plants at time of planting (tree caliper and shrub gallon) <input type="checkbox"/> Indicate by note on the plans the % of mature vegetative ground coverage (excluding tree canopy) along any street frontages <input type="checkbox"/> Identification and specs of non-vegetative ground cover, such as decomposed granite or other mulch <input type="checkbox"/> Dimensions of hardscape and pedestrian areas (verify plant distances from sidewalks to comply with CPTED) <input type="checkbox"/> On-site lighting fixtures <input type="checkbox"/> Location of fire hydrants, water meters, backflow preventer and cage assemblies <input type="checkbox"/> Location of all transformers, gas meters, and other on-site utility infrastructure <input type="checkbox"/> Sight visibility triangles from all driveways on site, for parking structures with buildings set close to the sidewalk, show visibility triangle from exit point of garage. <input type="checkbox"/> Location of any signage proposed or existing on site for coordination with landscape materials for visibility.	✓	✓
<input type="checkbox"/>	3. Blackline Building Elevations: Required for new buildings/structures and/or exterior building/structure modifications Blackline elevations shall be identical to the color elevations except only in black and white (no grayscale drawings) <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.)	✓	✓

Development Plan Review Application Submittal Checklist (Neighborhood Grants)



<input type="checkbox"/>	4. Color Building Elevations: Required for new buildings/structures and/or exterior building/structure modifications Color elevations shall be identical to the blackline elevations except with color	✓	✓
<input type="checkbox"/>	6. Submit Physical Material Sample Board(s) <i>Initial submittal may include the digital version of the sample board; however, an actual physical board will be required after the first formal review. Contact your assigned planner for address to have the physical board mailed/shipped or hand delivered</i> <i>Physical board(s) shall have a maximum size of 8½" x 14"</i> <ul style="list-style-type: none"> <input type="checkbox"/> Provide actual paint and material samples, mounted to board (i.e. paint chips, pieces of masonry block, metal, wood, tinted glass, awning material, and stucco texture). Images may not be submitted in lieu of physical samples. Common building materials (smooth stucco, concrete masonry, painted metal, etc.) may be identified with photos on material board – confirm if acceptable with project planner prior to submittal <input type="checkbox"/> Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.) <input type="checkbox"/> Coordinate board with material and finish schedule on building elevations <input type="checkbox"/> Include project title and site address 		

Provided	Checklist B: Art Murals and/or Sculptures Applications with missing items from the checklist below will be deemed incomplete.	Required PDF Sheet Size(s)	
	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.	8 ½" x 11"	24" x 36"
<input type="checkbox"/>	1. Artist Waiver of Rights Under the Visual Artists Rights Act of 1990 (VARA)	✓	
<input type="checkbox"/>	2. Artwork design in color	✓	
<input type="checkbox"/>	3. Building Elevations/Renderings showing where on the wall the mural is proposed with dimensions	✓	
<input type="checkbox"/>	4. Site plan or aerial photo that identifies site, buildings, and walls where the art mural and/or sculpture will be installed If submitting a 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 <input type="checkbox"/> Zoning <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"/> Identify all adjacent structures, driveways, fire hydrants, sidewalks, and streets in the vicinity of the proposed project <input type="checkbox"/> Identify existing public and private easement locations and widths in the vicinity of the proposed project <input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures in the vicinity of the proposed project <input type="checkbox"/> Dimension distances between all proposed buildings/structures and all property lines <input type="checkbox"/> Show location of all walls/fences and note height, material, and finish of proposed wall(s)/fence(s) <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 if impacted by proposal <input type="checkbox"/> Location of light fixtures and fire hydrants if in the vicinity of the proposed project <input type="checkbox"/> Location of electric service entrance section (S.E.S.), gas meter, transformer, water meter and back flow prevention devices 	✓	✓

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide



THIS STEP-BY-STEP GUIDE WILL ASSIST YOU WITH THE PLANNING PROJECT ONLINE SUBMITTAL PROCESS.

LOGIN

- If you have not already done so, please [create an account](#) with the [Tempe Citizen Access \(TCA\) Portal](#).
- Once an account is created, proceed by logging in with your new credentials.

Welcome to Tempe's Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In addition to our current services, Building Safety and Engineering Private Development are offering Residential permit applications via this portal. To access these services you will need to login to the system. The City of Tempe will be offering additional application submittals in the future.

[View project information use Search Application links below.](#)
[Applying for a permit or submitting a complaint](#)

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

DASHBOARD

- The dashboard is where you can view items in your cart and applications in progress.
- Click the home button to start a brand-new application or navigate to the following URL if the home button is not visible: <https://epermits.tempe.gov/CitizenAccess/Default.aspx>

[Home](#) [Search](#) [New](#) [Schedule](#) [Return to City of Tempe Arizona](#)

[Announcements](#) [Logged in as: City Tempe](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Search...

Hello, City Tempe

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide



CREATE AN APPLICATION

- Under the “Planning & Signs” header, select “Create an Application”.

Welcome City Tempe
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Building Safety Create an Application Search Applications Schedule an Inspection
Assessment Search Applications	Enforcement Search Applications
Private Development Engineering Create an Application Search Applications Schedule an Inspection	Planning and Signs Create an Application Search Applications Schedule an Inspection
Engineering Dry Utilities Create an Application Search Applications Request an Inspection	Traffic Complaints Submit a Complaint
Transportation and Residential Parking Create an Application Search Applications	

Tempe Citizen Access Portal

Neighborhood Grant Development Plan Review

Online Submittal How-to Guide



REVIEW THE TERMS

- Please read and review the terms within the window.
- If you agree to the terms, check the box “I have read and accepted the above terms” and click “Continue Application” to proceed.

