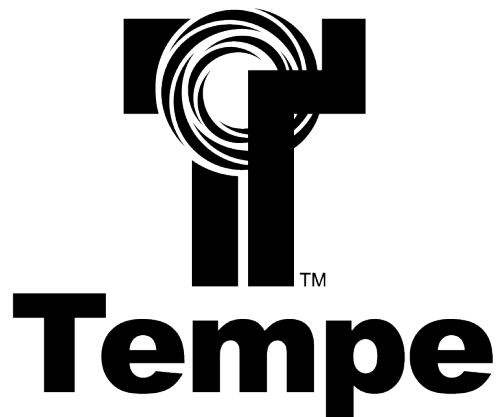# DEVELOPMENT PLAN REVIEW APPLICATION (NEIGHBORHOOD GRANTS)

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).
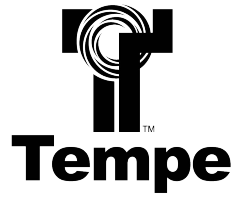
Tempe

Community Development Department

Planning Division

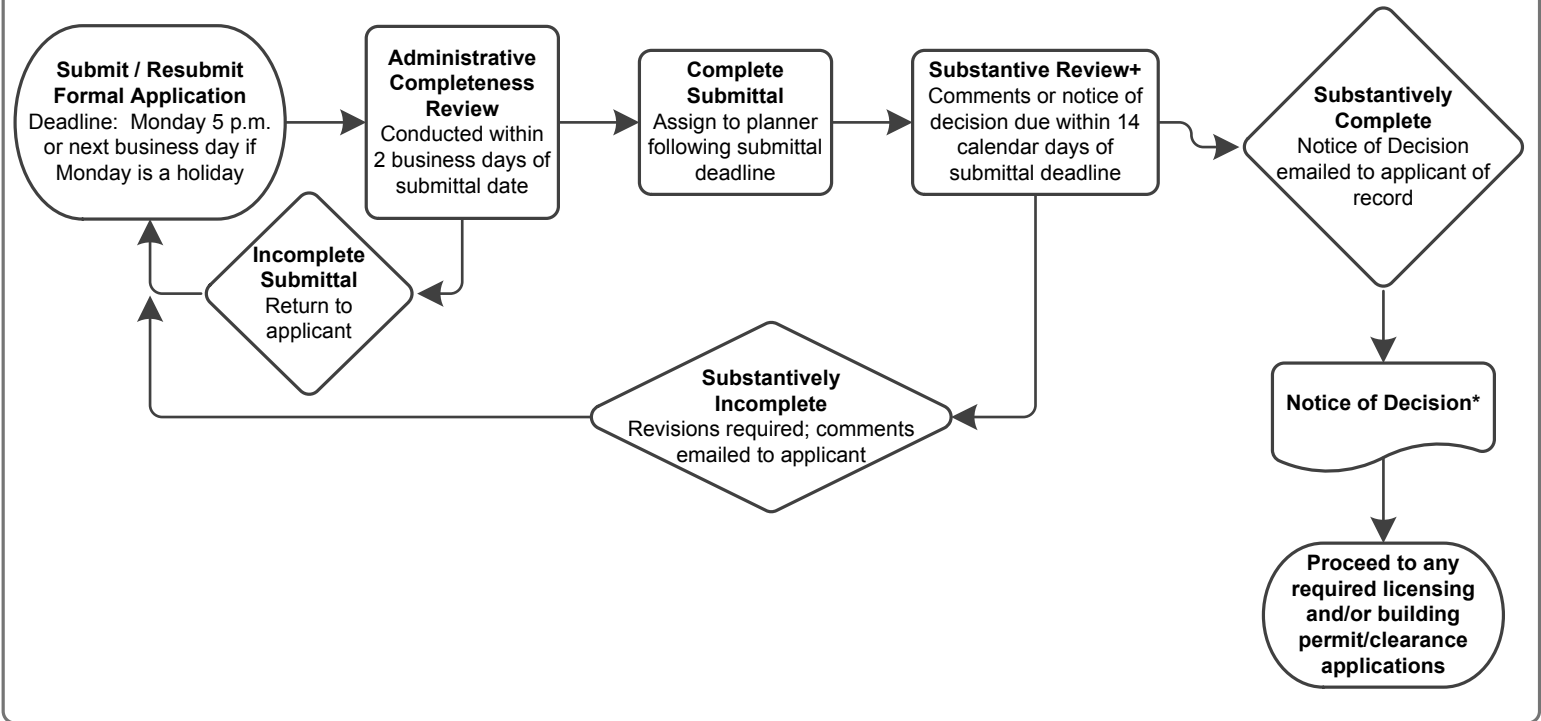31 East 5th Street, Garden Level East Tempe, Arizona 85281 (480) 350-4311 or (480) 350-8400 TDD

