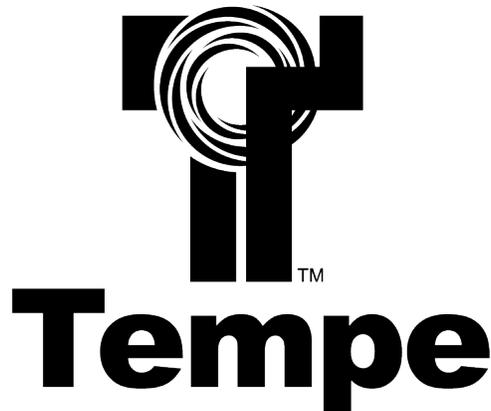


# MAJOR DEVELOPMENT PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

*A Major Development Plan Review application applies to all new development and building expansions over five thousand (5,000) square feet net floor area; major changes in elevations; and residential developments consisting of six (6) or more dwelling units.*



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

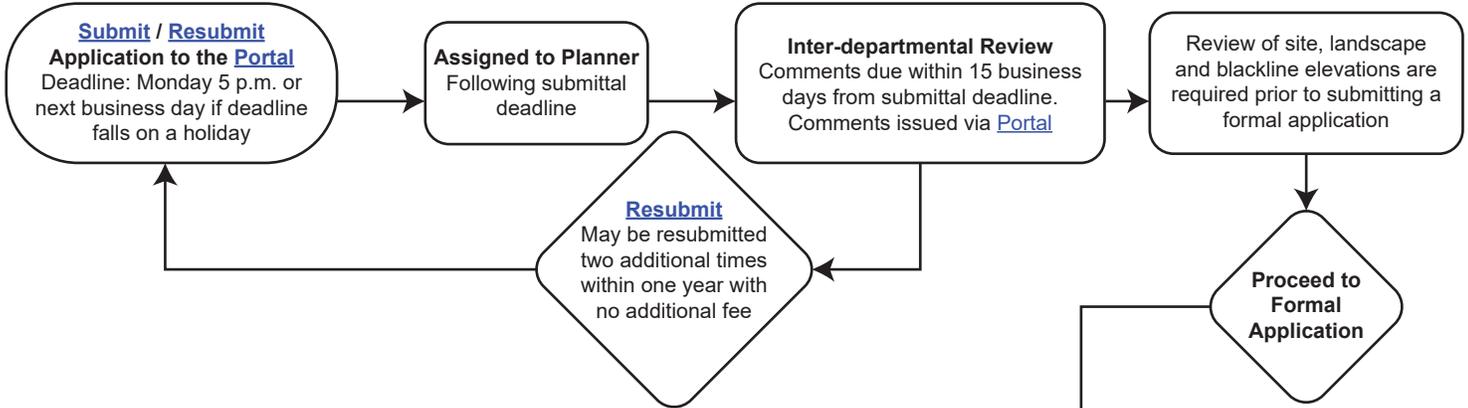
Revised December 19, 2025