Online Application

An incomplete submittal will cause delays in processing. For additional information about the application process, please visit [Planning's Applications, Forms and Permits site](#).

NOTICE: All Planning and Sign submittals require staff review before a decision is rendered. You will be notified of the application status via email or phone, or you can check the status through our online portal. If there are any questions, please contact us at (480)350-4311.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Tempe ("City") attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials and information (collectively "Materials") have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

I have read and accepted the above terms.

Continue Application »

SELECTING A PLANNING RECORD TYPE

- Click the “Planning” drop-down header and select the “Planning Project” button.
- Click “Continue Application” to proceed.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us at (480) 350-4311.

Planning

- Planning Project
- Preliminary Site Plan Review
- Sign Permit
- Subdivision Condo Plat
- Zoning Verification Letter

Continue Application »

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide



STEP 1 – Location Information>Location

- You can confirm the location of the request by using the interactive map, typing in the address, or typing in the Assessor Parcel Number (APN).

Planning Project

1 Location Information	2 Contacts	3 Project Information	4 Documentation	5 Review	6
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Step 1: Location Information>Location

Show Map

* indicates a required field.

Address

Please enter Unit Type and Unit Number after searching for address or parcel.

Street No.: * Direction: Street Name: * Street Type:

Unit Type: Unit No.:

City: State: Zip: Country: United States

Search Clear

Parcel

Parcel Number: *

Subdivision: Lot: Block:

Legal Description:

Search Clear

Owner

Owner Name: ?

Search Clear

Continue Application >> Save and resume later

This bar indicates your submittal progress.

At any time throughout the application process you can save your progress and resume the application at a later time by clicking "Save and Resume Later" on the bottom right hand side of each step.

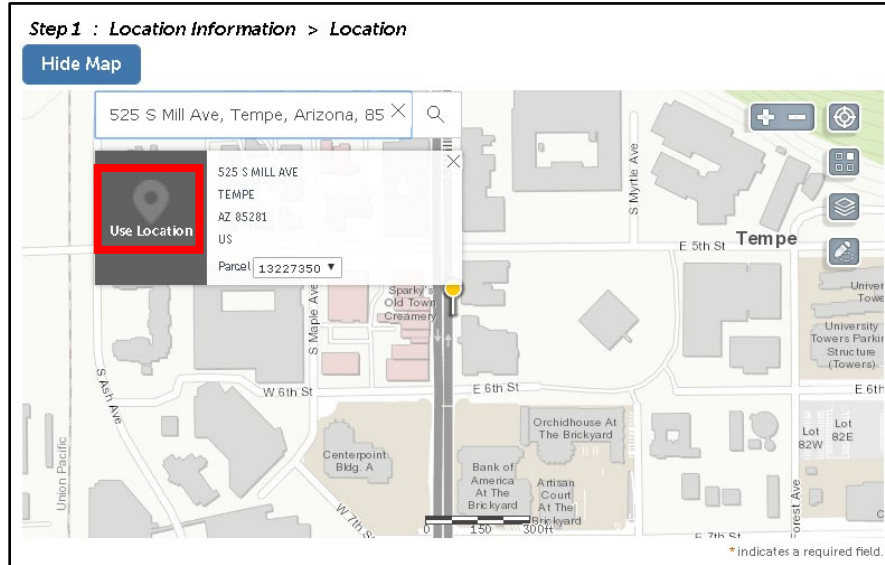
Tempe Citizen Access Portal

Neighborhood Grant Development Plan Review

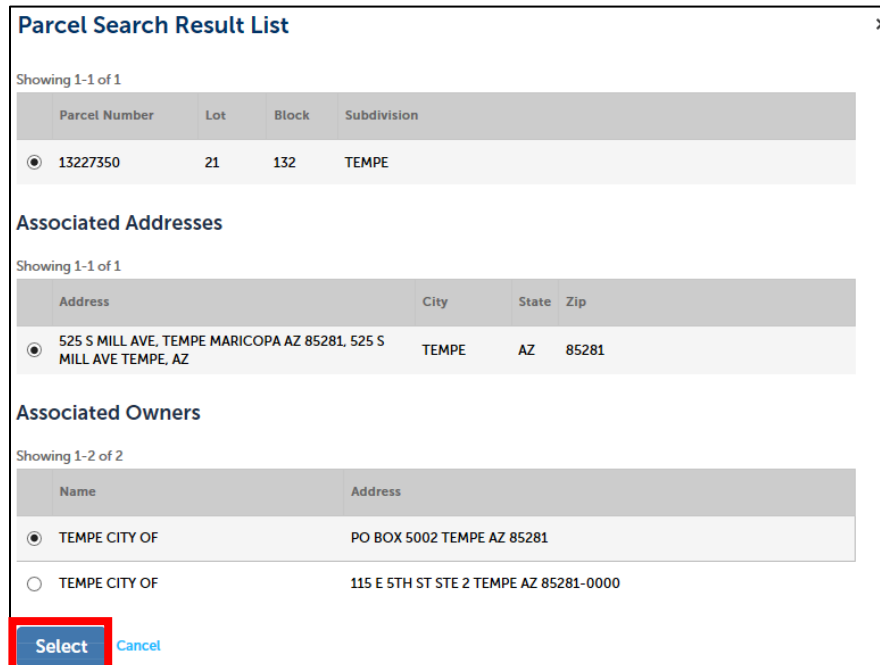
Online Submittal How-to Guide



- Use one of the following search methods to confirm the location of the request:
 - **Map Option**
 - To use the map, click “Show Map” and type in the address into the search bar or manually select a parcel within the map.
 - Once you have a parcel highlighted, click “Use Location” in the pop-up window.



- Confirm that the location information is correct in the pop-up window and click “Select”.



