



City Center District Architectural Plan Review Application and Submittal Checklist

The Historic Preservation Commission is responsible for reviewing and approving new developments, redevelopment, building and/or use expansions, structural alterations, façade renovations and sign proposals that do not comply with standard sign regulations for properties located within the City Center District (CCD).

Step 1 – Confirm Process:

The first step in requesting approval for any of the actions identified above is to contact a City Planner at 480-782-3050 to confirm that approval by the Historic Preservation Commission is needed and to identify required documents for submittal.

Step 2 – Submit application online with all required documents:

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 with any questions regarding the required documents.

- _____ Written narrative describing the requested approval
- _____ Site Plan
- _____ Building Elevations, photographs, and/or 3D renderings
- _____ Floor Plan
- _____ Sign Details

We are here to help. If you require additional assistance submitting an online application, 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: \$0