Revised June 18, 2024

Development Plan Review Application Review Process (Neighborhood Grants)

Tempe

Formal Application Review

Submit / Resubmit Formal Application
Deadline: Monday 5 p.m. or next business day if Monday is a holiday

Administrative Completeness Review
Conducted within 2 business days of submittal date

Incomplete Submittal
Return to applicant

Complete Submittal
Assign to planner following submittal deadline

Substantive Review+
Comments or notice of decision due within 14 calendar days of submittal deadline

Substantively Incomplete
Revisions required; comments emailed to applicant

Substantively Complete
Notice of Decision emailed to applicant of record

Notice of Decision*

Proceed to any required licensing and/or building permit/clearance applications

+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.

Revised 06/18/2024

Development Plan Review Application Submittal Checklist (Neighborhood Grants)

Provided	
	SECTION A: Actions Required for a Complete Application *Applications with missing items from the checklist below will be deemed incomplete.*
☐	**1. Correct Fee Payment(s) – Refer to [Zoning and Development Fee Schedule](#)** *Application fees will be invoiced and made available for payment within (1) business day of initial submittal.*
☐	**2. Online Submittal – All Attachments MUST be submitted to the [Tempe Citizen Access Portal](#)** ☐ All documents and plans must be in Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC ☐ 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 ☐ If a plan has multiple required sizes, please submit 1 copy in each size ☐ **Sheets within each PDF shall be organized in the same order as listed on this application submittal checklist.** **Complete submittals shall include the following attachments:** Attachments with * are only required under specific conditions **Attachment 1 Documents** – All required documents of Section B as an 8 ½" x 11" PDF ***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 **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 **Name ALL attachments following this format:** Attachment#_ProjectName_AttachmentName_Size(include sheet size for PDFs only) **Examples:** 1_ProjectName_Documents.pdf 2_ProjectName_Plans_24x36.pdf 3_ProjectName_Plans_8.5x11.pdf 4a_ProjectName_3D.dae

Provided	
	SECTION B: Documents Required for a Complete Application *Documents should be submitted in a single 8 ½" x 11" PDF named 1_ProjectName_Documents* *Applications with missing items from the checklist below will be deemed incomplete.*
☐	**3. [Planning Application and Property Owner Authorization Form](#)** *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.*

☐ **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).

The Development Plan Review approval criteria below will be used to evaluate the design application, as applicable:

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; and

12. Lighting is compatible with the proposed building(s) and adjoining buildings and uses, and does not create negative effects.

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:
https://www.tempe.gov/government/community-development/planning/character-areas

☐ **5. Photos of affected areas, buildings/structures, and walls**
Maximum of 6 photos per sheet

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

Development Plan Review Application
Submittal Checklist (Neighborhood Grants)

	Checklist A: Site, Landscape and/or Elevation Modifications	Required PDF Sheet Size(s)	
Provided	_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. 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.**	**8 ½" x 11"**	**24" x 36"**

☐	**1. Site Plan:**
	   ☐ Plans must include the following information in a project data table:
	      ☐ Contact name, address, phone, email
	      ☐ Project Title, Site Address
	      ☐ Zoning
	   ☐ Both graphic and numeric scales (use engineer's scale)
	   ☐ North arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet
	   ☐ Blackline location/vicinity map, oriented in the same direction as the plan
	   ☐ Identify all adjacent structures, driveways, fire hydrants, sidewalks, and streets in the vicinity of the proposed project
	   ☐ Identify existing public and private easement locations and widths in the vicinity of the proposed project
	   ☐ Show and fully dimension all existing (to remain) and proposed buildings/structures in the vicinity of the proposed project
	   ☐ Dimension distances between all proposed buildings/structures and all property lines
	   ☐ Show location of all walls/fences and note height, material, and finish of proposed wall(s)/fence(s)
	   ☐ Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.)
	   ☐ Show vehicle (standard & accessible) and bicycle parking areas if impacted by proposal
	   ☐ Location of light fixtures and fire hydrants if in the vicinity of the proposed project
	   ☐ 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		