- The location information will now automatically populate.

Tempe Citizen Access Portal

Neighborhood Grant Development Plan Review

Online Submittal How-to Guide



- **Address Option**

- Provide the address for your subject property under the “Address” header and click “Search”.
- If you find that the *Search by Address* result list comes up with no results, try leaving the “City”, “State”, and “Zip” fields empty or try the *Search by Parcel* option.

Street No.: * 525 Direction: s Street Name: * MILL Street Type: AVE

Unit Type: --Select-- Unit No.:

City: TEMPE State: AZ Zip: 85281- Country: United States

Search **Clear**

- Confirm that the location information is correct in the pop-up window and click “Select”.

Parcel Search Result List x

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

Select Cancel

- The location information will now automatically populate.

Tempe Citizen Access Portal

Neighborhood Grant Development Plan Review

Online Submittal How-to Guide



- **Parcel Option**

- Provide the parcel number for your subject property under the “Parcel” header and click “Search”.

Parcel

Parcel Number: *

Subdivision: Lot: Block:

Legal Description:

- Confirm that the location information is correct in the pop-up window and click “Select”.

Parcel Search Result List ×

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13227350	21	132	TEMPE

Associated Addresses

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 525 S MILL AVE, TEMPE MARICOPA AZ 85281, 525 S MILL AVE TEMPE, AZ	TEMPE	AZ	85281

Associated Owners

Showing 1-2 of 2

Name	Address
<input checked="" type="radio"/> TEMPE CITY OF	PO BOX 5002 TEMPE AZ 85281
<input type="radio"/> TEMPE CITY OF	115 E 5TH ST STE 2 TEMPE AZ 85281-0000

- The location information will now automatically populate.

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide



STEP 2 – Contacts>People

- If you want to select the contact associated with your TCA account, under the Contact header, click “Select from Account”.

Planning Project

1 Location Information 2 **Contacts** 3 Project Information 4 Documentation 5 Review 6

Step 2 : Contacts > People * indicates a required field.

Applicant

This is the main point of contact for all correspondence. To add a contact, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** **Look Up**

Continue Application » **Save and resume later**

- Select the “Associated Contact” button to auto-fill the contact with your information.

Select Contact from Account x

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Contact	City of Tempe
<input type="radio"/> Associated Owner		TEMPE CITY OF
<input type="radio"/> Associated Owner		TEMPE CITY OF

Continue [Discard Changes](#)

- If you want to add a contact that is not associated with your TCA account, under the Contact header, click “Add New”.

Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Add New** **Look Up**

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide



- Fill in all required information in the pop-up window and click “Continue”.

Contact Information

First: * Middle: Last: *

Name of Business:

Primary Phone:

Alternate Phone: Alternate Phone 2:

E-mail:

Address Line 1:

Address Line 2:

City: State: Zip:

[Discard Changes](#)

- Verify that the information is correct and click “Continue Application” to proceed.

Planning Project

1 Location Information	2 Contacts	3 Project Information	4 Documentation	5 Review	6
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Step 2 : Contacts > Contact Details * Indicates a required field.

Applicant

This is the main point of contact for all correspondence. To add a contact, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact updated successfully.

City of Tempe
City of Tempe
planning@tempe.gov
Home phone: 480-350-8652
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Tempe Citizen Access Portal

Neighborhood Grant Development Plan Review

Online Submittal How-to Guide



STEP 3 – Project Information>Application Information

- **Detail Information:**
 - Enter the name of the project in the “Project Name” field. Typically, projects are named after the neighborhood or homeowners’ association (*i.e. Hudson Trace HOA, Tally Ho Farms NA, or 525 Town Lake HOA*).
 - Provide detail information pertinent to the requested planning entitlement(s) and type of project in the “Project Description” field.
- **Project Information:**
 - **General Site Information:**
 - Select “Use Type” from the dropdown menu.
 - Select “Request 1” type and “Request 1 Detail” from the dropdown menus. Another “Request” dropdown menu will appear below the first request in the event your Planning Project requires more than one entitlement.
- Click “Continue Application” to proceed.

1 Location Information	2 Project Information	3 Documentation	4 Review	5 Pay Fees	6
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Step 2: Project Information > Application Information

* indicates a required field.

Detail Information

Briefly describe the requested planning entitlement(s) and type of project, such as:

- Rezone and Planned Area Development Overlay for a new mixed-use development containing 150 dwelling units and commercial uses
- Development Plan Review for a new car wash / remodel of existing office building / landscape modification / new perimeter wall / exterior repaint
- Use Permit Standard to reduce the side yard building setback for a single-family home
- Use Permit to allow a drive-through restaurant / massage establishment / vehicle sales
- Administrative Application for shared parking / CC&R review / time extension

Project Name: *

Project Description: *

Project Information

GENERAL SITE INFORMATION

Use Type: *
--Select--

PO/Account Code: ?

Request 1: *

CIP Number: ?

SPR Number: ?