# Major Development Plan Review Process

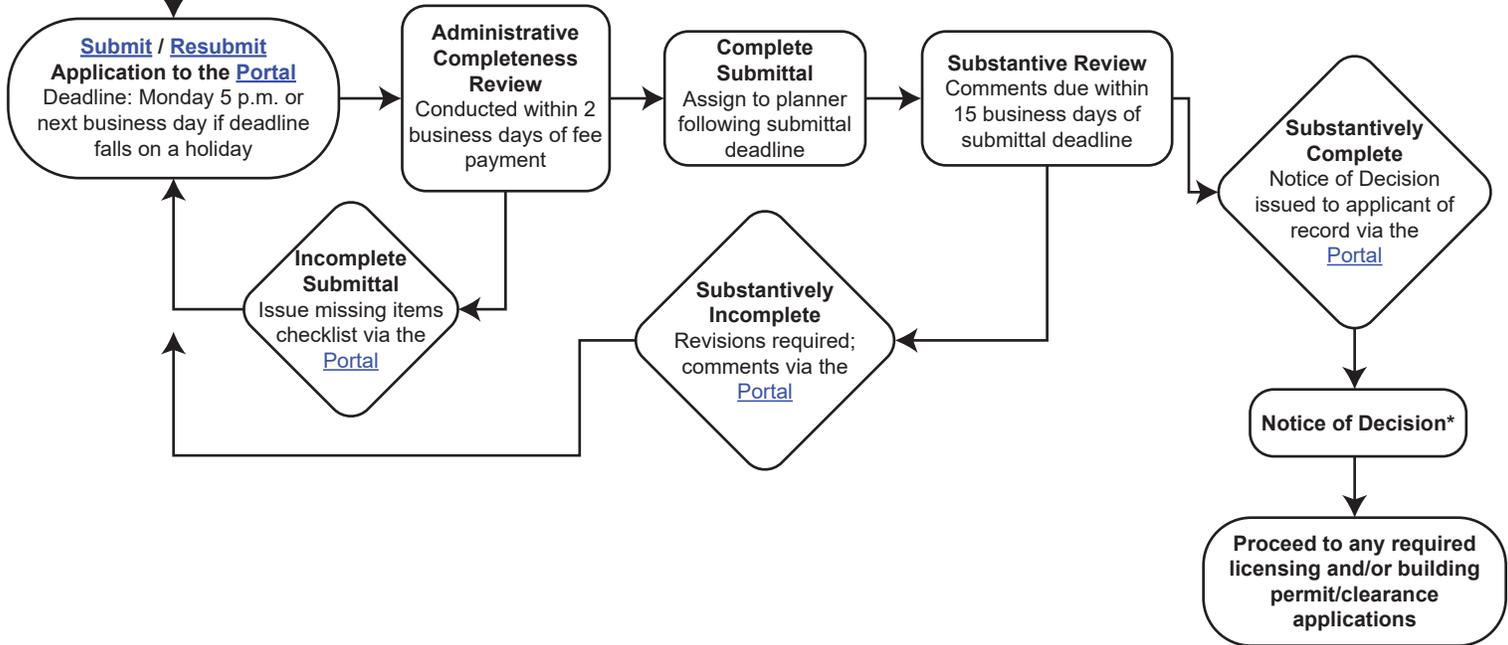
City of Tempe  
Community Development Department  
31 East 5th Street, Garden Level, Tempe, Arizona 85281  
(480) 350-4311 Fax: (480)350-8677  
Planning Fax: (480) 350-8872  
<http://www.tempe.gov/planning>



## Preliminary Site Plan Review



## Formal Application Review



\*Any appeal of a decision shall be filed pursuant to [Zoning and Development Code Part 6, Chapter 8, Appeals](#), no later than fourteen (14) calendar days after the date on which the decision was rendered.