☐	**2. Landscape Plan:**
	Required for modifications to landscape, hardscape, and site walls
	
	   ☐ Unique symbols used on plan for all trees, shrubs, and ground covers
	   ☐ Plant legend that contains the following:
	      ☐ Symbols used on plan with scientific and common names of each species
	      ☐ Size specifications of all plants at time of planting (tree caliper and shrub gallon)
	   ☐ Indicate by note on the plans the % of mature vegetative ground coverage (excluding tree canopy) along any street frontages
	   ☐ Identification and specs of non-vegetative ground cover, such as decomposed granite or other mulch
	   ☐ Dimensions of hardscape and pedestrian areas (verify plant distances from sidewalks to comply with CPTED)
	   ☐ On-site lighting fixtures
	   ☐ Location of fire hydrants, water meters, backflow preventer and cage assemblies
	   ☐ Location of all transformers, gas meters, and other on-site utility infrastructure
	   ☐ 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.
	   ☐ Location of any signage proposed or existing on site for coordination with landscape materials for visibility.
		✓	✓

☐	**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)
	
	   ☐ Elevations of all building sides
	   ☐ A single material and finish schedule identifying all materials, manufacturers of materials, colors, and finishes, corresponding to notes on drawings.
	   ☐ A separate set of keynotes for non-building elements, e.g. rooftop mechanical units beyond parapet, address numerals, and light fixtures.
	   ☐ All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights)
	   ☐ Wall-mounted light fixtures
	   ☐ Location of address numerals
	   ☐ 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)
	   ☐ Dimension overall length of building on each elevation
	   ☐ 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.
	   ☐ Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.)
		✓	✓

Provided		8 ½" x 11"	24" x 36"
☐	**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	✓	✓
☐	**6. Submit Physical Material Sample Board(s)** *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* *Physical board(s) shall have a maximum size of 8½" x 14"* ☐ 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 ☐ Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.) ☐ Coordinate board with material and finish schedule on building elevations ☐ Include project title and site address		

Provided	Checklist B: Art Murals and/or Sculptures	Required PDF Sheet Size(s)	
		8 ½" x 11"	24" x 36"
	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. 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.**		
☐	**1. [Artist Waiver of Rights Under the Visual Artists Rights Act of 1990 (VARA)](#)**	✓	
☐	**2. Artwork design in color**	✓	
☐	**3. Building Elevations/Renderings showing where on the wall the mural is proposed with dimensions**	✓	

☐	**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:
	
	☐ Plans must include the following information in a project data table:
	  ☐ Contact name, address, phone, email
	  ☐ Project Title, Site Address
	  ☐ Zoning
	☐ Both graphic and numeric scales (use engineer's scale)
	☐ North arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet
	☐ Blackline location/vicinity map, oriented in the same direction as the plan
	☐ Identify all adjacent structures, driveways, fire hydrants, sidewalks, and streets in the vicinity of the proposed project
	☐ Identify existing public and private easement locations and widths in the vicinity of the proposed project
	☐ Show and fully dimension all existing (to remain) and proposed buildings/structures in the vicinity of the proposed project
	☐ Dimension distances between all proposed buildings/structures and all property lines
	☐ Show location of all walls/fences and note height, material, and finish of proposed wall(s)/fence(s)
	☐ Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.)
	☐ Show vehicle (standard & accessible) and bicycle parking areas if impacted by proposal
	☐ Location of light fixtures and fire hydrants if in the vicinity of the proposed project
	☐ 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:

Login »

☐ 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				

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

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.

SELECTING A PLANNING RECORD TYPE

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

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).

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.

