



# City Center District Architectural Plan Review Application and Submittal Checklist

The Historic Preservation Commission is responsible for reviewing and approving new developments, redevelopment, building and/or use expansions, structural alterations, façade renovations and sign proposals that do not comply with standard sign regulations for properties located within the City Center District (CCD).

## Step 1 – Confirm Process:

The first step in requesting approval for any of the actions identified above is to contact a City Planner at 480-782-3050 to confirm that approval by the Historic Preservation Commission is needed and to identify required documents for submittal.

## Step 2 – Submit application online with all required documents:

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 required documents in 8 ½ x 11 or 11 x 17 sheet sizes. All plans and elevations must be to scale. Please contact Planning staff at 480-782-3050 with any questions regarding the required documents.

- \_\_\_\_\_ Written narrative describing the requested approval
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Building Elevations, photographs, and/or 3D renderings
- \_\_\_\_\_ Floor Plan
- \_\_\_\_\_ Sign Details

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

1. Complete the attached application
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:**     \$0



# City Center District Architectural Plan Review Application

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

|  |  |                                     |
|--|--|-------------------------------------|
| <b>Project Name</b>  |  |                                     |
| <b>Property Location (street address, city, state &amp; zip code)</b>                                  |  |                                     |
| <b>Proposal (i.e., renovate façade for new tenant, or request waiver for sign above the colonnade)</b> | <b>Assessor's Parcel Number(s)</b>   |                                     |
|  | <b>Property size (square feet):</b>  | <b>Building size (square feet):</b> |
| <b>Property Owner(s)</b>   | <b>Contact Person (if not owner)</b>   |                                     |
| <b>Property Owner Phone Number</b>   | <b>Contact Person Phone Number</b>   |                                     |
| <b>Property Owner Mailing Address (street address, city, state &amp; zip code)</b>                     | <b>Contact Person Mailing Address (street address, city, state &amp; zip code)</b> |                                     |
| <b>Property Owner Email Address</b>  | <b>Contact Person Email Address</b>  |                                     |
| <b>Property owner's signature</b>  | <b>Date</b>  |                                     |
| <b>For City Use</b>  |  |                                     |
| <b>Date Filed</b>  | <b>Application No.</b><br>PLH  | <b>Planner</b>                      |