# Major Development Plan Review Application Submittal Checklist



<i>Provided</i>	<b>SECTION A: Actions Required for a Complete Application</b>
<input type="checkbox"/>	<p><b>1. Correct Fee Payment(s) – Refer to <a href="#">Zoning and Development Fee Schedule</a></b>  <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>2. 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 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"/> <b>Sheets within each PDF shall be organized in the same order as listed on this 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>Section B: Documents – Submit as individual 8 ½" x 11" PDFs</b></p> <ul style="list-style-type: none"> <li>• B1_ProjectName_PlanningApplicationChecklist.pdf</li> <li>• B2_ProjectName_PlanningApplication.pdf</li> <li>• B3_ProjectName_LetterOfExplanation.pdf</li> <li>• B4_ProjectName_ContextPhotos.pdf</li> </ul> <p><b>Section C: Plans – Submit as a single 24" x 36" PDF</b></p> <ul style="list-style-type: none"> <li>• C_ProjectName_Plans.pdf</li> </ul> <p><b>*Section D: Additional Items – Submit as individual 8 ½" x 11" PDFs (3D Model; submitted as .dae format)</b></p> <ul style="list-style-type: none"> <li>• D1_ProjectName_ShadowStudy.pdf</li> <li>• D2_ProjectName_SolarStudy.pdf</li> <li>• D3_ProjectName_3DModel.dae</li> <li>• D4_ProjectName_TrafficImpactStatement.pdf or D4_TrafficImpactAnalysis.pdf</li> <li>• D5_ProjectName_ASUNotification.pdf</li> <li>• D6_ProjectName_UtilityProviderSignOff.pdf</li> </ul>
<input type="checkbox"/>	<p><b>3. Submit Physical Material Sample Board(s)</b>  <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. <b>Contact your assigned planner for address to have the physical board mailed/shipped or hand delivered.</b></i></p> <p><i>Physical board(s) shall have a maximum size of 8½" x 14"</i></p> <ul style="list-style-type: none"> <li><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</li> <li><input type="checkbox"/> Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.)</li> <li><input type="checkbox"/> Coordinate board with material and finish schedule on building elevations</li> <li><input type="checkbox"/> Include project title and site address</li> </ul>

# Major Development Plan Review Application Submittal Checklist



<b>Provided</b>	<p><b>SECTION B: 8 ½” x 11” Documents Required for a Complete Application</b></p> <p><i>Submit each required document as an individual 8 ½” x 11” PDF.</i></p> <p><i>(Example: B1ProjectName_PlanningApplicationChecklist.pdf, B2_ProjectName_Planning Application.pdf, etc.)</i></p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p><b>1. Planning Application Submittal Checklist (provided during Preliminary Site Plan Review)</b></p>
<input type="checkbox"/>	<p><b>2. <u>Planning Application with Property Owner Authorization</u></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>3. Letter of Explanation</b></p> <p><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> <p>The letter shall explain how the development plan will conform to the following standards of Zoning and Development Code Criteria <a href="#">Section 6-306(D)</a>, as applicable:</p> <ol style="list-style-type: none"> <li>1. Placement, form, and articulation of buildings and structures provide variety in the streetscape;</li> <li>2. Building design and orientation, together with landscape, combine to mitigate heat gain/retention while providing shade for energy conservation and human comfort;</li> <li>3. Materials are of a superior quality, providing detail appropriate with their location and function while complementing the surroundings;</li> <li>4. Buildings, structures, and landscape elements are appropriately scaled, relative to the site and surroundings;</li> <li>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;</li> <li>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;</li> <li>7. Plans take into account pleasant and convenient access to multi-modal transportation options and support the potential for transit patronage;</li> <li>8. Vehicular circulation is designed to minimize conflicts with pedestrian access and circulation, and with surrounding residential uses;</li> <li>9. Plans appropriately integrate Crime Prevention Through Environmental Design principles such as territoriality, natural surveillance, access control, activity support, and maintenance;</li> <li>10. Landscape accents and provides delineation from parking, buildings, driveways and pathways;</li> <li>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</li> <li>12. Lighting is compatible with the proposed building(s) and adjoining buildings and uses, and does not create negative effects.</li> </ol> <p><i>The above criteria are used to evaluate a design application.</i></p> <p><b>The letter should also address how the proposal supports any applicable area policy plans, including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Character Area Plans</a></li> <li><input type="checkbox"/> <a href="#">Downtown / Mill Avenue District Community Design Principles</a></li> <li><input type="checkbox"/> <a href="#">Mill + Lake District Streetscape Principles and Guidelines</a></li> <li><input type="checkbox"/> <a href="#">Historic Preservation Plan</a></li> <li><input type="checkbox"/> <a href="#">Apache Boulevard Redevelopment Plan</a></li> <li><input type="checkbox"/> <a href="#">Town Lake Design Documents</a></li> <li><input type="checkbox"/> <a href="#">Maker District Design Guidelines</a></li> <li><input type="checkbox"/> <a href="#">Smith Innovation Hub Design Guidelines</a></li> </ul>