- **Use one of the following search methods to confirm the location of the request:**
  - <u>**Map Option**</u>
    - 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.
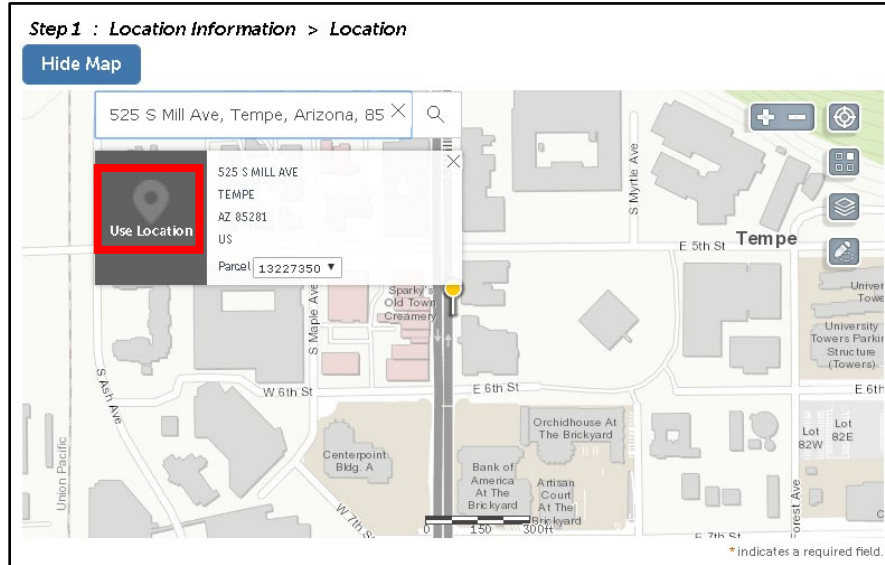
    - Confirm that the location information is correct in the pop-up window and click "Select".
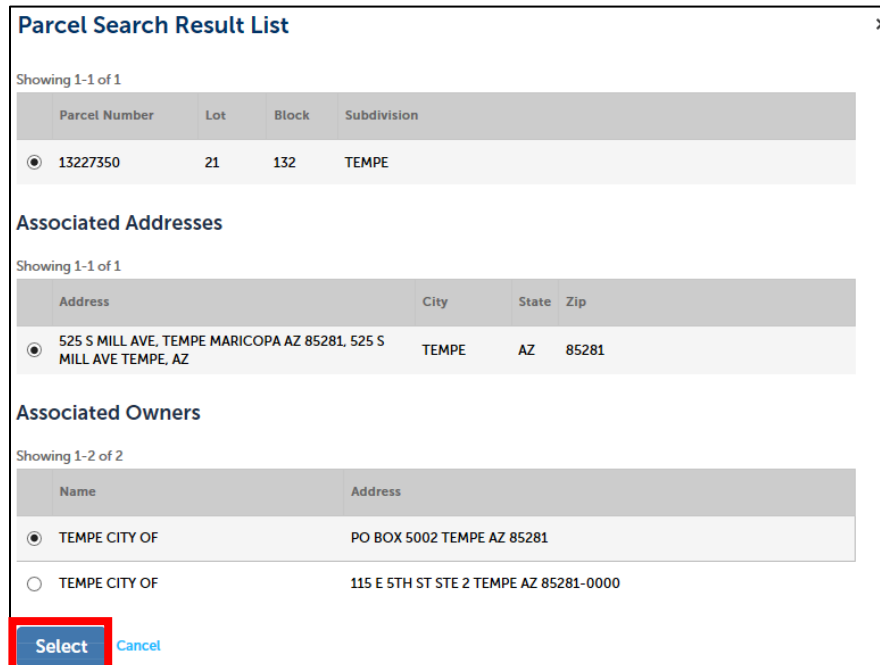
    - The location information will now automatically populate.

- o **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 S*earch by Parcel* option.

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

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

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

Search   **Clear**

- ▪ 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
⦿	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.

- **Parcel Option**
  - Provide the parcel number for your subject property under the "Parcel" header and click "Search".

Parcel

Parcel Number: *
13227350

Subdivision: Lot: Block:
--Select--

Legal Description:

Search   Clear

  - 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
◉	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.

STEP 2 – Contacts>People

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

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

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

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

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

STEP 3 – Project Information>Application Information

- **Detail Information**:
    - o 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*).
    - o Provide detail information pertinent to the requested planning entitlement(s) and type of project in the "Project Description" field.
- **Project Information**:
    - o **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.

