



Administrative Use Permit Submittal Checklist

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 following documents in 8 ½ x 11 or 11 x 17 sheet sizes. All plans and elevations must be to scale.

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

_____ Site Plan

_____ Landscape Plan (for model home/sales complex only) – 3 sets

Prepare plans to comply with Chandler's "Landscape Standards - Model Home Complexes" (please see next page). The plans must contain the following information:

- Location and identification of all plant material (trees, shrubs, ground cover and turf).
- Identification of all inert ground cover surfacing materials (decomposed granite, gravel, bark, etc.).
- Landscape area/turf area calculations for each lot. There may be a maximum of 20% turf within the landscaped area. Show the calculations on the plan per the following example:

Turf area 480 sq. ft. = 19.6% turf

Landscape area 2,450 sq. ft.

_____ Insurance binder (events/promotions with public attendance) - a copy of the binder containing an indemnification clause holding the City of Chandler harmless or as an "additional insured".

_____ Certificate of flame retardance (all tents and awnings) - Certification from the tent manufacturer or lessor as to the fire retardance capabilities of the material. The certificate should state the name and date of applications of the fire retardant material.

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 located at 215 E Buffalo St, Chandler AZ 85225.

Fees:

\$120 Administrative Use Permit Application Fee

\$60 Temporary Electric Permit Fee

The following information can be found in the Chandler Zoning Code, Article XIX, Section 1903. The standards reflect requirements found in City Ordinance No. 2119 (May 1990) and modified by Ordinance No. 2276 (June 1992).

Model home complexes, unless they are using reclaimed water, must be landscaped according to xeriscape landscape principles and meet the following minimum requirements:

1. Plant materials are limited to those on the low-water-use plant lists referred to in these standards.
2. The combined turf and water surfaces of all water features (except for swimming pools, which are exempt from these calculations) shall not occupy more than 20% of the landscapable area within each lot in the model home complex. Locate all water-intensive landscaped areas immediately adjacent to the model homes.

Note: This does not apply to turf that has been officially recognized by the Director of the Phoenix Active Management Area of the Arizona Department of Water Resources and included on the latest amended edition of *Drought Tolerant/Low Water Use Plants*.

Within all model sales offices, display a literature package describing water-conserving landscaping. If copies are not made available by the homebuilder, this display must include information regarding where such literature can be found. The following literature is suggested:

Landscape Plants for the Arizona Desert
Arizona Municipal Water Users Association
602-248-8482
<https://www.amwua.org/plants>

Drought Tolerant/Low Water Use Plants
Arizona Department of Water Resources
https://www.azwater.gov/sites/default/files/2025-01/2024_Ph5MPLWUPL_Final_v2.pdf

Other resources may be found at the City's Water Conservation Office
480-782-3580
<https://www.chandleraz.gov/residents/water/water-conservation>