



**Chandler • Arizona**  
*Where Values Make The Difference*

## Area Plan Application 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 information or documents that are not listed below.

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

\_\_\_\_\_ Written narrative that describes the proposed area plan or area plan amendment. Discuss the existing and proposed land uses, acreage, densities, development plan, zoning history, land use compatibility, traffic circulation, and the like.

\_\_\_\_\_ Sign Posting Affidavit (Coordinate with Planner; to be submitted separately after application submittal)

### 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:** \$785 Application Fee







**Chandler · Arizona**  
Where Values Make The Difference

# Area Plan Application

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

<b>Project/Business Name</b>		
<b>Property Location/Address</b>	<b>City, State, Zip Code</b>	
<b>Legal Description</b>	<b>Assessor's Parcel Number(s)</b>	
<b>Proposed Use (e.g. single family, multi-family, retail, office, etc.)</b>	<b>Gross Acreage</b>	<b>Net Acreage</b>
<b>Property Owner(s)</b>	<b>Contact Person</b>	
<b>Mailing Address</b>	<b>Phone Number</b>	
<b>City, State, Zip Code</b>	<b>Email Address</b>	
<b>Applicant/Firm Name</b>	<b>Contact Person</b>	
<b>Mailing Address</b>	<b>Phone Number</b>	
<b>City, State, Zip Code</b>	<b>Email Address</b>	
<b>Applicant's Signature</b>	<b>Date</b>	
<b>For City Use</b>		
<b>Date Filed</b>	<b>Application No.</b>	<b>Planner</b>