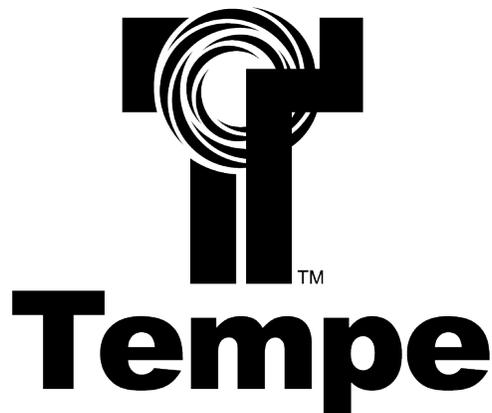# SIGN DEVELOPMENT PLAN REVIEW APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

A Sign Development Plan Review (DPR) application is required for all signs in mixed-use and regional commercial zoning districts. Sign DPRs are also required to establish or modify comprehensive sign packages for sites developed as a complex or center.

Signs that do not meet the specifications of an approved sign criteria for a complex or center, or other applicable design standards, require a Sign DPR before obtaining a sign permit.

Tempe

Community Development Department

Planning Division

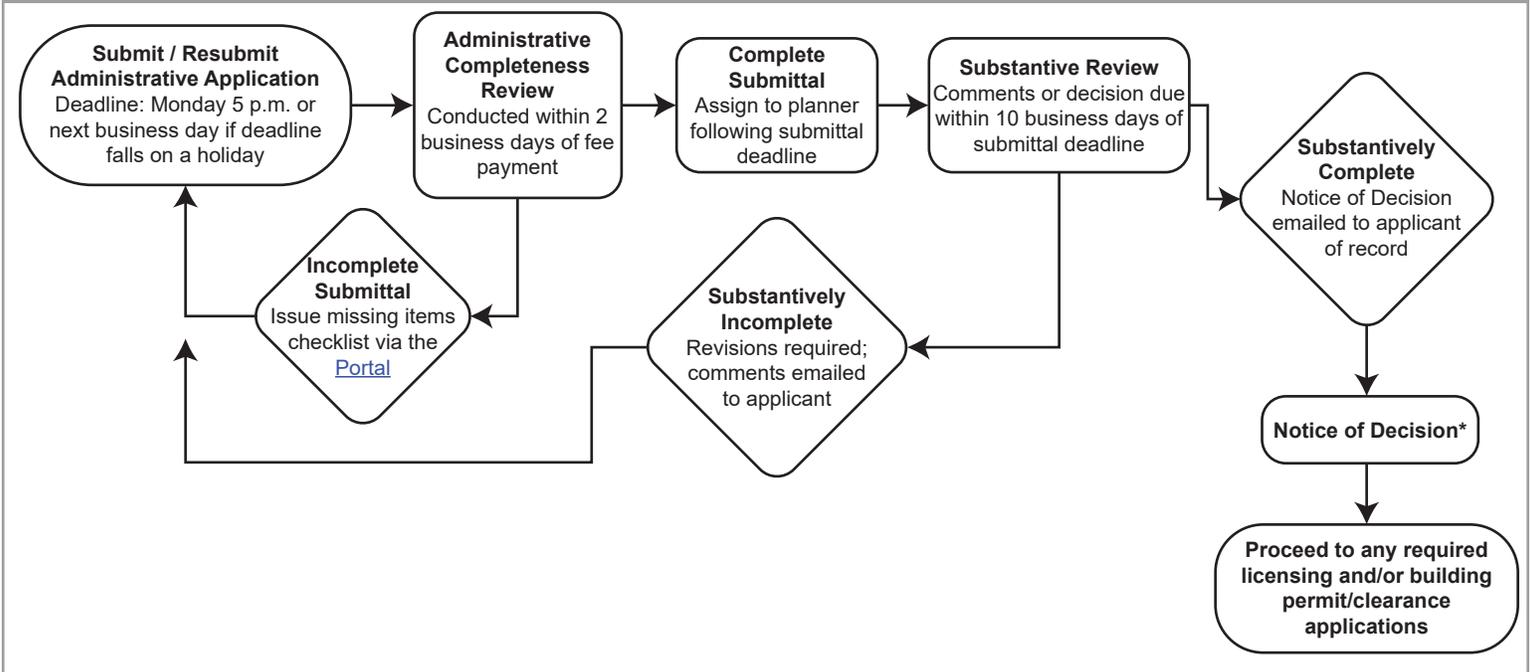31 East 5th Street, Garden Level East Tempe, Arizona 85281 (480) 350-4311 or (480) 350-8400 TDD

