



Chandler · Arizona
Where Values Make The Difference

Administrative Use Permit 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.

_____ Letter of Authorization (only required if the applicant is not the property owner)

_____ Site Plan

_____ Landscape Plan (for model home/sales complex only) – 3 sets

Prepare plans to comply with Chandler's "Landscape Standards - Model Home Complexes" (please see next page). The plans must contain the following information:

- Location and identification of all plant material (trees, shrubs, ground cover and turf).
- Identification of all inert ground cover surfacing materials (decomposed granite, gravel, bark, etc.).
- Landscape area/turf area calculations for each lot. There may be a maximum of 20% turf within the landscaped area. Show the calculations on the plan per the following example:

Turf area 480 sq. ft. = 19.6% turf

Landscape area 2,450 sq. ft.

_____ Insurance binder (events/promotions with public attendance) - a copy of the binder containing an indemnification clause holding the City of Chandler harmless or as an "additional insured".

_____ Certificate of flame retardance (all tents and awnings) - Certification from the tent manufacturer or lessor as to the fire retardance capabilities of the material. The certificate should state the name and date of applications of the fire retardant material.

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:

\$120 Administrative Use Permit Application Fee

\$60 Temporary Electric Permit Fee



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Administrative Use Permit Letter of Authorization

Please accept an application for an Administrative Use Permit for property located at:

Assessor Parcel Number(s):

Said property is owned by:

who hereby authorizes me to file this application on his/her behalf.

I certify that the above information is correct, and that I am authorized to file an application on said property on behalf of the owner.

Applicant Signature Date

Property Owner Name Printed Date

Property Owner Signature Date



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Administrative Use Permit Application

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

Project/Business Name		
Property Location/Address		City, State, Zip Code
Dates of Temporary Use: From _____ To _____		
Check Type of Temporary Use/Activity		
		Temporary Electric Power YES ___ NO ___
<input type="checkbox"/> Construction trailer <input type="checkbox"/> Temporary facility <input type="checkbox"/> Model home sales office/construction office <input type="checkbox"/> Other (please describe) _____ _____		
Property Owner(s)		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email
Applicant/Firm Name		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email
Applicant's Signature		Date
For City Use		
Date Filed	Activity No.	Planner
Conditions of Approval:		
<input type="checkbox"/> Compliance with City Building Code and Zoning Code. <input type="checkbox"/> Storage must be screened and parking must be dust free. <input type="checkbox"/> Garage/model sales office must be converted back into a garage before the residence is sold. <input type="checkbox"/> Licenses Required: ___ TM ___ ST ___ CSC <input type="checkbox"/> Certificate of Occupancy. <input type="checkbox"/> Other: _____		



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Landscape Standards Model Home Complexes

The following information can be found in the Chandler Zoning Code, Article XIX, Section 1903. The standards reflect requirements found in City Ordinance No. 2119 (May 1990) and modified by Ordinance No. 2276 (June 1992).

Model home complexes, unless they are using reclaimed water, must be landscaped according to xeriscape landscape principles and meet the following minimum requirements:

1. Plant materials are limited to those on the low-water-use plant lists referred to in these standards.
2. The combined turf and water surfaces of all water features (except for swimming pools, which are exempt from these calculations) shall not occupy more than 20% of the landscapable area within each lot in the model home complex. Locate all water-intensive landscaped areas immediately adjacent to the model homes.

Note: This does not apply to turf that has been officially recognized by the Director of the Phoenix Active Management Area of the Arizona Department of Water Resources and included on the latest amended edition of *Drought Tolerant/Low Water Use Plants*.

Within all model sales offices, display a literature package describing water-conserving landscaping. If copies are not made available by the homebuilder, this display must include information regarding where such literature can be found. The following literature is suggested:

Landscape Plants for the Arizona Desert
Arizona Municipal Water Users Association
602-248-8482
http://www.amwua.org/conservation/landscape_plants.htm

Drought Tolerant/Low Water Use Plants
Arizona Department of Water Resources
http://www.azwater.gov/dwr/Content/Find_by_Program/Drought_and_Conservation/LowWaterPlantLists/PhoenixAMA/LWU_Plants.pdf

Other resources may be found at the City's Water Conservation Office
480-782-3580
<http://chandleraz.gov/default.aspx?pageid=369>