



Chandler • Arizona
Where Values Make The Difference

Rezoning / Preliminary Development Plan (PDP) Submittal Checklist

Submitting an application online:

1. Go to <https://developmentpermits.chandleraz.gov/clics/>
2. Log in, or register for an account if you are a new user
3. Under the "Planning" tab, select "Create an Application", choose the appropriate bullet point
4. Continue application and provide all required information, upload all of the required documents listed below and pay the application fee

Required electronic documents:

Submit ONE ELECTRONIC COPY of all of the following documents in 8 ½ x 11 or 11 x 17 sheet sizes. All plans and elevations must be to scale. After initial review, the assigned Planner may request additional documents that are not listed below and/or full sized plans (24" x 36") depending on the specific needs of the proposed development.

- _____ Letter of Authorization (only required if the applicant is not the property owner)
- _____ A written narrative that describes all aspects of the proposed project. Include items such as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, building sizes, total building area, property size, and how the development complies with zoning code requirements.
- _____ Aerial map, in color
- _____ Site plan
- _____ Landscape plan, in color
- _____ Building elevations, in color
- _____ Legal description of property
- _____ Architectural details, in color
- _____ Perspective view, in color
- _____ Building materials and paint color exhibit
- _____ Preliminary grading and drainage plan
- _____ Preliminary plat (if part of the application)
- _____ Analysis of probable impact of the proposed rezoning to the cost of constructing housing

Other items which may be requested by staff:

- _____ Traffic impact analysis
- _____ Noise study
- _____ Sign Posting Affidavit and Detail – to be submitted when requested by Planner

Submitting over the counter: (located at 215 E. Buffalo Street, Chandler, AZ 85225)

1. Complete the attached application. Note: If you are submitting a PDP with a rezoning request, only one application is necessary
2. Submit a CD or other electronic storage device (i.e., thumb drive) containing one electronic copy of ALL required items on the checklist above
3. Hard copies are optional

Fees:

- _____ Zoning application fee: based on gross acreage and portion thereof. For example, a 2.3 gross acreage site is rounded to 3 acres:

<u>Base Fee</u>	+	<u>Acreage x Amount</u>	=	<u>Total</u>
\$785		\$40 per acre or portion thereof		
- _____ Preliminary Development Plan fee of \$315 (payable if you are submitting only a PDP, with no Rezoning action. This fee is waived if you are filing a PDP with a rezoning request.)



Sign Posting Affidavit

Application No. _____

Applicant Name _____

Project Name/Address _____

The applicant is required to post a 4-foot by 8-foot wooden sign or signs on the subject site a minimum of 15 calendar days prior to the first public hearing. One double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout that contains the required specifications for the sign.

Please note: It is the responsibility of the applicant to erect and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until City Council has made its formal decision on the case. It is also the responsibility of the applicant to remove the sign after the final action is taken.

I confirm that the site has been posted for the zoning case number above as required by the City of Chandler Transportation and Development Department, and that I have submitted a picture of the sign(s).

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____ . In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

Return the completed, notarized affidavit and picture(s) to the assigned Planner the week the sign(s) is posted.



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Rezoning / Preliminary Development Plan (PDP) Application

This application is only to be used when submitting over the counter

If the property owner is not filing the application, please fill out the attached Letter of Authorization for an applicant or project representative to file and pay the required fees.

- Rezoning only
- PDP only
- Rezoning and PDP

Project Name		
Property Location/Address	City, State, Zip Code	
If rezoning, or Rezoning with PDP, the zoning district to be changed		
From	To	
Legal Description (If you need more room, please write "See Attached" here, and attach a separate typed legal description)	Assessor's Parcel Number(s)	
Proposed Land Use (e.g. single family, multi-family, retail, office, etc.)	Gross Acreage	Net Acreage
Property Owner Name		
Mailing Address	City, State, Zip Code	
Applicant/Firm Name	Contact Person	
Mailing Address	Phone Number	
City, State, Zip Code	Email Address	
Applicant's Signature	Date	
For City Use		
Date Filed	Development No.	Planner