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.
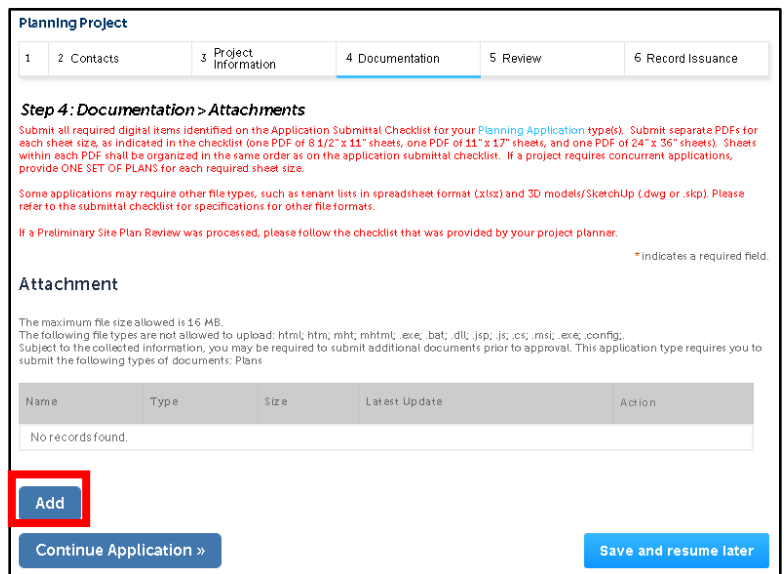
- Multiple files can be uploaded at one time. Simply click the File Upload "Add" button to add more files.
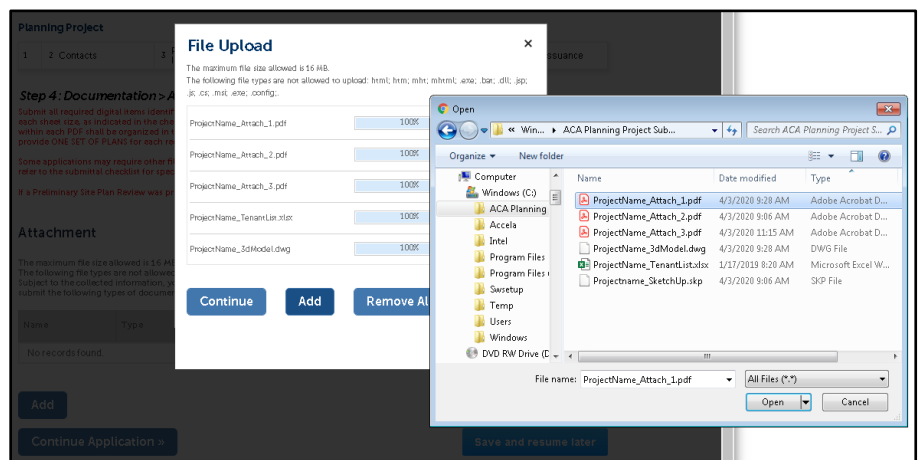
- Once all files have been uploaded, click the File Upload "Continue" button to complete the file upload process. To start over, click the File Upload "Remove All" button.

o   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.

o   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.

o 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.

o 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 ▼

< Prev   1   2   Next >

Add

Continue Application »   **Save and resume later**

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.

