



# Use Permit Submittal Checklist

## 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 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 business requesting a Use Permit. Include specific details such as:

- Property address, land uses (existing and proposed)
- Site design, building sizes, total building area, property size
- Architecture
- Landscaping design
- Parking
- Hours of operation, days of the week, number of employees (if applicable)
- How the request complies with zoning code requirements

\_\_\_\_\_ Site Plan

\_\_\_\_\_ Floor Plan

\_\_\_\_\_ Building elevations and building materials and paint color exhibit (new buildings), or photographs of building/tenant space (for existing buildings)

\_\_\_\_\_ Landscape Plan (required when modifying existing landscaping or proposing new landscaping)

\_\_\_\_\_ Preliminary grading and drainage plan

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

We are here to help. If you require extra assistance submitting an application online, 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

**Please contact the City of Chandler Tax & License Division to register your business at**

**<https://business.chandleraz.gov>**

**Fees:** \$315 Single family  
\$475 All others as detailed in Chandler City Code section 35-2100





# 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.**