# Major Development Plan Review Application Submittal Checklist



## SECTION B: Continued

- 4. Context Photos**
  - Provide photo location map cover sheet
  - Photos are to be taken at the curb and along property boundaries to explain perimeter conditions
  - Photos to be taken at each property corner and in each cardinal direction (north, south, east, west)
  - Each photo shall be numbered to correspond with direction and location as identified in photo location map cover sheet
  - Limit 6 photos per sheet

**Provided**

## SECTION C: 24" x 36" Plans Required for a Complete Application

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.

*Documents should be submitted in a single 24" x 36" PDF named C\_ProjectName\_Plans.pdf*

**DO NOT** provide duplicate plan sets if a project requires multiple application types (i.e., Use Permit, Use Permit Standard, Variance, etc.).

**If a Major Development Plan Review is processed concurrently with other applications that require a public hearing, staff may request 8.5" x 11" copies of all plans prior to the date of the hearing.**

- 1. Contextual Aerial Map with Site Plan Overlay**
  - Provide a color aerial (50-60% screened) with blacklines and transparent background
  - Show all adjacent property (includes across the street) and right-of-way
  - At a minimum dimension all property lines, right of way widths, driveways, and public sidewalks

- 2. Site Plan**

**Plans must include the following information in the project data table:**

  - Contact name, address, phone, email
  - Project Title, Site Address, and Assessor Parcel Number or Legal Description
  - Existing General Plan Projected Land Use & Density and Proposed General Plan Land Use & Density
  - Zoning (existing and proposed)
  - Net Site Area (and gross, if any portion of property is to be dedicated for right-of-way), in square feet and acres
  - Total net building area: breakout existing and proposed building areas
  - Square footage: for each building / tenant space and total
  - List of proposed uses and the square footage of each use
  - Required and Provided Development Standards for the Zoning District(s) and applicable Overlay District(s), which includes the following:
    - Density (du/ac); maximum allowed and proposed
    - Minimum Net Lot Area per Dwelling Unit (square feet)
    - 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)
  - Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed
  - Engineered shade (square footage) of building mounted and freestanding canopies, (including canopies over walkways, plazas, amenity areas, parking and rooftop building amenities with permanent structural shade) measured from the calculated square foot area of all structures on site. If the material is perforated or louvered, the shade calculation shall account for the area of solid material, excluding openings/voids in material. Round to nearest whole number.
  - Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage)
  - Building Setbacks; minimum and/or maximum required (in feet) and proposed (in feet and inches), measured from property lines
  - Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding thickness of exterior walls
  - Bicycle Parking (minimum required and proposed); tabulate per use/unit type and area, excluding thickness of exterior walls, and specify if site is in the bicycle commute area
  - Number and type (# of bedrooms) of residential units and total
  - Building Code related data:
    - Type of construction per Building Code
    - Occupancy Classification (if applicable)

LIST CONTINUED ON THE NEXT PAGE

# Major Development Plan Review Application Submittal Checklist



## SECTION C: Continued

### 2. Site Plan (Continued)

- Occupant Load per Occupancy (if applicable)
- Separated Use OR Non-Separated Use
- Sprinklers / Fire Alarms (provided or not provided)

