



Historic Preservation Submittal Checklist

The Historic Preservation Commission is responsible for reviewing and making recommendations to the Planning and Zoning Commission and City Council on the designation of historic preservation districts, historic conservation districts, landmarks, and heritage sites, and reviewing modifications to sites with historic designations.

Step 1 - Confirm Process:

The first step in applying for a Historic Designation is a **meeting with the Historic Preservation Officer** to ensure the property is eligible, as well as to determine which of the four designations your property may be considered. The Historic Preservation Officer will provide a list of required documents and further instructions on the application process. If no contact has been made with Historic Preservation staff, please contact us prior to submitting this application at historic.preservation@chandleraz.gov, or contact the City Planners at 480-782-3050.

Step 2 - Submitting an application online:

1. Go to <https://developmentpermits.chandleraz.gov/clics/>
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.

_____ Written narrative including exhibits describing why the property, neighborhood, landmark or other specific area might be eligible for historic designation (see attached Eligibility Criteria).

_____ For Historic Preservation Designations:

- Property Owner Consent Form
- List of addresses of contributing structures
- Images that convey the character of the historic preservation request

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:** \$100 for a neighborhood
\$50 for an individual property that will be participating in an already established
Historic Preservation District