Request 1 Detail: *
--Select--

Request 1 Detail: *

--Select--

--Select--

- Art Mural
- Landscape Modification
- Remodel/Modification
- Repaint or Minor Elevation Modification
- Site Modification

Business Information

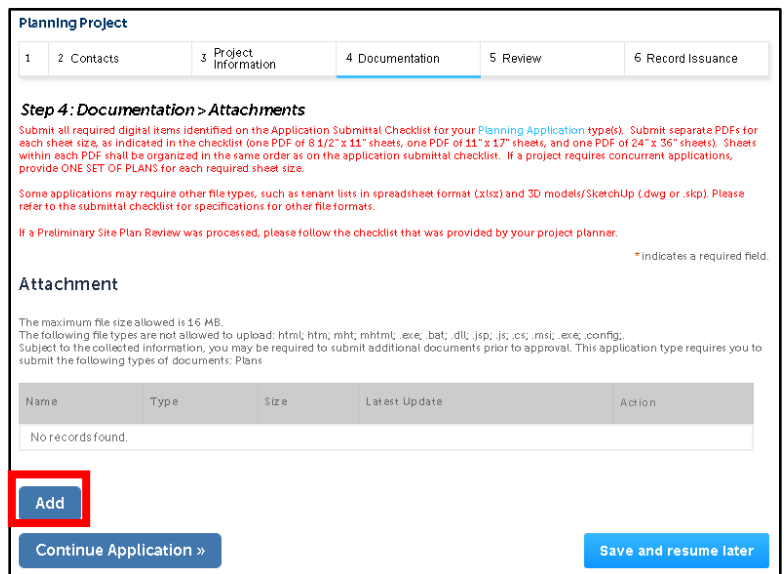
Required for the following request types: Use Permits, Use Permit Transfer, Sign Minor Development Plan Reviews, and Marijuana Establishment Use Acceptance. Omission of business information may delay application intake.

Tempe Citizen Access Portal Neighborhood Grant Development Plan Review Online Submittal How-to Guide

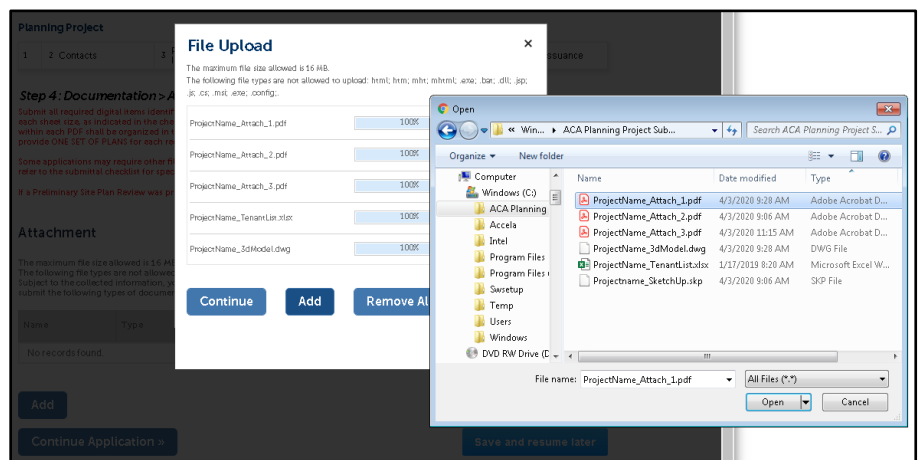


STEP 4 – Documentation>Attachments (Required)

- Attach all required digital items identified on the [Neighborhood Grant Development Plan Review Application](#) the following manner:
 - Submit separate sets of attachments for required document, as indicated in the applicable application checklist form(s). For example:
 - Attachment 1 shall consist of a PDF containing all required 8-1/2”x11” sheet size documents;
 - Attachment 2 shall consist of a PDF containing all required 24”x36” sheet size plans; and
 - Attachment 3 shall consist of a PDF containing all required 8.5”x11” sheet size plans.
 - Sheets within each PDF shall be organized in the same order as on the application submittal checklist. If a project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.
 - Label each attachment using attachment number followed by the Project Name (*i.e.* 1_ProjectName_Documents.pdf, 2_ProjectName_Plans_24x36.pdf, 3_ProjectName_Plans_8.5x11.pdf).
 - Other file types shall be labeled as above with the applicable file type extension then the file type (*i.e.* 4a_ProjectName_3D.dae).
- Click the Attachment “Add” button to begin attaching required documentation.



- Multiple files can be uploaded at one time. Simply click the File Upload “Add” button to add more files.



- Once all files have been uploaded, click the File Upload “Continue” button to complete the file upload process. To start over, click the File Upload “Remove All” button.

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- Next, identify the document type for each attachment using the “Document Type” dropdown menu. Description notes may be provided using the “Description” text box. Identify all attachments as “Submittals” which is the required documentation type for this type of submittal.

1 Location Information 2 Project Information 3 Documentation 4 Review 5 Record Issuance

Step 3 : Documentation > Attachments

Submit all required digital items identified on the Application Submittal Checklist for your Planning Application type(s). Submit separate PDFs for each sheet size, as indicated in the checklist (one PDF of 8 1/2" x 11" sheets, one PDF of 11" x 17" sheets, and one PDF of 24" x 36" sheets). Sheets within each PDF shall be organized in the same order as on the application submittal checklist. If a project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.

Some applications may require other file types, such as tenant lists in spreadsheet format (.xlsx) and 3D models/SketchUp (.dwg or .skp). Please refer to the submittal checklist for specifications for other file formats.

If a Preliminary Site Plan Review was processed, please follow the checklist that was provided by your project planner.

* indicates a required field.

Attachment

The maximum file size allowed is 1000 MB.
The following file types are not allowed to upload: htm; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config;.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Submittals

Name	Type	Size	Latest Update	Upload Date	Action
No records found.					

Document Type: * Remove

Submittals

File:
ProjectName_Attach_1.pdf
100%

Description:

Save **Add** **Remove All**

Continue Application » **Save and resume later**

- Once all attachments have been uploaded and characterized, click “Save” and then “Continue Application”. At this point, there is also one last opportunity to add more files if any were forgot from the previous step; simply click the “Add” button to add more files. To start over, click the “Remove All” button to remove all files and start all over.

