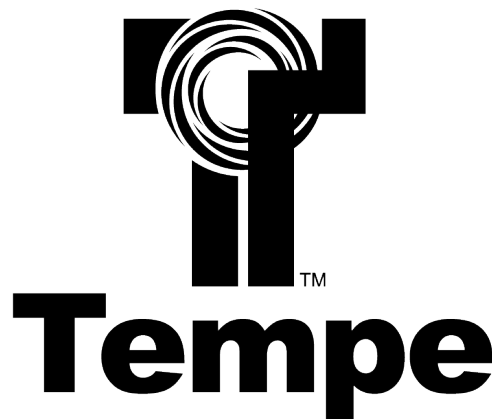


USE PERMIT, USE PERMIT STANDARD, AND USE PERMIT TRANSFER APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

Use Permits allow a use not otherwise permitted by right. A Use Permit Standard allows a change in the general development standards by a specified percentage. A Use Permit Transfer allows for the transfer of an existing Use Permit to new ownership.



Community Development Department
Planning Division

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

Revised March 25, 2026

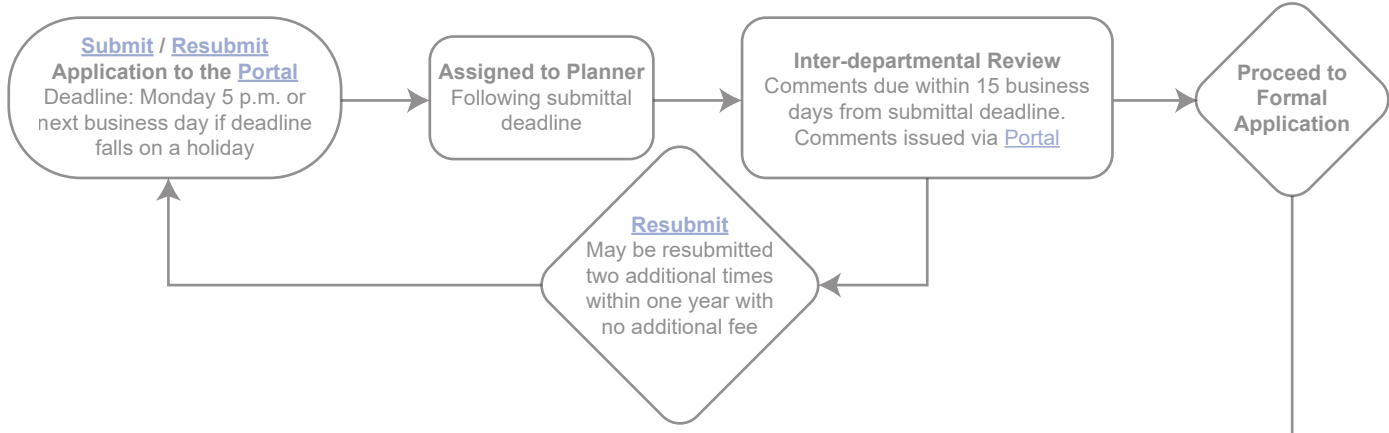
Page 1 of 7

