



**Site Plans Requiring Full Review:**

Site plans require a full review if: located in the Downtown Code, special planning district or overlay area which includes Historic Preservation; high-rise; hazardous and large assembly occupancies; properties subject of a rezoning and any other requirement as described in Section 507 of the Phoenix Zoning Ordinance (variance/use permit).

**Major Development Projects Eligible for Express Pass:**

1. Public School or Charter School affiliated with public school system
2. City project (with completed assumed responsibility form)
3. Building construction or impervious surface less than 5,000 sq. ft. on existing developed site with industrial zoning (A-1, A-2) or heavy commercial (C-3) and not adjacent to residential uses within residential zoning
4. Converting use from commercial or industrial to residential
5. Change of occupancy from one commercial use to another commercial use allowed per city of Phoenix Zoning Ordinance (existing building)
6. New development within existing approved site plan for a commercial project
7. New building or addition less than 15,000 sq. ft. within existing approved site plan in industrial or commerce park zoning district
8. New building or addition less than 5,000 sq. ft. within existing approved site plan in commercial office district
9. Adaptive reuse projects
10. Development submitted for site plan approval prior to March 1, 1991
11. Development annexed into the City

**Minor Development Projects Eligible for Express Pass:**

1. New or relocated pools, ramadas and amenities
2. New carports to cover commercial/industrial parking
3. Wireless communication facility additional arrays or exchange of arrays
4. Lot combination
5. Temporary parking lots
6. Interior tenant improvement or alteration which does not affect parking requirements
7. Interior tenant improvement or alteration that has pre-approved updated tenant list
8. New or relocated solar elements placed on top of an existing shade canopy or roof
9. Outdoor dining interior to a shopping center (with updated tenant list/sufficient parking)

10. Paint and nonstructural improvements to an existing building; nonstructural remodeling of façade treatment;
11. Relocate trash enclosure
12. Add or relocate accessible parking
13. Add or relocate bicycle parking
14. Add electric vehicle charging station
15. Roof mounted mechanical equipment
16. Temporary storage units being place on existing developed site
17. Construction fencing
18. Construction staging area
19. Sign permits for properties not otherwise subject to development review
20. Change of occupancy and additions up to 500 sq. ft. or 25% of the primary building's ground floor area in the Arts, Culture and Small Business Overlay (Section 669)
21. Subdivision property line adjustment

**Important Processing Information:**

Express Pass projects will be triaged and the applicant will be notified if the project is approved or if the applicant must complete the full plan review process and pay the site plan review fee per the adopted fee schedule. Express Pass cursory reviews not completed within 24 business hours (3 business days) can be deemed approved and applicant can move forward to building permit. This does not constitute approval of a Zoning Ordinance, City Code or Building Code violation.

Street Transportation and Water Services Departments have agreed to respond within 5 days to applicants regarding projects eligible for the EXPRESS PASS program. Street Transportation and Water Services Departments staff should provide documentation in writing to the applicant. This verification should be included with the plans provided to Planning & Development.

**NO SITE REVIEW FEE will be charged. Applicants will be charged a \$300 administrative fee to process the plans.**