Tempe Citizen Access Portal
Registration How-to Guide
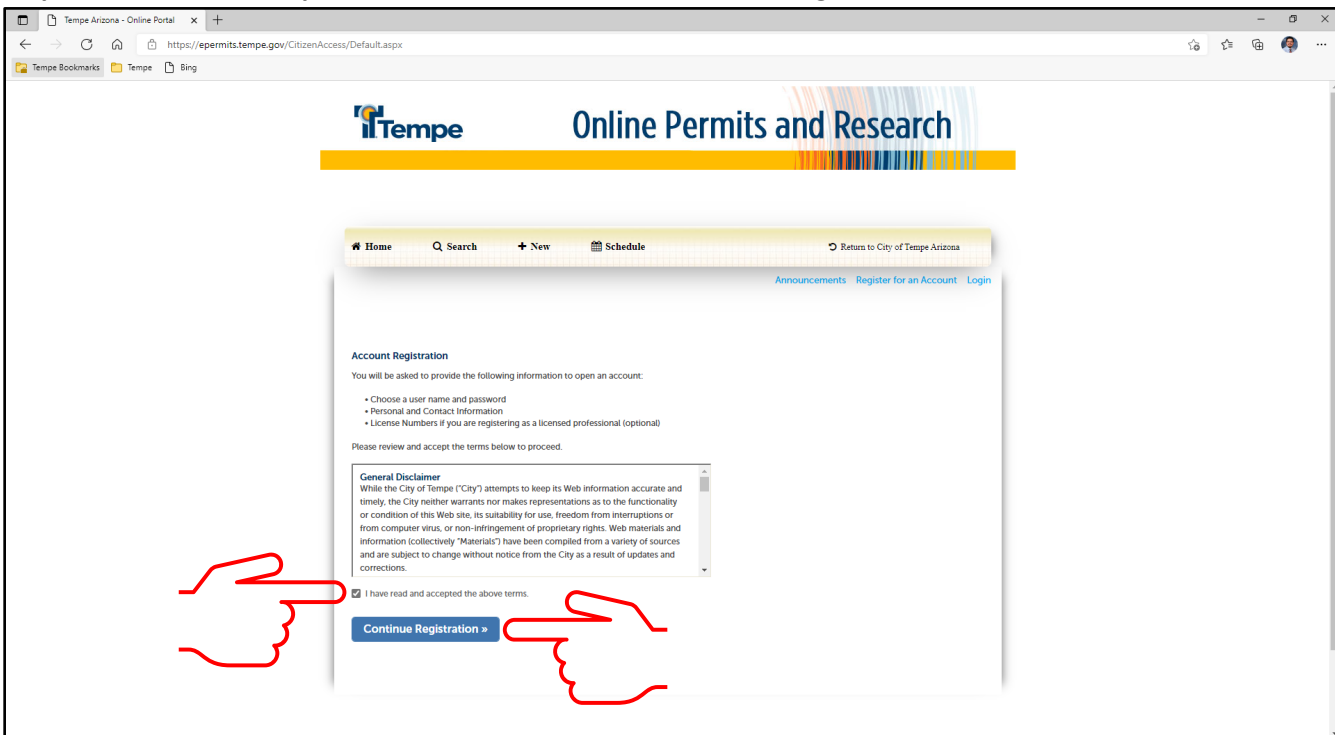
Step 1: Go to https://epermits.tempe.gov/CitizenAccess/Default.aspx

Step 2: Click the "register" link in the welcome message or the "register for an Account" link below the login button.
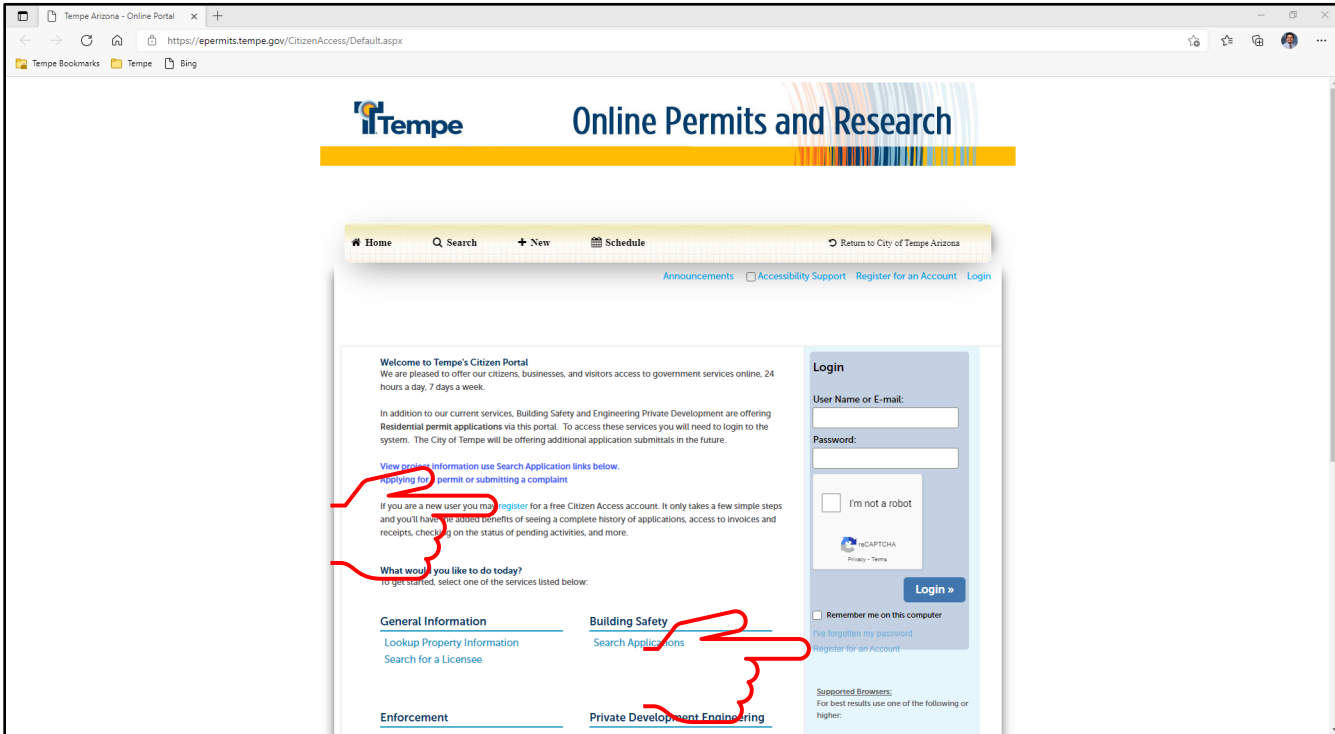
Step 3: Review and accept Terms of Service and click "Continue Registration".