Use Permit, Use Permit Standard, and Use Permit Transfer Review Process

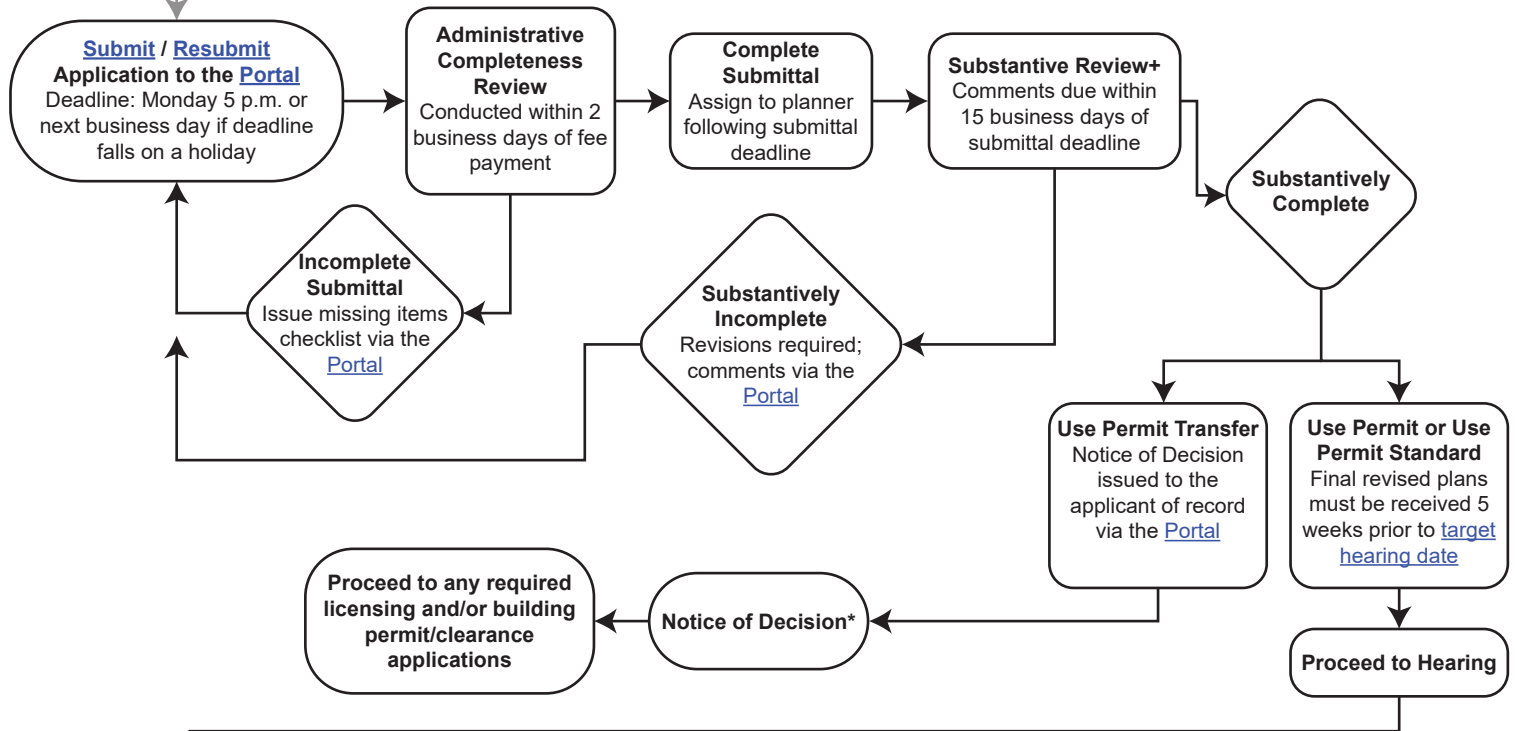
City of Tempe
Community Development Department
31 East 5th Street, Garden Level, Tempe, Arizona 85281
(480) 350-4311 Fax: (480) 350-8677
Planning Fax: (480) 350-8872
<http://www.tempe.gov/planning>



Preliminary Site Plan Review (OPTIONAL)



Formal Application Review



Development Review Commission Hearing



+Depending on scope of work, inter-departmental review may be required.

*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.

Use Permit, Use Permit Standard, and Use Permit Transfer Application Submittal Checklist