100%

Description:

Save **Add** **Remove All**

Continue Application » **Save and resume later**

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- Next, a confirmation banner will appear if all attachments were uploaded successfully. If there were any issues, the banner will explain what went wrong with the upload. If everything looks okay, click the “Continue Application” button to continue.
- If attachments were forgotten, click the “Add” button to add missing files (final opportunity to do so).

1 Location Information
2 Project Information
3 Documentation
4 Review
5 Record Issuance

Step 3: Documentation > Attachments

Submit all required digital items identified on the Application Submittal Checklist for your [Planning Application](#) type(s). Submit separate PDFs for each sheet size, as indicated in the checklist (one PDF of 8 1/2" x 11" sheets, one PDF of 11" x 17" sheets, and one PDF of 24" x 36" sheets). Sheets within each PDF shall be organized in the same order as on the application submittal checklist. If a project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.

Some applications may require other file types, such as tenant lists in spreadsheet format (.xlsx) and 3D models/SketchUp (.dwg or .skp). Please refer to the submittal checklist for specifications for other file formats.

If a Preliminary Site Plan Review was processed, please follow the checklist that was provided by your project planner.

* indicates a required field.

Attachment

The maximum file size allowed is 1000 MB.
The following file types are not allowed to upload: html; htm; mht; mhtml; .exe; .bat; .dll; .jsp; .js; .cs; .msi; .exe; .config;.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Submittals

Name	Type	Size	Latest Update	Upload Date	Action
ProjectName_Attach_1.pdf	Submittals	27.13 KB	04/15/2021	04/15/2021	Actions ▼
ProjectName_Attach_2.pdf	Submittals	26.63 KB	04/15/2021	04/15/2021	Actions ▼
ProjectName_Attach_3.pdf	Submittals	23.16 KB	04/15/2021	04/15/2021	Actions ▼
ProjectName_TenantList.xlsx	Submittals	10.13 KB	04/15/2021	04/15/2021	Actions ▼
ProjectName_3dModel.dwg	Submittals	8.14 MB	04/15/2021	04/15/2021	Actions ▼

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1
2
Next >

Add
Continue Application »

Save and resume later

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STEP 5 – Review

- Review your application and verify that all information is correct.
- Once you have confirmed that the information is correct, click “Continue Application” to complete the submittal.

1 Location Information
2 Project Information
3 Documentation
4 Review
5 Record Issuance

Step 4 : Review

Continue Application »
Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Planning Project

Address Edit

31 E 5TH ST
TEMPE AZ 85281
United States

Parcel Edit

Parcel Number: 13205004M
Block: 132
Legal Description: TH PT S 300F SW4 SE4 SE4 LY S D W OF W LN PWR CON V TO USA IN DET 9 13/248 EX S 53F RD

Owner Edit

TEMPE CITY OF

Applicant Edit

City of Tempe
City of Tempe
31 E FIFTH ST
TEMPE, AZ, 852810000

Primary Phone: 4803504311
E-mail: planning@tempe.gov

Detail Information Edit

Project Name: Project Name
Project Description: Project Description

Project Information

GENERAL SITE INFORMATION

Use Type: Commercial Edit CIP Number:
PD/Account Code: Edit SPR Number:
Request 1: Minor Development Plan Review Edit Request 1 Detail: Repaint
Request 2: Edit

Business Information Edit

Attachment Edit

The maximum file size allowed is 1000 MB.
The following file types are not allowed to upload: .html, .htm, .mht, .mhtml, .exe, .bat, .dll, .jpg, .js, .css, .xml, .doc, .config.
Subject to the collected information, you may be required to submit additional documents prior to approval. This application type requires you to submit the following types of documents: Submittals

Name	Type	Size	Latest Update	Upload Date	Action
ProjectName_Attach_1.pdf	Submittals	27.13 KB	04/15/2021	04/15/2021	Actions ▾
ProjectName_Attach_2.pdf	Submittals	26.63 KB	04/15/2021	04/15/2021	Actions ▾
ProjectName_Attach_3.pdf	Submittals	23.16 KB	04/15/2021	04/15/2021	Actions ▾
ProjectName_TerminList.xlsx	Submittals	10.13 KB	04/15/2021	04/15/2021	Actions ▾
ProjectName_SdModel.dwg	Submittals	8.14 MB	04/15/2021	04/15/2021	Actions ▾

← Prev
1
2
Next →

I hereby attest that this application is accurate and the submitted documents are complete. I acknowledge that if the application is deemed incomplete, it will not be reviewed until all missing items are provided. Failure to submit missing items within sixty (60) days may result in a decision by the Planning Division to void the application and require a new application for the proposed project, including fees. Such a decision shall be subject to an administrative appeal and shall not be construed as denial of the application. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

