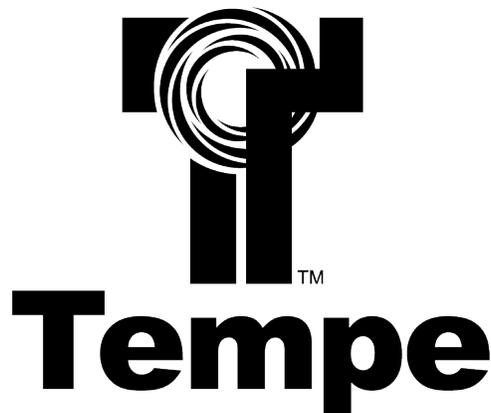


# PRELIMINARY SITE PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

*Preliminary review is required for Annexations, General Plan Map Amendments, Major Development Plan Reviews, Planned Area Development Overlays, and Zoning Map Amendments, but is not required for individual single-family dwelling applications or applications regarding individual structures that are accessory to a single-family dwelling. Minor Development Plan Reviews and exterior modifications to existing development may require preliminary review. A preliminary review may also be held as requested by the prospective applicant or applicant's representative for any proposal.*



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

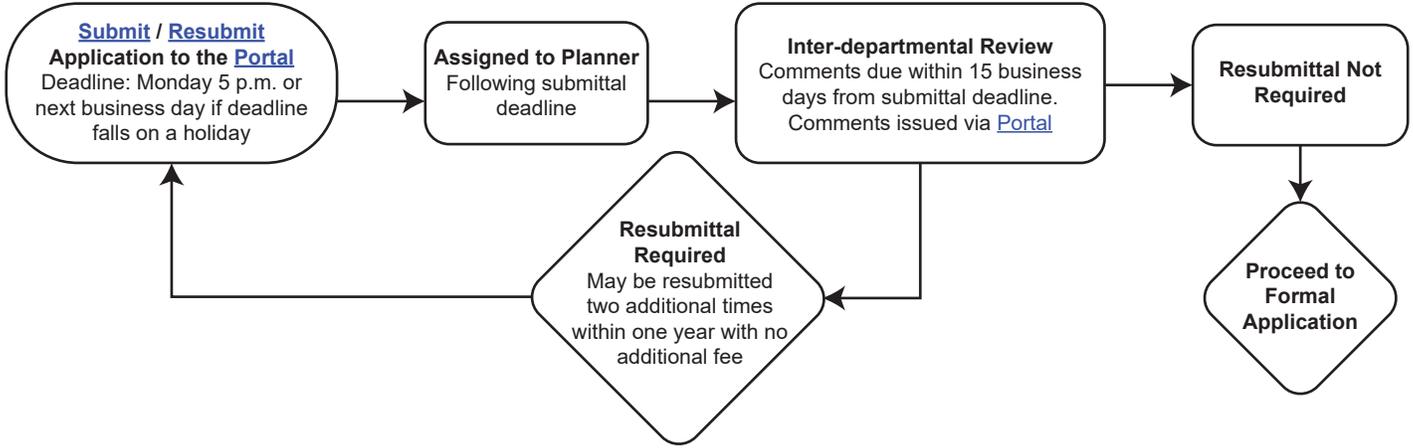
Revised December 8, 2025

# Preliminary Site Plan Review Application 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



# Preliminary Site Plan Review Application Submittal Checklist



<i>Provided</i>	<b>SECTION A: Actions Required for a Complete Application</b>
<input type="checkbox"/>	<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>
<input type="checkbox"/>	<b>2. Online Submittal – All Attachments MUST be submitted to the <a href="#">Tempe Citizen Access Portal</a></b> <ul style="list-style-type: none"> <li>• All documents and plans must be in Adobe Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC</li> <li>• PDFs shall be a 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>• <b>Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist.</b></li> </ul> <p><b>Complete submittals include the following attachments:</b>            Attachments with * are only required under specific conditions</p> <p><b>Section B: Documents</b> – Submit as <b>individual 8 ½" x 11"</b> PDFs</p> <ul style="list-style-type: none"> <li>• B1_ProjectName_PlanningApplication.pdf</li> <li>• B2_ProjectName_LetterOfExplanation.pdf</li> </ul> <p><b>Section C: Plans</b> – Submit as a <b>single 24" x 36"</b> PDF</p> <ul style="list-style-type: none"> <li>• C_ProjectName_Plans.pdf</li> </ul>

<i>Provided</i>	<b>SECTION B: 8 ½" x 11" Documents Required for a Complete Application</b> <i>Files should be submitted as individual 8 ½" x 11" PDFs</i>
<input type="checkbox"/>	<b>1. <a href="#">Planning Application Form</a>:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Preliminary Site Plan Review does not require owner authorization. Project information provided on the form shall be consistent with the information provided for the Planning Project record.</i></li> </ul>
<input type="checkbox"/>	<b>2. Letter of Explanation:</b> <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> <ul style="list-style-type: none"> <li><input type="checkbox"/> A letter from the applicant with the project name, address, and description of the project, including if this is a remodel, adaptive reuse, redevelopment, new development, and any special site conditions to aid in review of the project.</li> <li><input type="checkbox"/> Letters vary in content with each request and may include questions for the reviewers as part of the preliminary process.</li> </ul>

