



Variance 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)

A written narrative that describes the request and answers the following questions:

- _____
- What are the special circumstances that apply to the land, building, or use referred to in the application? The special circumstances cannot be self-imposed by the property owner.
 - Is this variance necessary for the preservation and enjoyment of substantial property rights?
 - Will the granting of this variance be materially detrimental to persons, property, or the public welfare of the community?

Site Plan showing:

- Site address, street names, surrounding land uses
- Scale and North arrow
- _____
- Lot dimensions, dimensions between all structures and nearest property line, dimensions between structures on the property
- Location and dimensions of item for which a variance is requested
- Status of item for which variance is requested
- Additional items requested by case planner

_____ Photographs of the property and specifically the item for which a variance is requested

_____ Other: Contact a Planner at 480-782-3050 to determine if any additional documents will be required due to the specific circumstances of your 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 at 215 E Buffalo St, Chandler AZ 85225

Fees: \$165 for single family residential use
\$315 all other requests