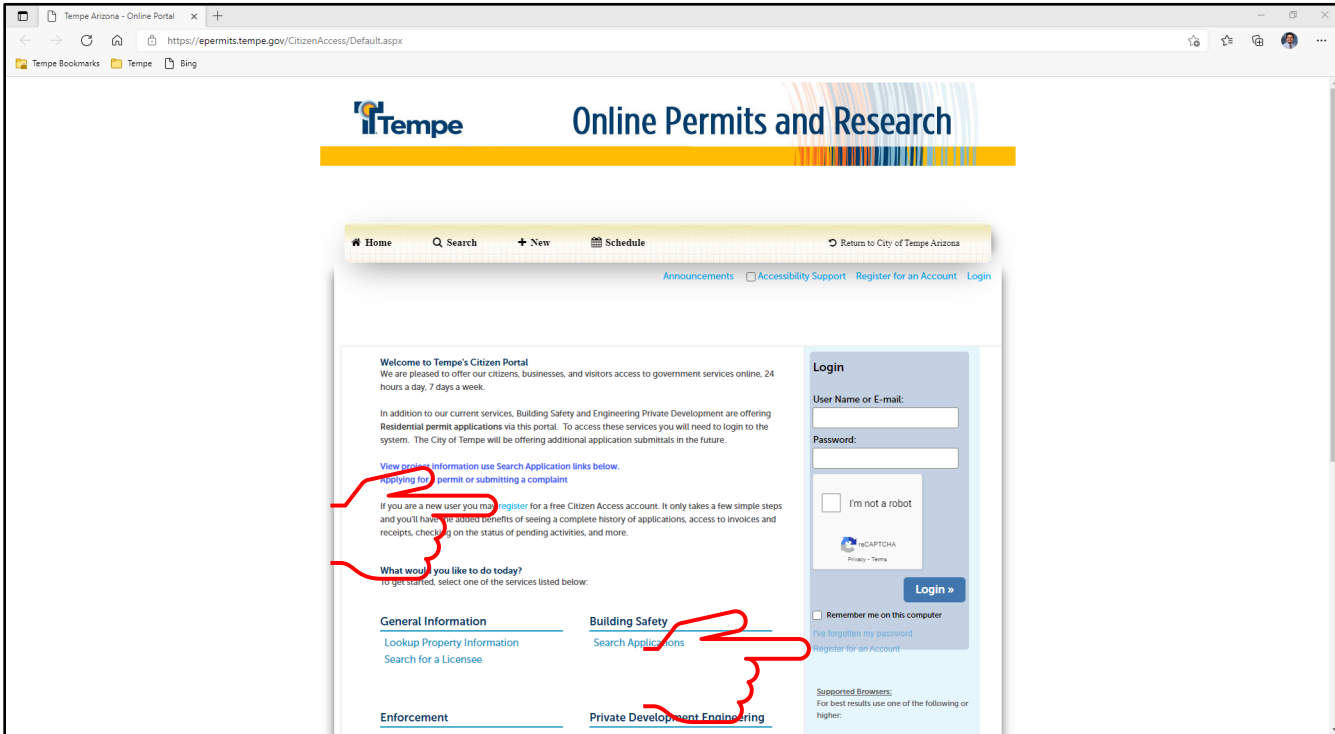
Continue Application »
Save and resume later

Tempe Citizen Access Portal Registration How-to Guide

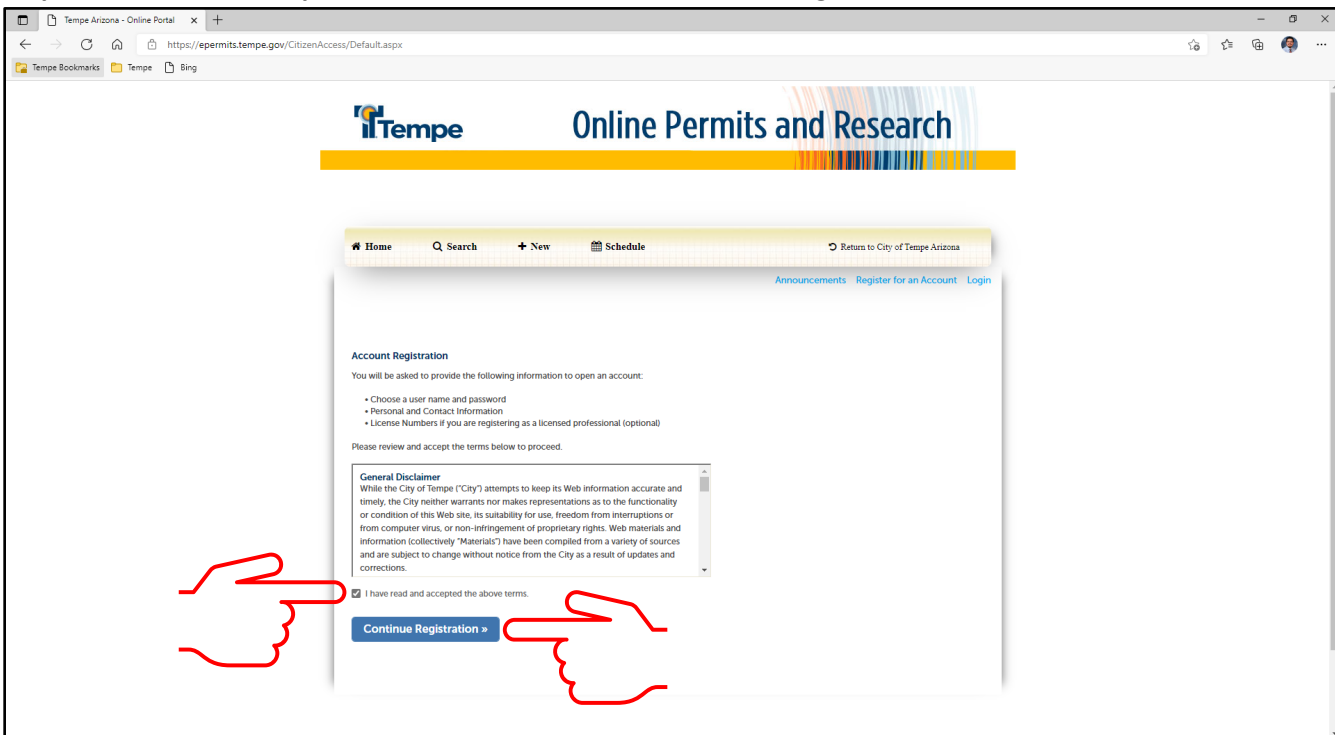


Step 1: Go to <https://epermits.tempe.gov/CitizenAccess/Default.aspx>

Step 2: Click the “register” link in the welcome message or the “register for an Account” link below the login button.



Step 3: Review and accept Terms of Service and click “Continue Registration”.