Provided	SECTION A: Actions Required for a Complete Application <i>Applications with missing items from the checklist below will be deemed incomplete.</i>
☐	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>
☐	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_AffidavitOfPublicNotification.pdf * B3_ProjectName_TenantList.pdf • B4_ProjectName_LetterOfExplanation.pdf • B5_ProjectName_ContextPhotos.pdf * B6_ProjectName_ProofOfCityMassageLicenseApplication.pdf Section C: Plans – Submit as two separate PDF files with the same drawings of different sizes • C_ProjectName_Plans8.5x11.pdf • C_ProjectName_Plans24x36.pdf *Section D: Additional Items – Submit as individual 8 ½" x 11" & 24" x 36" PDFs • D1_ProjectName_BuildingSections24x36.pdf and D1_ProjectName_BuildingSections_8.5x11.pdf • D2_ProjectName_BlacklineElevations24x36.pdf and D2_ProjectName_BlacklineElevations_8.5x11.pdf
Provided	SECTION B: 8 ½" x 11" Documents Required for a Complete Application <i>Submit each required document as an individual 8 ½" x 11" PDF.</i> <i>(Example: B1_ProjectName_PlanningApplication.pdf, B2_ProjectName_Affidavit.pdf, etc.)</i> <i>Applications with missing items from the checklist below will be deemed incomplete.</i>
☐	1. Planning Application with Property Owner Authorization <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 shall be consistent with the information provided for the Planning Project record in the Tempe Citizen Access portal.</i>
☐	2. Affidavit of Public Notification Form (NOT required for Use Permit Transfers)

Use Permit, Use Permit Standard, and Use Permit Transfer Application Submittal Checklist



SECTION B: Continued

☐ 3. Tenant List (NOT required for Use Permit Transfers)

Required for any project that has multiple owners or tenants on the proposed site of the requested entitlement

List to include all tenants within the boundary of the subject property(ies); if a part of a commercial or industrial center, list must include tenants of the entire center

- ☐ Submit tenant's name, address, suite number, city, state and zip code
- ☐ Font should be all CAPS
- ☐ 5-digit ZIP code required; 9-digit ZIP code optional
- ☐ Street and State designation abbreviations acceptable
- ☐ Submit an electronic spreadsheet in Microsoft Word or Excel format. See example below:

BUSINESS NAME	ADDRESS	CITY	STATE	ZIP
JOHN'S SHOE REPAIR	111 S MCCLINTOCK DR #101	TEMPE	AZ	85281
SANDWICH SHOP	111 S MCCLINTOCK DR #102	TEMPE	AZ	85281
NAILS BY MARY	113 S MCCLINTOCK DR	TEMPE	AZ	85281

☐ 4. Letter of Explanation

The letter must be signed by the applicant or representative and provide a brief statement identifying the project goals and objectives.

The letter must describe the use, or if a business, describe the operation, hours, number of employees, customers, etc. and how it will affect the surrounding area. For proposed changes to building setbacks or other development standards, the letter should address these criteria in terms of the potential impacts to adjacent properties; this would include what is triggering the change to the standards.

For all Use Permits, Use Permit Standards, and Use Permit Transfers, the letter shall also explain how the request(s) will not be detrimental to persons residing or working in the vicinity, to adjacent properties, to the neighborhood, or the public welfare in general and will conform to the following standards and Zoning and Development Code Criteria [Section 6-308\(E\)](#), as applicable:

- a. Any significant vehicular or pedestrian traffic in adjacent areas;
- b. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat or glare at a level exceeding that of ambient conditions;
- c. Contribution to the deterioration of the neighborhood or to the downgrading of property values, which is conflict with the goals, objectives or policies of the city's adopted plans for General Plan;
- d. Compatibility with existing surrounding structures and uses; and
- e. Adequate control of disruptive behavior both inside and outside the premises, which may create a nuisance to the surrounding area or general public.

The above criteria are used to determine an approval of a requested Use Permit application. The letter of explanation should specifically outline how the proposed request meets or does not meet the intent, and if it does not meet the intent, what remedies could be made.

Letters that repeat the criteria without providing analysis or justification will require revisions.

For Use Permits with special licenses (tobacco, liquor, massage), provide any applicable state and/or city license numbers.