# Preliminary Site Plan Review Application Submittal Checklist



<b>Provided</b>	<p><b>SECTION C: 24: x 36” Plans Required for a Complete Application</b></p> <p>All plans submitted for the formal entitlement process shall be signed &amp; sealed by a design professional registered in the State of Arizona. Preliminary Site Plan Review does not require registrant seal or signature.</p> <p><i>The checklist below provides the minimum requirements for plans submitted for review for a formal entitlement.</i></p> <p>As a Preliminary SPR, it is not expected that all content below is available. The more information provided during preliminary review; the more comments are provided to facilitate fewer revisions on subsequent submittals.</p> <p>Preliminary Site Plan review may be done up to three times per application and must be made within one year of the initial review. Each subsequent review should address prior comments. <b>There is no “approval” process of preliminary applications.</b></p>
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<input type="checkbox"/>	<p><b>1. Site Plan</b></p> <p><b>Plans must include the following information in a project data table:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact name, address, phone, email</li> <li><input type="checkbox"/> Project Title, Site Address, and Assessor Parcel Number or Legal Description</li> <li><input type="checkbox"/> Existing General Plan Projected Land Use &amp; Density and Proposed General Plan Land Use &amp; Density</li> <li><input type="checkbox"/> Zoning (existing and proposed)</li> <li><input type="checkbox"/> Net Site Area (and gross, if any portion of property is to be dedicated for right-of-way), in square feet and acres</li> <li><input type="checkbox"/> Total net building area: breakout existing and proposed building areas</li> <li><input type="checkbox"/> Square footage: for each building / tenant space and total</li> <li><input type="checkbox"/> List of proposed uses and the square footage of each use</li> <li><input type="checkbox"/> Required and Provided Development Standards for the Zoning District(s) and applicable Overlay District(s), which includes the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Density (du/ac); maximum allowed and proposed</li> <li><input type="checkbox"/> Minimum Net Lot Area per Dwelling Unit (square feet)</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed</li> <li><input type="checkbox"/> 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.</li> </ul> </li> <li><input type="checkbox"/> Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage)</li> <li><input type="checkbox"/> Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines</li> <li><input type="checkbox"/> Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding thickness of exterior walls</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Number and type (# of bedrooms) of residential units and total</li> <li><input type="checkbox"/> Building Code related data: <ul style="list-style-type: none"> <li><input type="checkbox"/> Type of construction per Building Code</li> <li><input type="checkbox"/> Occupancy Classification (if applicable)</li> <li><input type="checkbox"/> Occupant Load per Occupancy (if applicable)</li> <li><input type="checkbox"/> Separated Use OR Non-Separated Use</li> <li><input type="checkbox"/> Sprinklers / Fire Alarms (provided or not provided)</li> </ul> </li> </ul> <p><b>Plans must provide the following detail and information:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For larger projects, provide an overall site plan</li> <li><input type="checkbox"/> Both graphic and numeric scales (use engineer's scale)</li> <li><input type="checkbox"/> North arrow oriented in the same direction as the plan, either up (preferred) or to the right on the sheet</li> <li><input type="checkbox"/> Blackline location/vicinity map, oriented in the same direction as the plan</li> <li><input type="checkbox"/> Property boundaries identified with dimensioned property lines</li> <li><input type="checkbox"/> Identify adjacent land use types and zoning districts</li> <li><input type="checkbox"/> Identify all adjacent structures, driveways, fire hydrants, and streets</li> <li><input type="checkbox"/> Show existing and proposed adjacent street and alley right-of-way widths</li> <li><input type="checkbox"/> Location and width of all proposed and existing (to remain) easements, both public and private. Do not show easements that will be abandoned</li> <li><input type="checkbox"/> Show existing (to remain) and proposed street and sidewalk improvements, dimensioned to centerline of the street</li> <li><input type="checkbox"/> Dimension width of accessible routes from public way to building entrance(s)</li> <li><input type="checkbox"/> Show and fully dimension all existing (to remain) and proposed buildings/structures</li> <li><input type="checkbox"/> Identify locations of all building entrances/exits and exterior windows</li> <li><input type="checkbox"/> Dimension distances between all buildings/structures and all property lines; do not show maximum building envelope</li> </ul> <p>LIST CONTINUED ON NEXT PAGE</p>
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# Preliminary Site Plan Review Application Submittal Checklist



## SECTION C: Continued

### 1. Site Plan (Continued)

- 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

### 2. Landscape Plan

- Schedule of all symbols and abbreviations used
- Unique symbols for all trees, shrubs, ground covers, organic and hardscape features
- Size specification of all plants at time of planting (tree caliper, shrub gallon) and at maturity (tree canopy, shrub height)
- 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
- Identify locations of all building entrances/exits and exterior windows

### 3. Blackline Building Elevations

Blackline elevations shall be identical to the color elevations except only in black and white (no grayscale drawings)

- Elevations of all building sides
- One material and finish schedule identifying all materials, colors, symbols, and abbreviations, as noted on drawings
- 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.)

### 4. Preliminary Grading & Drainage Plans

Additional information and detail may be required as determined through Preliminary Site Plan Review

- Show the location of proposed retention basin(s) and storm drains
- Provide dimensions and calculations for runoff volume required; include runoff calculations with formulae
- Show existing topography
- Show offsite drainage flows, if any. (Offsite runoff is not always present.)
- Show an acceptable method of dissipation and location of drywells, if any.
- Provide finished floor elevation
- Provide design high water information
- Provide low lot outfall location and elevation
- Provide blackline location/vicinity map
- Provide owner and Engineer's names
- Show proposed structures, parking, landscape areas
- Provide enough information to define the drainage concept for the entire site