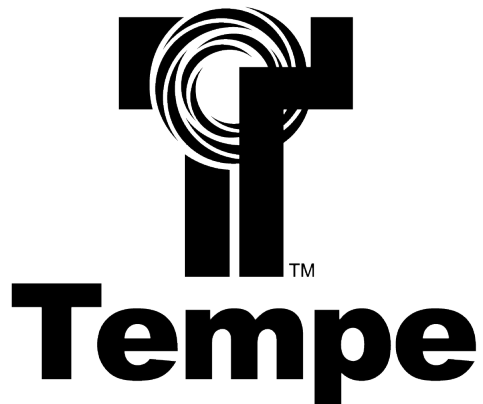


SUBDIVISION, CONDOMINIUM, LOT SPLIT/COMBINATION AND LOT LINE ADJUSTMENTS APPLICATION

COMMERCIAL + INDUSTRIAL + RESIDENTIAL + MIXED-USE

- *Preliminary, Final and Amended Subdivisions apply to land divided into lots, tracts or parcels of land, the boundaries of which are fixed by a recorded plat.*
- *Condominiums are recorded for building space designated for individual ownership, not including land, together with an interest in any common ownership land or improvements.*
- *Lot splits are the division of improved or unimproved land whose area is two and one-half acres or less, into two or three tracts or parcels of land within an existing recorded subdivision plat.*
- *Lot line adjustments apply to property line modifications within a recorded subdivision plat that does not result in a change in number of lots.*
- *Lot combinations of no more than three contiguous lots to be consolidated into larger lots within a recorded subdivision plat.*



Community Development Department
Planning Division

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

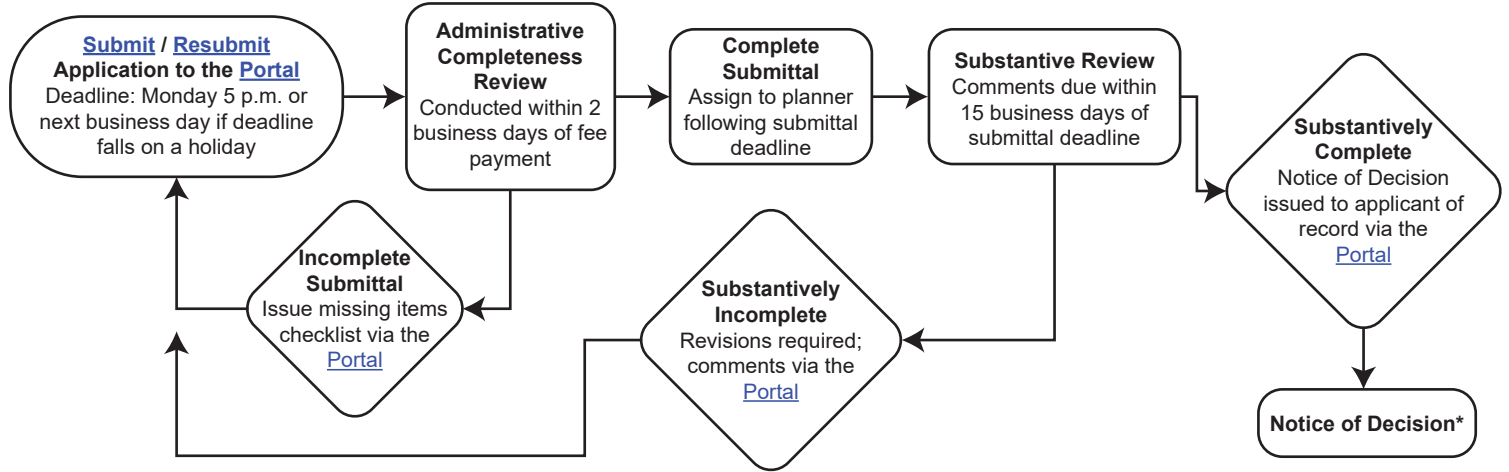
Revised March 2, 2026

Subdivision, Condominium, Lot Split/Combination and Lot Line Adjustment 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>



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.

Subdivision and Lot Split Application Submittal Checklist



<i>Provided</i>	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_TitleReport.pdf - B3_ProjectName_LetterOfExplanation.pdf Section C: Plans – Submit as a single 24" x 36" PDF - C_ProjectName_Plans.pdf *Section D: Additional Items – Submit as individual 8 ½" x 11" PDFs - D1_ProjectName_ExistingPlat.pdf - D2_ProjectName_ExistingCCR.pdf

<i>Provided</i>	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 (Example: B2_ProjectName_TitleReport.pdf)</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. Title Report ☐ Shall include Schedule B list of items ☐ Current to within three (3) months

Subdivision and Lot Split Application Submittal Checklist



SECTION B: Continued

- ☐ **3. Letter of Explanation**
The letter shall describe the proposed development and the need for the requested plat. The request must conform with the following pursuant to City Code, [Chapter 30, Subdivisions](#):
- Every subdivision shall conform to the requirements and objectives of the general plan, or any parts thereof, as adopted by the commission and the city council.
 - Every subdivision shall conform to the requirements of the Zoning and Development Code and to other ordinances and regulations of the city, and to the Arizona Revised Statutes.
 - Land which is subject to periodic flooding, land which cannot be properly drained, or other land which, in the opinion of the city, is unsuitable for any use shall not be subdivided; except that the city may approve subdivision of such land upon receipt of evidence from the city engineer that the construction of specific improvements can be expected to render the land suitable; thereafter, construction upon such land shall be prohibited until the specified improvements have been planned and construction guaranteed.
- The above criteria are used to evaluate the requested plat application.

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 project requires concurrent applications, provide ONE SET OF PLANS for each required sheet size.

☐ **1. Subdivision/Condominium Plat or Lot Split (blackline)**

Refer to [Plat Guidelines](#) and [Template](#) for format and language

☐ **2. Site Plan**

Plan 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:
 - 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
 - Landscape (percentage and square-footage); minimum required and proposed. Provide a separate number for landscape area in rights-of-way (square-footage)
 - Building Setbacks (feet and inches); minimum and/or maximum required and proposed, measured from property lines
 - Vehicle Parking (required and provided); tabulate per use/unit type and net floor area, excluding exterior wall thickness
 - 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

CONTINUED ON NEXT PAGE

Subdivision and Lot Split Application Submittal Checklist



SECTION C: Continued

3. Site Plan (Continued)

Plan 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
- ☐ 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

Provided

SECTION D: 8 1/2" x 11" Additional Items Contingent on Scope of Work

Items from the checklist below are only required under certain conditions

☐ 1. Existing Subdivision or Condominium Plat

If there is an existing Subdivision, then this is applicable

☐ 2. Existing Covenants Conditions & Restrictions (CC&Rs)

If there are existing CC&Rs, then this is applicable