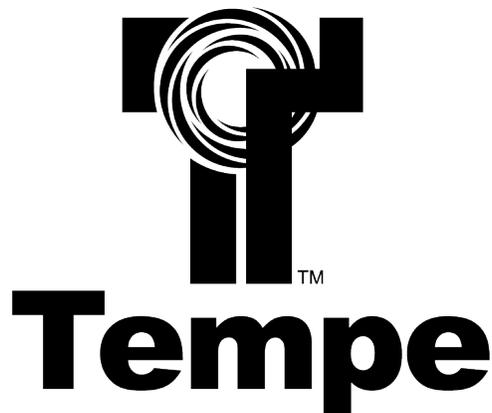


APPEAL REQUEST

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

Any person, entity, or group aggrieved by a decision by a decision-making body may be a party to an appeal hearing pursuant to Chapter 8, Appeals, of the City of Tempe Zoning & Development Code. Failure to file an appeal with the Community Development Department or City Clerk as applicable, by 5:00 p.m. on the due date, shall render such appeal invalid. The filing of an appeal must be substantively complete. Failure to complete all required items within the appeal deadline from a decision made will result in expiration of filing an appeal.



Community Development Department
Planning Division

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

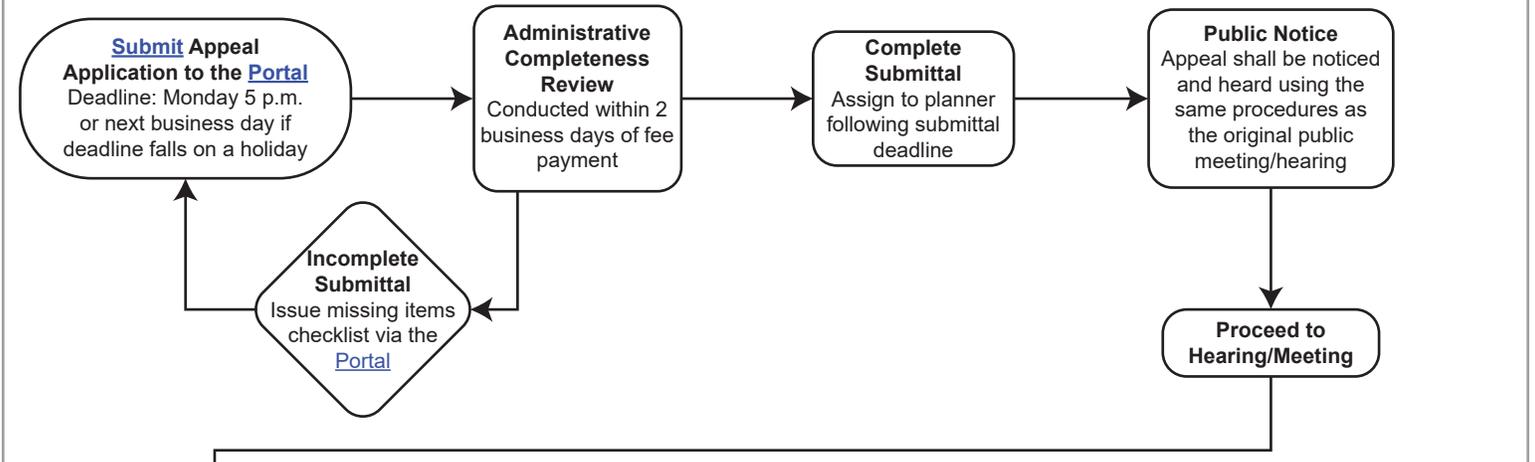
Revised December 8, 2025

Appeal Request Process

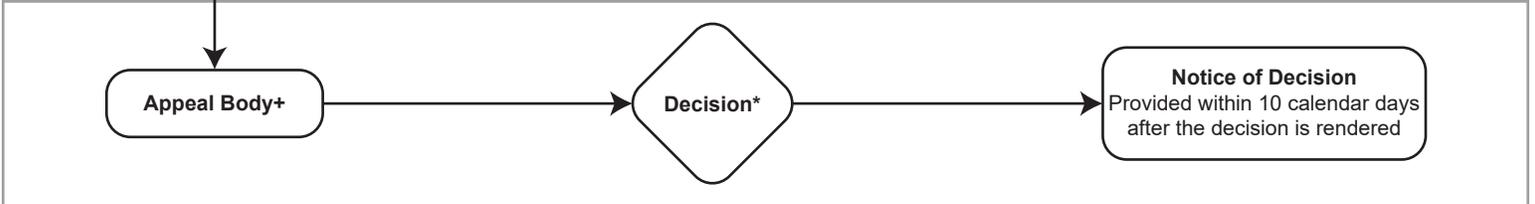
City of Tempe
 Community Development Department
 31 East 5th Street, Garden Level, Tempe, Arizona 85281
 (480) 350-4311 Fax: (480)350-8677
 Planning Fax: (480) 350-8872
<http://www.tempe.gov/planning>



Appeal Review



Hearing/Meeting



+Decision-Making and Appeal Authorities

Decision Making Body	Appeal Submittal Deadline	Appeal Body
Community Development Director	14 Calendar Days	Applicable decision-making body
Zoning Administrator	14 Calendar Days	Board of Adjustment
Hearing Officer	14 Calendar Days	Board of Adjustment
(Use Permits)	14 Calendar Days	Development Review Commission
Board of Adjustment	30 Calendar Days	Maricopa County Superior Court
Development Review Commission	14 Calendar Days	City Council
Joint Review Committee	14 Calendar Days	President of ASU
President of ASU	14 Calendar Days	City Council
City Council	30 Calendar Days	Maricopa County Superior Court

*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; thirty (30) days when the appeal body is the Maricopa County Superior Court.

Appeal Request Submittal Checklist



<i>Provided</i>	<p>SECTION A: Actions Required for a Complete Application</p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>1. Correct Fee Payment(s) – Refer to Zoning and Development Fee Schedule <i>Application fees will be invoiced and made available for payment within (1) business day of initial submittal.</i></p>
