



Administrative Design Review Submittal Checklist

The Administrative Design Review Application is for projects that do not require City Council approval. Staff reviews application to be in substantial conformance with Preliminary Development Plans approved by City Council and/or City Code regulations. Prior to submitting an application, please discuss the proposed changes with a member of the Planning staff to ensure that the administrative review process is the appropriate action.

Submitting an application online:

1. Go to <https://aca-prod.accela.com/CHANDLER/>
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 required documents in 8 ½ x 11 or 11 x 17 sheet sizes. All plans and elevations must be to scale. Please contact Planning staff at 480-782-3050 for a determination of which of the following documents are applicable to the proposed modifications, and therefore required for administrative design review:

- _____ Letter of Authorization (only required if the applicant is not the property owner)
- _____ Written narrative that describes the proposed modifications, including applicable details such as architecture, site design, landscaping theme/design, parking, building sizes, total building area, property size, and housing product
- _____ Site Plan
- _____ Floor Plan (call out Service Entrance Section (SES) locations)
- _____ Building elevations: one color and one black & white. Identify building materials, paint colors, height, and required screening for roof-mounted equipment.
- _____ Roof Plan
- _____ Landscape Plan
- _____ Photographs of existing building/site development
- _____ Material and color board/exhibit
- _____ Other: _____

We are here to help. If you require additional assistance submitting an application online, please do not hesitate to reach out via phone at 480-782-3074 or visit our office at 215 E Buffalo St, Chandler AZ 85225.

Fees: \$115 for Minor modifications such as exterior/façade renovations, new canopies, fixtures, color and/or material changes, new outdoor patios and building additions that are less than 10% increase in building area.
\$275 for new construction and building additions that are greater than 10% of existing building area



Administrative Design Review Letter of Authorization

Please accept an application for Administrative Design Review for property located at:

Assessor Parcel Number(s):

Said property is owned by (provide the Maricopa County recorded Property Owner information):

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

Property Owner Name Printed	Date

Property Owner Signature	Date