



Area Plan Application 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. After initial review, the assigned Planner may request additional information or documents that are not listed below.

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

_____ Written narrative that describes the proposed area plan or area plan amendment. Discuss the existing and proposed land uses, acreage, densities, development plan, zoning history, land use compatibility, traffic circulation, and the like.

_____ Sign Posting Affidavit (Coordinate with Planner; to be submitted separately after application submittal)

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: \$785 Application Fee



Sign Posting Affidavit

Application No. _____

Applicant Name _____

Project Name/Address _____

The applicant is required to post a sign on the subject site a minimum of 15 calendar days prior to the first public hearing. The sign size, text, and posting location need to be coordinated with the case Planner. The applicant shall submit a notarized affidavit stating the sign has been posted with accurate information and a photograph showing the sign(s) on the site. Please see the attached handout that contains the required specifications for the sign.

Please note: It is the responsibility of the applicant to post and maintain the sign on the subject property as well as maintain the current public hearing information on the sign until City Council has made its formal decision on the case. It is also the responsibility of the applicant to remove the sign after the final action is taken.

I confirm that the site has been posted for the zoning case number above as required by the City of Chandler Transportation and Development Department, and that I have submitted a picture of the sign(s).

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by

_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

Return the completed, notarized affidavit and picture(s) to the assigned Planner the week the sign(s) is posted.