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

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

Step 6: Enter your contact information and then click "Continue".
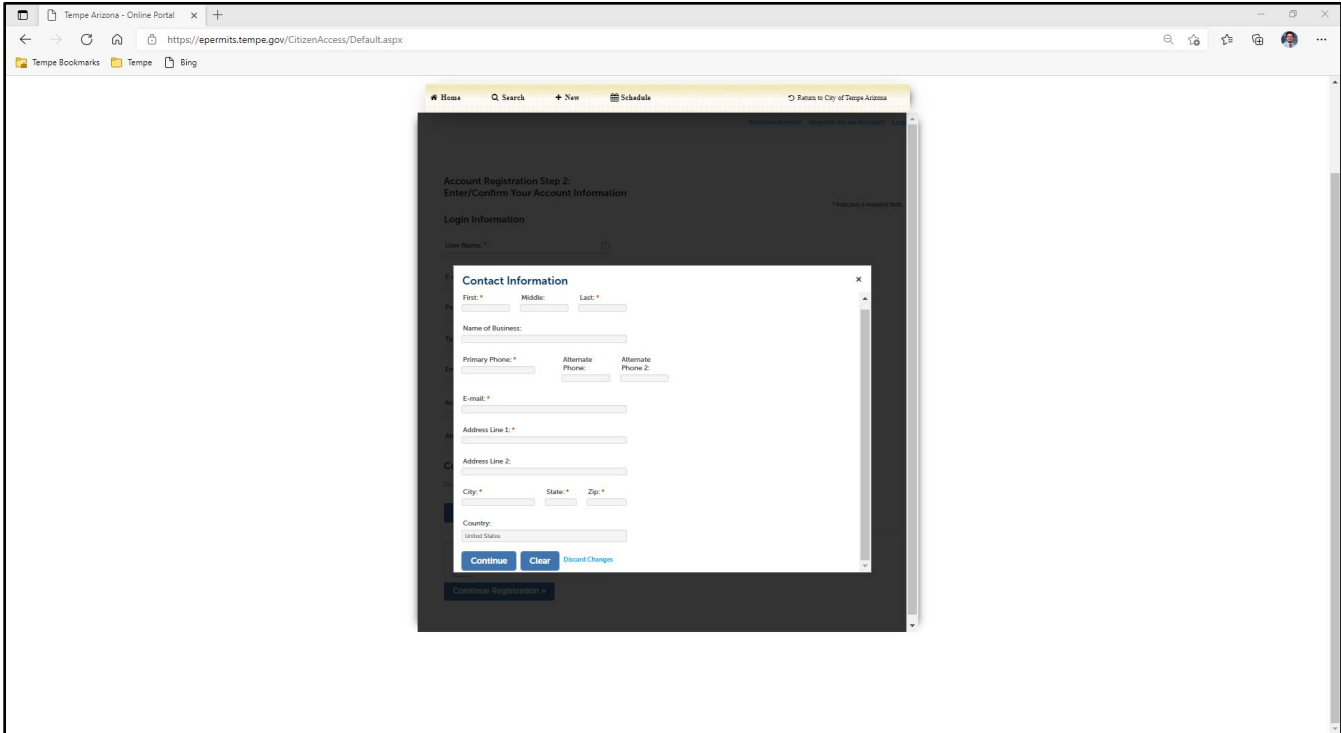
Step 7: Prove you are not a robot using reCAPTCHA; then click the "Continue Registration" button.

