

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 $\frac{1}{2}$ 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 area plan or area plan amendment. Discuss the existing and proposed land uses, acreage, densities, development plan, zoning history, land use compatibility, traffic circulation, and the like.

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

Submitting over the counter: (located at 215 E. Buffalo Street, Chandler, AZ 85225)

- 1. Complete the attached application
- 2. Submit a CD or other electronic storage device (i.e., thumb drive) containing one electronic copy of ALL required items on the checklist above
- 3. Hard copies are optional

Fees: \$785 Application Fee



Please accept an application for a Use Permit for property located at:

Assessor Parcel Number(s):

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

who hereby authorizes me to file this application on his/her behalf.

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



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).

> Return the completed, notarized affidavit and picture(s) to the assigned Planner the week the sign(s) is posted.



This application is only to be used when submitting over the counter

Project/Business Name				
Property Location/Address	City, State, Zip Code			
Legal Description	Assessor's Parcel Number(s)			
Proposed Use (e.g. single family, multi-family, retail, office,	etc.) Gross Acreage Net Acreage			
Property Owner(s)	Contact Person			
Mailing Address	Phone Number			
City, State, Zip Code	Email Address			
Applicant/Firm Name	Contact Person			
Mailing Address	Phone Number			
City, State, Zip Code	Email Address			
Applicant's Signature	Date			
For City Use				
Date Filed Application No. P	lanner			