Revised December 10, 2025

Sign Development Plan Review Application Process

Tempe

Formal Application Review

Submit / Resubmit Administrative Application
Deadline: Monday 5 p.m. or next business day if deadline falls on a holiday

→

Administrative Completeness Review
Conducted within 2 business days of fee payment

→

Complete Submittal
Assign to planner following submittal deadline

→

Substantive Review
Comments or decision due within 10 business days of submittal deadline

Incomplete Submittal
Issue missing items checklist via the Portal

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

*Any appeal of an administrative 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.

Sign Development Plan Review Application
Submittal Checklist

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 **Section B: Documents –** Submit as **individual** 8 ½" x 11" PDFs • B1_ProjectName_PlanningApplication.pdf • B2_ProjectName_LetterOfExplanation.pdf • B3_ProjectName_ContextPhotos.pdf • B4_ProjectName_TenantList.pdf (if multi-tenant commercial/industrial building) **Section C: Plans –** Submit as a **single** 24" x 36" PDF • C_ProjectName_Plans.pdf
Provided	**SECTION B: 8 ½" x 11" Documents Required for a Complete Application** *Documents should be submitted as individual PDFs* *Applications with missing items from the checklist below will be deemed incomplete.*
☐	**1. [Planning Application with Property Owner Authorization](#)** *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.*
☐	**2. Letter of Explanation:** *The letter must be signed by the applicant and provide a brief statement, identifying the project goals and objectives and conformance to Zoning & Development Code [Chapter 9 sign requirements and design concepts](#).*
☐	**3. Context Photos**
☐	**4. Tenant List** (if applicable) For multi-tenant commercial or industrial buildings, the owner is required to provide updated tenant information to account for parking requirements for all tenants. Provide the total number of parking spaces provided on site and a list of each tenant, suite number, square footage of suite and use for parking verification # of Parking Spaces Provided on Site: [＿＿＿＿]

Address	Suite number	Business Name	Business Type/Use	Suite Square Footage

Sign Development Plan Review Application
Submittal Checklist

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.

☐ **1. Color Sign Drawing(s)**
- ☐ Drawings must be to scale and providing the following information for each sign proposed:
  - ☐ Exact letting styles to be used
  - ☐ All sign copy
  - ☐ Turn sign colors
  - ☐ Method of illumination
  - ☐ Number of sign faces
  - ☐ Method of attachment
  - ☐ Height of sign
  - ☐ Dimensions of sign
  - ☐ Sign area
  - ☐ Sign materials

☐ **2. Color Building Elevations**
- ☐ Elevations of all building sides
- ☐ A single material and finish schedule identifying all materials, colors, and finishes, corresponding to notes on drawings.
- ☐ A separate set of keynotes for non-building elements, e.g. address numerals, and light fixtures.
- ☐ Location and dimension of proposed signs on elevations
- ☐ 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
- ☐ Do not show shadows or simulated backgrounds (i.e. sky, terrain, adjacent buildings & structures, etc.)

☐ **3. 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)
- ☐ Total net building area: breakout existing and proposed building areas
- ☐ Square footage: for each building / tenant space and total

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 all streets
- ☐ Show and fully dimension all existing *(to remain) and proposed buildings/structures
- ☐ Location and width of all proposed and existing (to remain) easements, both public and private. Do not show easements that will be abandoned
- ☐ Show driveway locations, dimensions, and note city detail numbers
- ☐ Show location of any ground mounted monument or wayfinding signage on site with dimensions of length, width and height noted, and dimension from any adjacent sidewalks or driveways or utilities on site.
- ☐ Coordinate location of monument sign with landscape to avoid site line conflicts with existing or proposed landscape.

☐ **4. Floor Plans** (if applicable)
- ☐ Show complete floor layout and label the use of each room
- ☐ Dimension buildings, individual rooms, and balconies
- ☐ Locations of windows and doors
- ☐ Identify location and direction of building sections