<input type="checkbox"/>	<p>2. Online Submittal – All Attachments MUST be submitted to the Tempe Citizen Access Portal</p> <ul style="list-style-type: none"> <input type="checkbox"/> All documents and plans must be in Adobe Portable Document Format (PDF) compatible with Adobe Acrobat Pro DC <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 <input type="checkbox"/> Sheets within each PDF shall be organized in the same order as listed on the application submittal checklist. <p>Complete submittals include the following attachments:</p> <p>Section B: Documents – Submit as individual 8 ½" x 11" PDFs</p> <ul style="list-style-type: none"> • B1_ProjectName_PlanningApplication.pdf • B2_ProjectName_LetterOfExplanation.pdf

<i>Provided</i>	<p>SECTION B: Documents Required for a Complete Application</p> <p><i>Documents should be submitted in a single 8 ½" x 11" PDF named 1_ProjectName_Documents</i></p> <p><i>Applications with missing items from the checklist below will be deemed incomplete.</i></p>
<input type="checkbox"/>	<p>1. Planning Application Form</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Appeals of decisions do not require owner authorization. Project information provided on the form shall be consistent with the information provided for the Planning Project record.</i>
<input type="checkbox"/>	<p>2. Letter of Explanation</p> <p>Per Zoning and Development Code Section 6-803 Appeal Criteria, To effect an appeal, the petitioner must file an appeal petition with the Community Development Department, City Clerk or Superior Court not later than 5:00 p.m. on the appeal due date, as provided on the notice of decision.</p> <p>The petition for appeals to the City of Tempe shall contain the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The <u>name of the applicant</u> and the <u>city case file number (i.e. PL191234)</u>; <input type="checkbox"/> The <u>name, address, and signature of each petitioner</u>; and <input type="checkbox"/> The <u>specific grounds for appeal</u>. The appeal shall be limited to the issue(s) raised in the petition. <p><i>Failure to file an appeal with the Community Development Department or City Clerk as applicable, by 5:00 p.m. on the due date, shall render such appeal invalid.</i></p> <p>NOTE: The filing of an appeal must be complete. Failure to complete all required items within the appeal deadline from a decision made will result in expiration of filing an appeal.</p>

ALL DOCUMENTATION from the appellant is submitted with the appeal application; no additional information may be submitted after the application is made.