For Use Permit Transfers also include:

- ☐ The date the prior tenant of the use vacated the suite or building
- ☐ Applicant should acknowledge that they have reviewed and accept the conditions of approval from the original Use Permit decision. *Deviations from the original conditions of approval and/or intensifications of the use require a new Use Permit.*

Use Permit, Use Permit Standard, and Use Permit Transfer Application Submittal Checklist



☐	5. Context Photos ☐ Provide photo location map cover sheet showing site aerial with numbers for corresponding location of photos taken ☐ 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
☐	6. Proof of City of Tempe Massage Establishment License Application (<i>For Massage Establishment Use Permits or Use Permit Transfers</i>) The business owner shall provide evidence that an application is in process for the City of Tempe Massage Establishment License. If the business owner does not have a state massage therapist license, the Use Permit hearing, or Use Permit Transfer will be scheduled after the completion of the background check as part of the city massage establishment license process.

Use Permit, Use Permit Standard, and Use Permit Transfer Application Submittal Checklist



Provided	SECTION C: 8 ½" x 11" and 24" x 36" Plans Required for a Complete Application Applications with missing items from the checklist below will be deemed incomplete. Submit as two separate PDF files with the same drawings of different sizes • C_ProjectName_Plans8.5x11.pdf • C_ProjectName_Plans24x36.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 project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.
	☐ 1. Site Plan ☐ Plans must include the following information in a 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 Site Area (Gross area is the same as Net unless any portion of property is to be dedicated for right-of-way, which will be determined during preliminary site plan review), provide both 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: 1. Density (du/ac); maximum allowed and proposed 2. Minimum Net Lot Area per Dwelling Unit (square feet) 3. 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) 4. Lot Coverage (percentage and square-footage); maximum and/or minimum required and proposed 5. Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage) 6. Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines 7. Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding exterior wall thickness 8. 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 9. Number and type (# of bedrooms) of residential units and total ☐ Building Code related data: 1. Type of construction per Building Code 2. Occupancy Classification (if applicable) 3. Occupant Load per Occupancy (if applicable) 4. Separated Use OR Non-Separated Use 5. Sprinklers / Fire Alarms (provided or not provided) ☐ Plans must provide the following detail and information: ☐ 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, fire hydrants, and streets ☐ Show existing and proposed adjacent street and alley right-of-way widths ☐ Location and width of all proposed and existing underground and overhead public and private easements; if existing, label new or to remain, do not show any infrastructure to be removed or abandoned on site plan. ☐ 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 building entrances/exits and exterior windows ☐ 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 requirements ☐ All drive aisles and turning radii used for ingress and egress must be marked on plans and fully dimensioned

Use Permit, Use Permit Standard, and Use Permit Transfer Application Submittal Checklist



SECTION C: Continued	
☐	2. Floor Plans ☐ Show complete floor layout and label the use of each room ☐ Dimension buildings, individual rooms, and balconies ☐ Locations of windows and doors ☐ Location of all electrical equipment including SES, panels, transformers etc. ☐ Location and dimensions of restroom facilities ☐ Location, dimensions and details of bar/dining seating, sales/service counters, etc. ☐ Furnishing layout, including patio furniture (umbrellas, fire pits, heaters, etc.) ☐ Identify location and direction of building sections
Provided	SECTION D: 8 ½" x 11" & 24" x 36" Additional Items Contingent on Scope of Work <u>Items from the checklist below are only required under certain conditions</u> Submit each required document as an individual 8 ½" x 11" PDF . (Example: D1_ProjectName_BuildingSections_8.5x11.pdf, D2_ProjectName_BuildingElevations_24x36.pdf, etc.) <u>Applications with missing items from the checklist below will be deemed incomplete.</u>
☐	1. Building Sections <i>Required for building modifications</i> ☐ A minimum of two (2) cross-sections per building, taken in opposite directions. ☐ 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. ☐ Dimension length of building wall; floor to ceiling heights; distance awnings, balconies and arcades project from building walls; height of balcony walls/railings. ☐ Show HVAC and other rooftop mechanical equipment, dimension height above roof and screening method
☐	2. Blackline Building Elevations ☐ Elevations of all building sides ☐ A single material and finish schedule identifying all materials, manufacturers of materials, colors, and finishes, corresponding to notes on drawings. ☐ A separate set of keynotes for non-building elements, e.g. rooftop mechanical units beyond parapet, address numerals, and light fixtures. ☐ 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.)