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Step 4: Submit requested information (user name may contain letters, numbers, and these special characters: @_-.).

A screenshot of a web browser showing the 'Account Registration Step 2: Enter/Confirm Your Account Information' page. The page has a header with the Tempe logo and 'Online Permits and Research'. Below the header is a navigation bar with 'Home', 'Search', '+ New', and 'Schedule'. The main content area contains a form with the following sections: 'Login Information' with fields for 'User Name', 'E-mail Address', 'Password', 'Type Password Again', 'Enter Security Question', and 'Answer'; and 'Contact Information' with a sub-header 'Choose how to fill in your contact information' and an 'Add New' button. At the bottom of the form is a checkbox for 'I'm not a robot' and a 'Continue Registration' button.

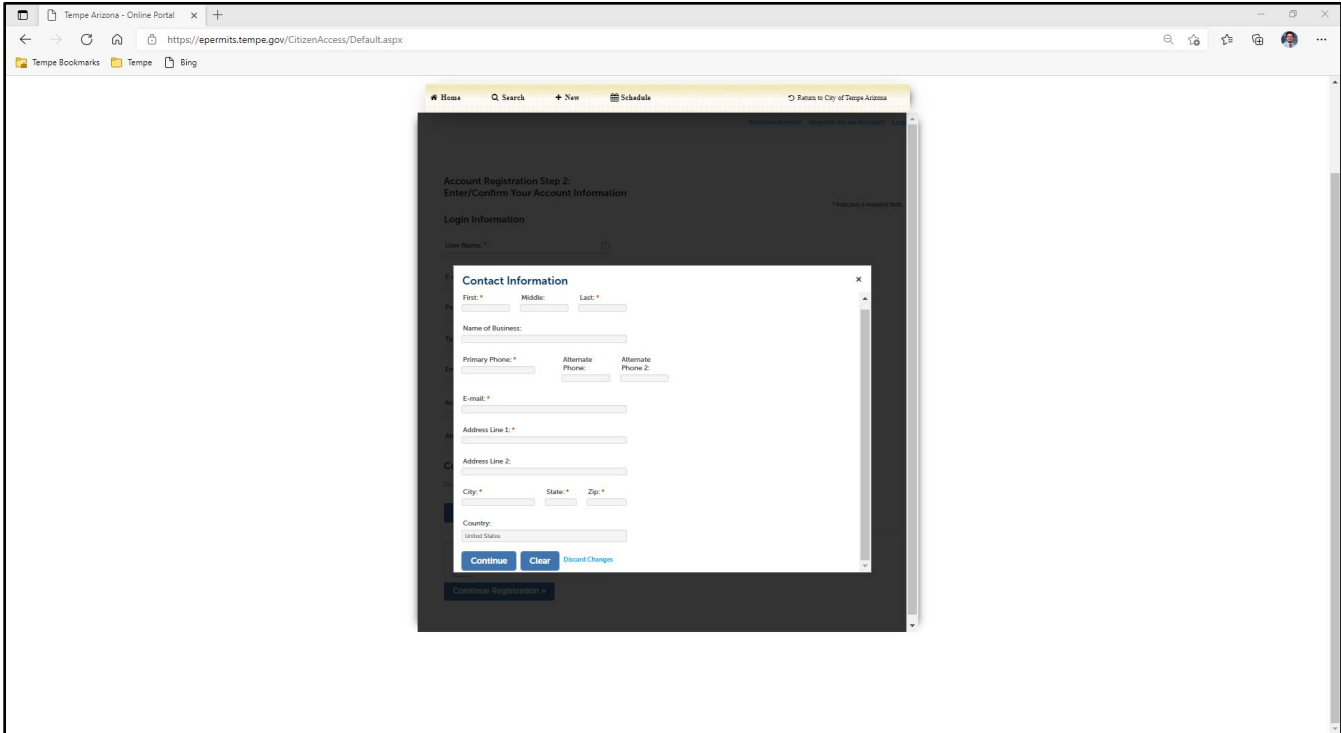
Step 5: Click the “Add New” button below the contact information header.

A screenshot of the same registration form as in Step 4. A red hand icon is drawn over the 'Add New' button, pointing to it. The rest of the form and page layout are identical to the previous screenshot.

