



APPLICATION SUPPLEMENT  
 CIVIL ENGINEERING SECTION  
 Time Frames/Point of Contact/Application  
 Info/Appeal Rights

License Type	Completeness Review Time	Substantive Review Time	Overall Review Time	City Point of Contact	Point of Contact Phone	Application Forms and Checklists
Engineering Onsite Plan Reviews - Non-residential Only	20 working days (w.d.)	50 w.d.*	70 w.d.	Jason Richardson at: <a href="mailto:Jason.Richardson@chandleraz.gov">Jason.Richardson@chandleraz.gov</a>	(480) 782- 3141	UDM-012 UDM-068
Engineering Offsite Plan Reviews – Non - Residential	20 w.d.	50 w.d.*	70 w.d.	Jason Richardson at: <a href="mailto:Jason.Richardson@chandleraz.gov">Jason.Richardson@chandleraz.gov</a>	(480) 782- 3141	UDM-012 UDM-068
Preliminary Plats – Non Residential	10 w.d.	20 w.d. **	30 w.d.	Jason Richardson at: <a href="mailto:Jason.Richardson@chandleraz.gov">Jason.Richardson@chandleraz.gov</a>	(480) 782- 3141	UDM-005
Others	N/A	N/A	20 w.d. per review	Jason Richardson at: <a href="mailto:Jason.Richardson@chandleraz.gov">Jason.Richardson@chandleraz.gov</a>	(480) 782- 3141	<a href="#">UDM</a> Various

\*two (2) substantive reviews of twenty (20) w.d. each and one final mylar/signature review of ten (10) w.d.

\*\* two (2) substantive reviews of ten (10) w.d. each (no mylar signature review)

Notes:

Per ARS 9-835(C)9, the substantive and overall time frames do not include the time required for an applicant to obtain other non-municipal licenses or to participate in meetings as required by law.

Per ARS 9-835(E), if the City of Chandler finds the application to be incomplete, a notification of incompleteness will be made on [www.chandleraz.gov/clics](http://www.chandleraz.gov/clics) and the administrative completeness review time frame and overall time frames are suspended until all missing information is received from the applicant.



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**General Notes Concerning The Regulatory Bill of Rights**

**Interpretations/Clarifications**

In accordance with State Law ARS 9-836 an applicant may receive a clarification from the City of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in ARS 9-839.

**Appeal Rights**

The applicant has a right to appeal a license denial in accordance with State Law ARS 9-835. The applicant has ten (10) working days from the date of the license denial to appeal. The appeal shall be made, in writing, to the point of contact listed for the specific license type, in accordance with the provided table (ARS 9-832(5)(b) and ARS 9-835(l)2

**Forms/Instructions/Information**

Application forms, process guides, checklists and fee schedules can all be found in the Unified Development Manual ([UDM](#)) at [udm.chandleraz.gov](http://udm.chandleraz.gov). The applicant is directed to the point of contact listed above if he/she has any questions regarding the licensing review process.

**Withdrawal of Application**

Applications will be deemed to be withdrawn by the applicant if an incomplete, complete, or substantively deficient application has not been acted upon by the applicant within 180 days of the determination of completeness, incompleteness or substantive deficiency.

**Notifications/Application Status**

May be viewed at [www.chandleraz.gov/clics](http://www.chandleraz.gov/clics)