**Plans must provide the following detail and information:**

- For larger projects, provide an overall site plan
- 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
- Property boundaries identified with dimensioned property lines
- Identify adjacent land use types and zoning districts
- Identify all adjacent structures, driveways, and streets
- Show existing and proposed adjacent street and alley right-of-way widths
- Location and width of all proposed and existing (to remain) easements, both public and private. Do not show easements that will be abandoned
- Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street
- Dimension width of accessible routes from public way to building entrance(s)
- Show and fully dimension all existing (to remain) and proposed buildings/structures
- Identify locations of all first-floor exterior building entrances/exits and windows
- Show building overhang and/or open structures as a dashed line
- Dimension distances between all buildings/structures and all property lines; **do not show maximum building envelope**
- Show location of all walls/fences and note height, material, and finish
- Show driveway locations, dimensions, and note city detail numbers
- Identify all proposed pavement types (asphalt, brick/concrete pavers, stamped concrete, stabilized decomposed granite, etc.)
- Show vehicle (standard & accessible) and bicycle parking areas, typical space dimensions and number of spaces for each row of parking, dimension of vehicle overhangs, drive aisle widths, and turn radii
- Location of light fixtures and fire hydrants, both on-site and off-site (if expected to serve the development)
- Location of electric service entrance section (S.E.S.), gas meter, transformer, water meter, and back flow prevention devices
- Location of refuse enclosure(s) for both trash and recycle per City of Tempe Public Works Department Detail DS-116; all drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned
- Location of any signage proposed or existing on site with dimensions to nearest sidewalks or utilities or drives.

### 3. Landscape Plan

- Blackline plans drawn to scale with 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
- Unique symbols used on plan for all trees, shrubs, and ground covers (drawn to scale at mature size)
- 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
- Indicate by note on the plans the area of shade tree coverage (existing to remain and proposed) located on-site and in adjacent rights-of-way based on 500 sq ft per tree (average of small and large canopies, excluding palm trees). Round to nearest whole number.
- Dimension adjacent right-of-way widths and property lines
- 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
- Identify locations of all first-floor exterior building entrances/exits and windows
- 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.

### 4. Preliminary Utility, Easement, Lighting and Tree Overlay Plan

- Show location of light poles, building-mounted light fixtures, and utilities located on or adjacent to the site (including ROW) with a 50% overlay of tree locations
- Show all existing easements (to remain and to be abandoned with construction of the site) and all proposed public and private utility easements, including easements for overhead utilities. Label easement type and width and show their extents.
- DO NOT** show photometrics
- Show easements that will be abandoned with construction of the site
- Cut sheets of light fixtures may be provided on same sheet or separate sheets