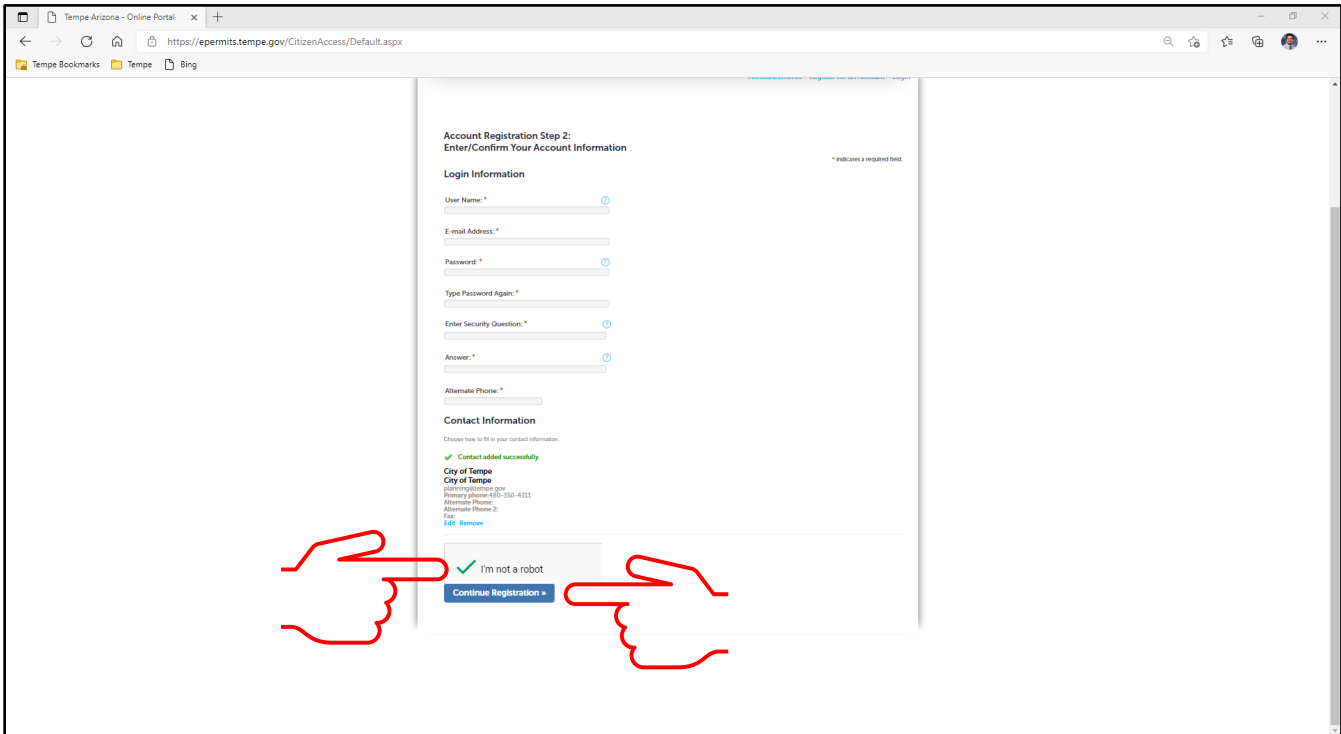
Tempe Citizen Access Portal Registration How-to Guide



Step 6: Enter your contact information and then click “Continue”.



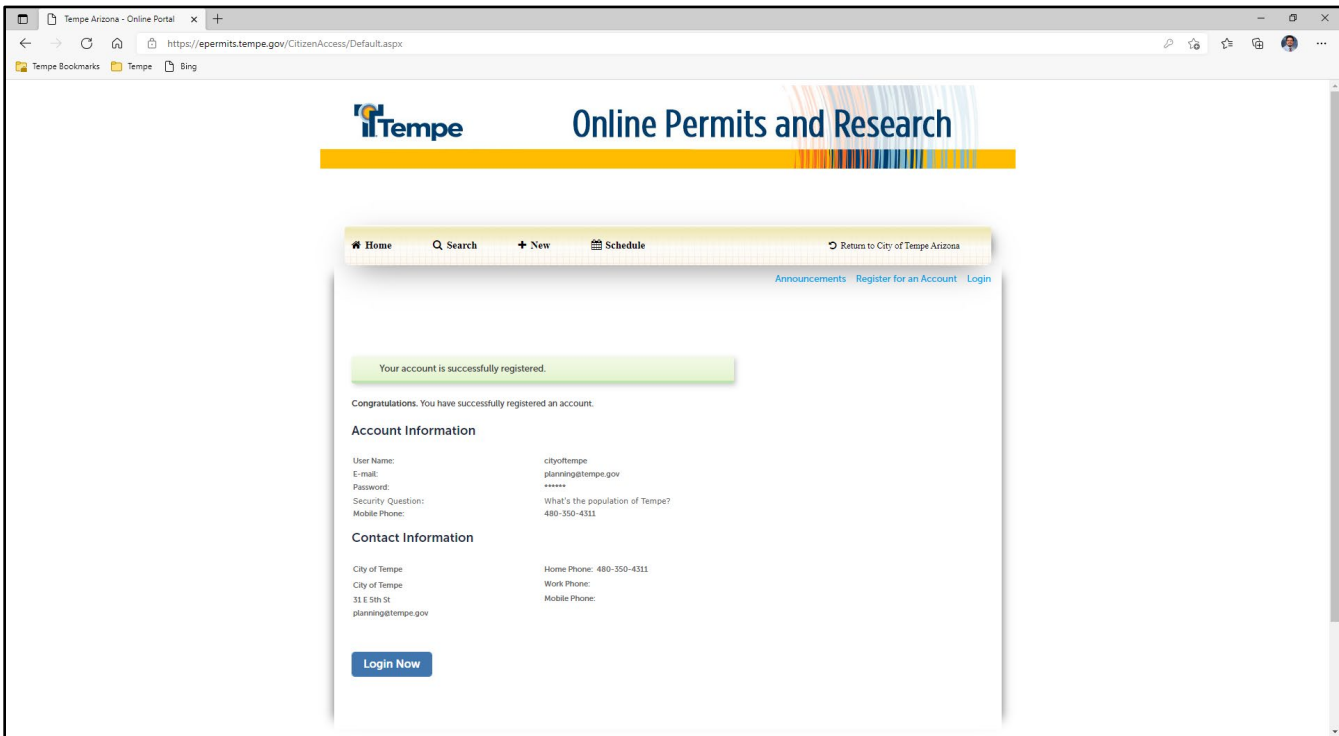
Step 7: Prove you are not a robot using reCAPTCHA; then click the “Continue Registration” button.



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Step 8: You are now officially registered! Please inform your Neighborhood Services point of contact about your registration so that your Grant Development Plan Review application can be linked to your account.



Step 9: A confirmation email with instructions on how to attach required items (i.e., letter of explanation, site/landscape plan, site context photos, etc.) to your application will be sent to the contact email provided on the account.

Note: Please contact the Permit Center at 480-350-4311 or permitcenter@tempe.gov if you encounter any technical issues with the portal registration process.