



# Rezoning / Preliminary Development Plan (PDP) 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 documents that are not listed below and/or full sized plans (24" x 36") depending on the specific needs of the proposed development.

- \_\_\_\_\_ Letter of Authorization (only required if the applicant is not the property owner)
- \_\_\_\_\_ A written narrative that describes all aspects of the proposed project. Include items such as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, building sizes, total building area, property size, and how the development complies with zoning code requirements.
- \_\_\_\_\_ Aerial map, in color
- \_\_\_\_\_ Site plan
- \_\_\_\_\_ Landscape plan, in color
- \_\_\_\_\_ Building elevations, in color
- \_\_\_\_\_ Legal description of property
- \_\_\_\_\_ Architectural details, in color
- \_\_\_\_\_ Perspective view, in color
- \_\_\_\_\_ Building materials and paint color exhibit
- \_\_\_\_\_ Preliminary grading and drainage plan
- \_\_\_\_\_ Preliminary plat (if part of the application)
- \_\_\_\_\_ Analysis of probable impact of the proposed rezoning to the cost of constructing housing

## Other items which may be requested by staff:

- \_\_\_\_\_ Traffic impact analysis
- \_\_\_\_\_ Noise study
- \_\_\_\_\_ Sign Posting Affidavit and Detail – to be submitted when requested by Planner

We are here to help. If you require additional assistance submitting an application online, please do not hesitate to reach out via phone at 480-782-3071 or visit our office located at 215 E Buffalo St, Chandler, AZ 85225

## Fees:

- \_\_\_\_\_ Zoning application fee: based on gross acreage and portion thereof. For example, a 2.3 gross acreage site is rounded to 3 acres:
 

<u>Base Fee</u>	+	<u>Acreage x Amount</u>	=	<u>Total</u>
\$785		\$40 per acre or portion thereof		
- \_\_\_\_\_ Preliminary Development Plan fee of \$315 (payable if you are submitting only a PDP, with no Rezoning action. This fee is waived if you are filing a PDP with a rezoning request.)

# Letter of Authorization

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Please accept an application for Rezoning and/or a Preliminary Development Plan for property located at:

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

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and legally described as (may state "See attached"):

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Assessor Parcel Number(s):

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The attached map and/or survey accurately portray the parcel configuration and property dimensions, as reflected in the legal description.

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

# Sign Posting Affidavit

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Application No. \_\_\_\_\_

Applicant Name \_\_\_\_\_

Project Name/Address \_\_\_\_\_

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The applicant is required to post a 4-foot by 8-foot wooden sign or signs on the subject site a minimum of 15 calendar days prior to the first public hearing. One double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. 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 erect 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.***

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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).

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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.***