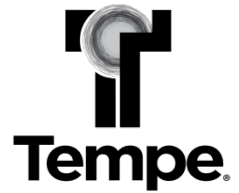


# Building Development Plan Review (BDPR) Application Submittal Checklist Form



CITY USE ONLY		Applicant Provided	<b>Items Required for a Complete Application</b> <i>Below is a checklist of documents and plans required for a complete application, depending on scope of work. Missing items will deem an application incomplete. Correctly date/label all documents and plans. All plans shall be signed &amp; sealed by a design professional registered in the State of Arizona. <u>DO NOT</u> bind documents and plans or provide duplicate plans if a project requires multiple types of concurrent applications.</i>
Required	Received		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. ELECTRONIC REVIEW ONLY. Plans to be submitted online through ACA portal.</b> <a href="https://epermits.tempe.gov/CitizenAccess/Default.aspx">https://epermits.tempe.gov/CitizenAccess/Default.aspx</a>
			<b>2. Completed BDPR project Submittal Application Form with Property Owner Authorization</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Correct Fee Payment(s)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Letter of Explanation, description of work. Per ZDC Section 6-306D</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Site Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Blackline Building Elevations</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Color Building Elevations</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevations of all building sides</li> <li><input type="checkbox"/> One material and finish schedule identifying all materials, colors, symbols, and abbreviations, as noted on drawings</li> <li><input type="checkbox"/> All patio materials and appliances (heaters, misters, fans, televisions, speakers, lights)</li> <li><input type="checkbox"/> Wall-mounted light fixtures</li> <li><input type="checkbox"/> Location of address numerals</li> <li><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)</li> <li><input type="checkbox"/> Dimension overall length of building on each elevation</li> <li><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.</li> <li><input type="checkbox"/> Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings &amp; structures, etc.)</li> <li><input type="checkbox"/> Color elevations shall be identical to the blackline elevations except that they should have color</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>8. Material Sample Board PDF Image (required for exterior building modifications):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual paint and material samples – chips, pieces of masonry block, metal, wood, tinted glass, awnings, and stucco texture Images may not be submitted in lieu of physical samples. Common materials may be identified with photos on material board – confirm if acceptable with project coordinator prior to submittal</li> <li><input type="checkbox"/> Specified manufacturer name and product number for all materials and colors</li> <li><input type="checkbox"/> Coordinate board with material and finish schedule on building elevation</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Building Sections</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Floor Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Landscape Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Context Photos</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>13. Preliminary Grading &amp; Drainage Plans (if applicable)</b>