# Major Development Plan Review Application Submittal Checklist



SECTION C: Continued	
<input type="checkbox"/>	<p><b>5. Blackline Building Elevations</b> Blackline elevations shall be identical to the color elevations except only in black and white (no grayscale drawings)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevations of all building sides</li> <li><input type="checkbox"/> A single material and finish schedule identifying all materials, manufacturers of materials, colors, and finishes, corresponding to notes on drawings.</li> <li><input type="checkbox"/> A separate set of keynotes for non-building elements, e.g. rooftop mechanical units beyond parapet, address numerals, and light fixtures.</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 and dimensions of address numerals</li> <li><input type="checkbox"/> Show building sign area as a dashed box (signs are approved under a separate submittal)</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"/> Dimension changes in surface plane and depth of canopies, window sills, reveals and other architectural features relative to the primary surface plane (<b>Do NOT show lines for control joints</b>)</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> </ul>
<input type="checkbox"/>	<p><b>6. Color Building Elevations</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Color elevations shall be identical to the blackline elevations except with color</li> <li><input type="checkbox"/> Do not show window glazing with color unless it is tinted glass</li> </ul>
<input type="checkbox"/>	<p><b>7. Building Sections</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of two (2) cross-sections per building, taken in opposite directions.</li> <li><input type="checkbox"/> Dimension the following, measured from grade: maximum building height; penthouse or roof structures for elevators and stairs; towers; chimneys; fire walls; spires; crosses; clock towers, and other architectural features.</li> <li><input type="checkbox"/> Dimension the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Length of building wall(s)</li> <li><input type="checkbox"/> Floor to ceiling heights</li> <li><input type="checkbox"/> Horizontal depth &amp; vertical clearance of overhead projections (awnings, balconies, etc.) to the ground</li> <li><input type="checkbox"/> Height of balcony walls/railings</li> </ul> </li> <li><input type="checkbox"/> Show HVAC and other rooftop mechanical equipment, dimension height above roof and screening method</li> </ul>
<input type="checkbox"/>	<p><b>8. Color Perspectives / Renderings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of 2 angles along each street from street level (not aerial)</li> </ul>
<input type="checkbox"/>	<p><b>9. Floor Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show complete floor layout and label the use of each room</li> <li><input type="checkbox"/> Dimension buildings, individual rooms, and balconies</li> <li><input type="checkbox"/> Locations of walls, windows and doors</li> <li><input type="checkbox"/> Location of all electrical equipment including SES, panels, transformers etc.</li> <li><input type="checkbox"/> Location and dimensions of restroom facilities</li> <li><input type="checkbox"/> Location, dimensions and details of bar/dining seating, sales/service counters, etc.</li> <li><input type="checkbox"/> Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.)</li> <li><input type="checkbox"/> Identify location and direction of building sections</li> </ul>
<input type="checkbox"/>	<p><b>10. Preliminary Grading &amp; Drainage Plans</b></p> <p>Additional information and detail may be required as determined through Preliminary Site Plan Review</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show the location of proposed retention basin(s) and storm drains</li> <li><input type="checkbox"/> Provide dimensions and calculations for runoff volume required; include runoff calculations with formulae</li> <li><input type="checkbox"/> Show existing topography</li> <li><input type="checkbox"/> Show offsite drainage flows, if any. (Offsite runoff is not always present.)</li> <li><input type="checkbox"/> Show an acceptable method of dissipation and location of drywells, if any.</li> <li><input type="checkbox"/> Provide finished floor elevation</li> <li><input type="checkbox"/> Provide design high water information</li> </ul> <p>LIST CONTINUED ON NEXT PAGE</p>

