



Public Hearing Process City of Chandler, Arizona

Rezoning, Use Permit, Preliminary Development Plan, General Plan Amendment, and Area Plan Amendment applications require the review and recommendation of the Planning and Zoning Commission and the approval of the City Council. The following steps provide a general overview of the public hearing process for all of the aforementioned applications

Step 1. Meet With Planner

Meet with a city planner to discuss your proposed development, the process and requirements for the applications mentioned above. To speak with the planner on call, also referred to as the 'Planner of the Day', call 480-782-3050.

Step 2. Submit Application and/or a Technical Preliminary Site Plan Application

The planner may request that a Pre-Technical Site Plan application be submitted prior to or concurrently with an application. The Pre-Technical application, which is free of charge, will have various City divisions (i.e. Civil Engineering, Traffic, Building, Planning, Addressing, Police and Fire) review the proposed development plans for conformance to City Codes and generate comments based on the information contained in the plans. For applications that involve new construction, a Pre-Technical review is usually a good idea in order to obtain critical feedback from the various City departments before investing in expensive construction plans.

Rezoning, Use Permit, Preliminary Development Plan, General Plan Amendment and Area Plan Amendment applications should be submitted with all documents listed in the application packets unless waived by the planner. All application packets are available in the lobby of the Transportation and Development Department located at 215 E. Buffalo Street, or may be downloaded by going to www.chandleraz.gov/planning, and selecting Application & Fees from the menu on the left side of the screen. Complete applications may be submitted over the counter in the lobby. An Application Fee must be paid at the time the application is submitted.

Step 3. City Planner Assigned

After an application is submitted, a city planner will be assigned to the case and will become the City's primary contact for the application until the case is reviewed and acted upon by the City Council. The assigned case planner will contact the applicant to answer any questions and request additional information if needed. After thoroughly reviewing the case and working with the applicant on revisions if deemed necessary, the planner will make a professional recommendation to the Planning and Zoning Commission and the City Council. All questions and comments regarding the application should be addressed to the case planner.

Step 4. Neighborhood Meeting/Public Notification

Depending on the type of application, a neighborhood meeting may be required. To find out if a neighborhood meeting is required for a certain application, please read the application packets and contact a planner. If a neighborhood meeting is required, the meeting would need to take place before the request is taken to the Planning and Zoning Commission and the City Council. All neighborhood meetings must be documented with meeting minutes, attendance sign-in sheet, and a mail-out list used to send notices for the meeting. The applicant is responsible for sending out neighborhood meeting notification generally 15 days prior to the meeting. The applicant is responsible for securing a location and hosting the neighborhood meeting.

Step 5. Preliminary Development Plan Revisions

During the review process, the case planner may recommend revisions to the preliminary development plans that would encourage a positive recommendation from Staff and the Planning and Zoning Commission and approval from the City Council. The plans should also address any concerns voiced by the neighborhood or adjacent property owners, if possible. Once issues are either resolved or arrive at an impasse, the application can be scheduled for the next available Planning and Zoning Commission meeting and subsequent City Council meeting.

Step 6. Planning and Zoning Commission

In general, the Planning and Zoning Commission meets every 1st and 3rd Wednesday of every month at 5:30 P.M. Commission meetings are located in the City Council Chambers (88 E. Chicago Street). A study session, which is limited to discussion between Planning Commission and Staff, is usually held immediately before the meeting. Anyone from the public is welcome to listen to the discussion during the study session, but may not participate in the discussion. Applicants are strongly encouraged to attend study sessions in order to listen to any issues that may come up during the study session discussions.

If a case is placed on the "Action" portion of the agenda prior to or during the study session, the case will be presented and discussed during the regular meeting, which begins at 5:30 P.M. If there are no issues or contentions, the case may be placed on the "Consent" portion of the agenda. All items on the Consent agenda are voted upon a single motion with no further discussion during the regular meeting.

Anyone attending the meeting, who would like to voice their support or concerns regarding any item on the agenda, may fill out a speaker card and hand it to the clerk. Items on the Consent agenda will likely be moved to the Action agenda if any speaker cards are submitted in opposition to the request.

Step 7. City Council

In general, the City Council meets every 2nd and 4th Thursday of the month in the City Council Chambers (88 E. Chicago Street). Council study sessions are usually held on the Monday prior the scheduled meeting. The Action and Consent agendas, and speaker cards for the City Council operate in the same manner as the Planning and Zoning Commission meetings.