



Chandler · Arizona
Where Values Make The Difference

Use Permit Application

If the property owner is not filing the application, please complete the attached Letter of Authorization for an applicant or project representative to file the application.

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



Use Permit Submittal Checklist

- _____ Written narrative that describes the proposed project, including specific details such as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, whether there will be entertainment (e.g. live music), building sizes, total building area, property size, and how the development meets the zoning code requirements.
- _____ Application
- _____ Letter of Authorization (required if applicant is not the property owner)
- _____ Sign Posting Affidavit (only to be submitted if requested by Planner)
- _____ Mailing labels for property owners within a 600-foot radius and City Registered Neighborhood Organizations (as provided by the City) within a one-quarter mile (1320-foot) radius of the subject site. Ownership information to be retrieved from Maricopa County Assessor's database.
- _____ Application fee for use permit:

Single family	\$315
All others	\$475

Two sets of 24" x 36" plans, and one 8 ½" x 11" or 11" x 17" copy of each of the following items. All plans must be drawn to scale. The planner assigned to your project may ask you to submit these documents in booklets (typically 25), and may require additional materials.

- _____ Site plan, including
 - _____ Zoning district for subject parcel
 - _____ Site Address, Suite Number
 - _____ Date of plan and revisions
 - _____ Vicinity map with notation of site
 - _____ North arrow and scale (engineers scale)
 - _____ Existing street names
 - _____ Existing and ultimate right-of-way dimensions
 - _____ Building configurations/dimensions
 - _____ Gross building area
 - _____ Gross and net acreage
 - _____ Lot coverage
 - _____ Building, landscape and intersection setbacks
 - _____ Parking required and provided
- _____ Building floor plan
- _____ Landscape plan
- _____ Building elevations of each side (color required for reduced-size plans)
- _____ Preliminary grading and drainage plan
- _____ Building materials and paint color exhibit
- _____ Neighborhood Meeting – to be coordinated with Planner