# Major Development Plan Review Application Submittal Checklist



SECTION C: Continued	
	<p><b>10. Preliminary Grading &amp; Drainage Plans (Continued)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide low lot outfall location and elevation</li> <li><input type="checkbox"/> Provide blackline location/vicinity map</li> <li><input type="checkbox"/> Provide owner and Engineer's names</li> <li><input type="checkbox"/> Show proposed structures, parking, landscape areas</li> <li><input type="checkbox"/> Provide enough information to define the drainage concept for the entire site</li> </ul>
<input type="checkbox"/>	<p><b>11. Digital Material Sample Board(s)</b> 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 a transmittal form to either have the physical board mailed/shipped or hand delivered. See Section A #3</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project title, site address &amp; formal tracking number (PL#####)</li> <li><input type="checkbox"/> Coordinate board with material and finish schedule on building elevations</li> <li><input type="checkbox"/> Provide actual paint and material samples for all building elements (fences, walls, doors, windows, canopies, railings, awnings, etc.), mounted to board (i.e. paint chips, pieces of masonry block, metal, wood, tinted glass, awning material and color, and stucco texture). Images may not be submitted in lieu of physical samples.</li> <li><input type="checkbox"/> Common building materials may be depicted with photos on material board in place of a physical sample, subject to the assigned planner's discretion</li> <li><input type="checkbox"/> Multiple boards may be provided as long as each board is enumerated (i.e., 1 of 3, 2 of 3, etc.)</li> </ul>
<input type="checkbox"/>	<p><b>12. Fire Access Plan: <i>Required if indicated during the preliminary site plan review process</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans must be legible and drawn to an engineer's scale</li> <li><input type="checkbox"/> Building construction type(s)</li> <li><input type="checkbox"/> Occupancy classification(s)</li> <li><input type="checkbox"/> Building area</li> <li><input type="checkbox"/> Building height</li> <li><input type="checkbox"/> Fire sprinkler system (Y/N)</li> <li><input type="checkbox"/> Fire alarm system (Y/N)</li> <li><input type="checkbox"/> Standpipe system (Y/N)</li> <li><input type="checkbox"/> Fire department connection location(s)</li> <li><input type="checkbox"/> Fire apparatus access roads including the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Clear width and vertical distance dimensioned</li> <li><input type="checkbox"/> Surface material of access road &amp; fire lane</li> <li><input type="checkbox"/> All turning radii; entering, exiting, and within the site</li> <li><input type="checkbox"/> Dead ends with approved turnaround dimensioned</li> <li><input type="checkbox"/> Bridges or elevated surfaces dimensioned</li> <li><input type="checkbox"/> Gates and barricades</li> </ul> </li> <li><input type="checkbox"/> Fire hydrant locations (existing and proposed)(Hydrants to have 3-foot minimum separation from sidewalks)</li> <li><input type="checkbox"/> The following for high rise buildings: <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire command center location(s)</li> <li><input type="checkbox"/> Firefighter air replenishment system fill panel location(s)</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>13. Solid Waste Plan: <i>Required if indicated during the preliminary site plan review process</i></b> The plan must be to an engineer's scale that shows the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Service area ingress and egress, including path of travel to/from and within the site, dimensioned turnarounds, hammerheads, and turning radii</li> <li><input type="checkbox"/> Location of all potential obstructions: utility boxes, phone, cable, meters, gas lines, vents, transformers, mailboxes, bollards, vehicle parking spaces (where gates need full swing movement) etc</li> <li><input type="checkbox"/> Location of any trees/landscaping, power transformers, electrical, data, phone and utilities (including overhead) within twenty feet (20') of proposed enclosure(s)</li> <li><input type="checkbox"/> Storage location of solid waste containers – both trash and recyclables</li> <li><input type="checkbox"/> Where solid waste containers are placed for collection purposes (staged)</li> <li><input type="checkbox"/> If an exterior enclosure is used, design per City of Tempe details DS-116 or DS-118 and note this on plan</li> <li><input type="checkbox"/> If not in a standard Tempe enclosure type, show design of solid waste storage <u>and</u> staging areas in plan view, including dimensions of the following: interior room dimensions (if inside a building), door/gate access dimensions, compactor areas, path of travel and approach route for all solid waste movements</li> <li><input type="checkbox"/> If located inside a building, provide a cross section of refuse room that includes the dimensions of vertical clearance at the entrance and vertical clearance at the service area(s)</li> </ul> <p>LIST CONTINUED ON NEXT PAGE</p>

# Major Development Plan Review Application Submittal Checklist



## SECTION C: Continued

### 13. Solid Waste Plan (Continued)

Design Requirements:

- Front-load collection: (2-8 cubic yard dumpsters): Objects such as doors, building columns, signs, bridges, canopies, and overhead projections may not be within the required vertical clearance
  - Vehicles providing front-load collection require a minimum 45-foot unobstructed straight-line approach and 15-foot overhead clearance to access enclosures
  - Front-load collection vehicles access the trash enclosures at the front of the vehicle and require a 25-foot overhead clearance to service containers
- Compactor roll-off containers (10-40 cubic yards):
  - Vehicles servicing roll-off containers require a minimum 60-foot unobstructed straight-line approach and 15-foot overhead clearance to access the trash container.
  - Roll-off collection vehicles load the container from the rear of the vehicle and require a 25-foot of overhead clearance to service containers
  - Weight of a roll-off container, including the materials inside, cannot exceed 10 tons when full (legal street limit)
  - Multi-family residential properties, such as apartment and condo communities, are required to utilize roll-off compactors for solid waste disposal if they meet any of the following conditions:
    - More than 200 dwelling units are planned for the property
    - The property is expected to generate more than 100 cubic yards of trash per week
    - The proposed building(s) cover more than 80% of the site
  - Commercial properties, such as hotels, retail stores, and offices are expected to use compactors if they generate more than 60 cubic yards of trash per week

