

## **SECTION THREE PLAN SUBMITTALS**

---

### **A. PLAN SUBMITTALS**

1. GENERAL:

To assist the Lessee in organizing time schedules and planned work efforts by the Lessee's architectural and engineering team, the following guidelines for submittals have been developed. Prior to preparing designs, calculations and specifications, the Lessee and the Lessee's architectural and engineering team should be thoroughly familiar with the development criteria presented in this packet, all local building codes, provisions of the Lessee's Lease Agreement, development plans for the center and as-built conditions of the project.

2. CONCEPTUAL DESIGN SUBMITTAL:

Within thirty (30) days after Lessee's receipt of a fully executed copy of the Lease Agreement (unless otherwise noted in the Lessee's Agreement) and before Design Review Submittal to the Town, Lessee must submit to the Developer for its approval two (2) copies of preliminary plans for the site and building. The Conceptual Design Submittal shall include:

- a) Overall site plan showing building footprint, parking lot layout complete with points of ingress and egress, loading area (if provided), trash enclosure, and hardscape and landscape areas. Ground signs should be clearly indicated, if allowed.
- b) Preliminary building floor plan, with overall dimensions.
- c) Conceptual colored exterior elevations for all building sides, including the indication of materials to be used and proposed building signage (with sign sizes and types noted).
- d) Material and color selection board.

3. SITE DEVELOPMENT PLAN SUBMITTAL:

Within thirty (30) days after the Developer's approval of the Lessee's Conceptual Design Submittal (unless otherwise noted in the Lessee's agreement), and before Design Review Submittal to the Town, Lessee agrees to submit to the Developer for its approval two (2) copies of the preliminary plans and specifications for the proposed site development and building. Developer will submit this plan to the City of Tempe Design Review Committee for approval on behalf of Lessee. The Site Improvement Plans must be at a minimum 1" – 30' scale and shall include:

- a) Overall Site Plan dimensioned to show building location, parking lot layout and all landscape and hardscape areas.
- b) Overall Landscape Plan with planting legend and tree sizes.

## **SECTION THREE PLAN SUBMITTALS**

---

- c) Grading Plan.
- d) Preliminary Site Lighting Plan with fixture selections and site photometric, if applicable.
- e) Building Floor Plan with overall dimensions. Plan to be 1/8" scale.
- f) Exterior Elevations – all building sides with signage shown and roof line dashed with roof mechanical equipment shown dashed. Elevations to be 1/8" scale. All colors and materials to be noted.
- g) Refuse enclosure elevations.

#### **4. FINAL PLAN SUBMITTAL:**

Within sixty (60) days after the Developer's approval of the Lessee's Site Improvement Plan submittal (unless otherwise noted in the Lessee's agreement), and before Plans Review submittal to the Town, the Lessee agrees to submit to the Developer two (2) blue-line copies of substantially complete plans and written specifications for the work along with the site and building signage locations and designs.

The Final Plan Submittal plans must be in substantial conformance with the approved Conceptual Design and Site Improvement Plan submittals.

It is the Developer's intent that the final plan submittal be based on approximately 80% complete working drawings to allow the Lessee and the Lessee's architect and engineer time to make Developer-required corrections prior to the completion of the plans and submittal of documents for plan check. Once corrections have been made and the Lessee has secured all building permits, a record set of approved plans and specifications shall be forwarded to the Developer.