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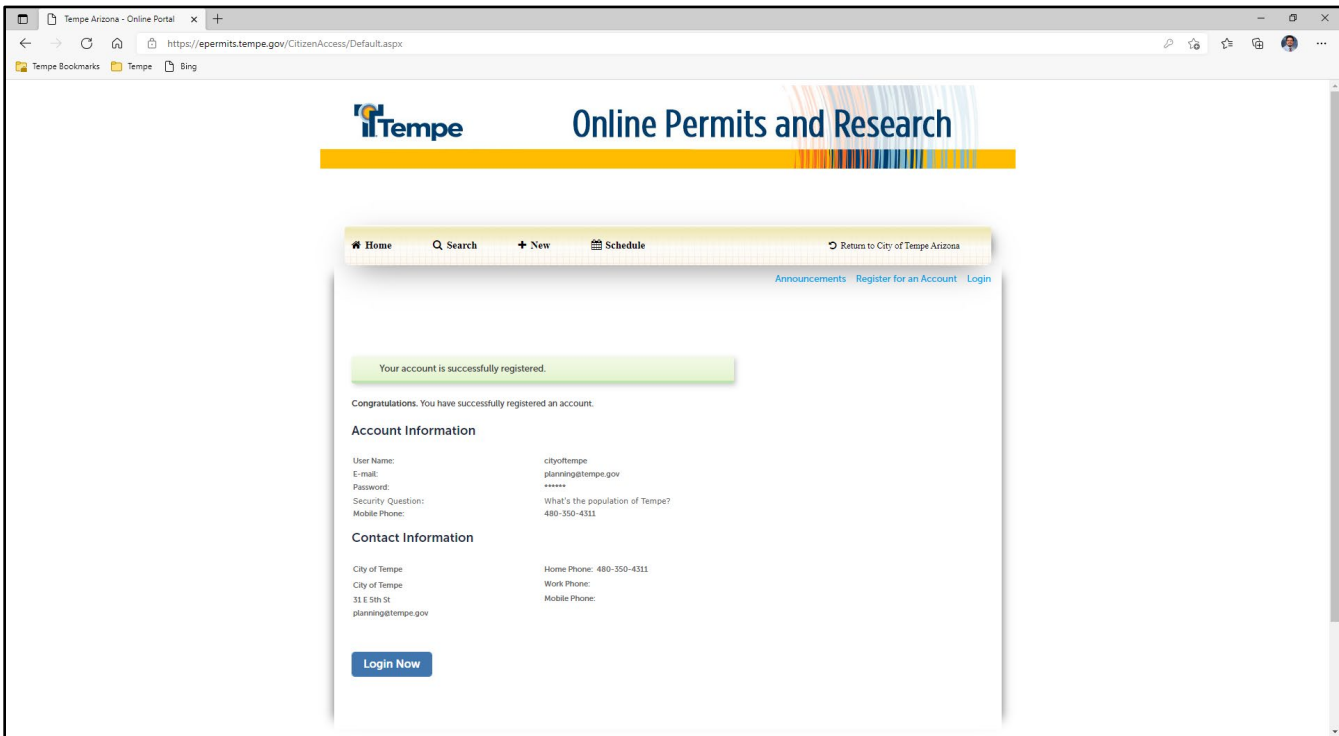
Step 9: A confirmation email with instructions on how to attach required items (i.e., letter of explanation, site/landscape plan, site context photos, etc.) to your application will be sent to the contact email provided on the account.

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.