## SECTION D: Additional Items Contingent on Scope of Work

*Items from the checklist below are only required under certain conditions*

*Submit each required document as an individual 8 1/2" x 11" PDF.*

*(Example: D1\_ProjectName\_ShadowStudy.pdf, D2\_ProjectName\_SolarStudy.pdf, etc.)*

*Applications with missing items from the checklist below will be deemed incomplete.*

**1. Shadow Study**  
Required for developments in the Transportation Overlay District pursuant to Section 5-612(R): Shall shade public sidewalks with a minimum of thirty-three percent (33%) full shade

OR

Required for developments opting for performance standard based on tree canopy pursuant to Section 4-704(A)(2): Shall provide an overall tree or shade canopy above surface parking areas that is not less than twenty percent (20%) of the parking area; twenty-two percent (22%) when a Use Permit is granted to exceed the parking maximum

- Shall be based on landscape or tree planting guides for the region (e.g., Sunset Western Garden Book)
- Shade structures may be used to meet shade requirements
- Standard shall be met at 3 p.m. on the date of summer solstice
- Shade calculations for trees will assume canopy growth at five (5) years from planting

**2. Solar Study**  
Required for developments in the TOD with buildings which exceed the height of adjacent buildings, and are adjacent to any Residential Districts, or for development adjacent to a hotel or a mixed-use development with photovoltaic equipment (solar collectors, water heaters, etc.) or a swimming pool.

- Identify shade patterns at 9am, 12pm, 3pm, and 5pm, on the vernal equinox, summer solstice, autumnal equinox, and winter solstice

# Major Development Plan Review Application Submittal Checklist



SECTION D: Continued	
<input type="checkbox"/>	<p><b>3. 3D Model</b> <i>Required for new developments consisting of 7+ stories located in the City Center District, or located in the Town Lake area (Rio Salado Pkwy north to Loop 202 and Priest Rd east to McClintock Dr)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide .dae format file(s)</li> <li><input type="checkbox"/> Georeferenced files for the development shall be based on the following spatial reference: NAD_1983_2011_StatePlane_Arizona_Central_FIPS_0202_Ft_Intl.</li> </ul>
<input type="checkbox"/>	<p><b>4. Traffic Impact Statement / Analysis</b> <i>Level 1 TIS: required for development that is expected to generate 75 or more new trips during the AM or PM peak hour. Level 2 TIS: required for development that is expected to generate 150 or more new trips during the AM or PM peak hour. TIS may be required by the city to assess the impact of the new development on the current operations of the study area.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall generally conform to the City of Tempe's Policy for Transportation Impact Studies.</li> <li><input type="checkbox"/> Must be prepared by an Arizona registered Civil Engineer.</li> <li><input type="checkbox"/> Shall determine access, circulation, transportation demand management, impact on existing streets, and other reasonable transportation system mitigation requirements in reviewing a land use or development application.</li> <li><input type="checkbox"/> Shall include Trip Reduction Plan</li> </ul>
<input type="checkbox"/>	<p><b>5. Documented Notification to Arizona State University (ASU)</b> <i>Required for multi-family and mixed-use developments located east of Priest Drive and west of Price Road, and south of the 202 Freeway and north of Broadway Road (both sides of the street/freeway)</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Documented notice of the project and any communication with ASU representatives shall be provided to staff as part of any outreach or public involvement for the project. The contact is the ASU Government and Community Engagement General inbox - <a href="mailto:gce@asu.edu">gce@asu.edu</a></li> </ul>
<input type="checkbox"/>	<p><b>6. Utility Provider Sign-Off of Conceptual On-Site Utility Locations</b> <i>Required for developments located in the downtown area or projects that have 75% or higher building lot coverage</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> List utility in conflict</li> <li><input type="checkbox"/> Documented sign-off to be provided prior to the first public meeting/hearing</li> </ul>