



Chandler • Arizona
Where Values Make The Difference

Site Development Plan Review Submittal Form for Commercial, Industrial and Multi-Family Projects

Date: _____

City Log # _____

Project Name:	Planning Case (DVR/PDP) #:
Project Address:	
Contact Person/Applicant:	Contact Phone #/Email Address:

The following Site Development review package is required when submitting Commercial, Industrial and Multi-Family projects for building permits. This is in addition to the Building Safety Division plan review submittal requirements. The package is to be complete with all rolls and packets banded together and labeled for Site Development review and submitted with the building safety permit package. The Site Development and Building Safety plan reviews are conducted simultaneously. All applicable items must be included. Incomplete submittals will be rejected.

Provide:

- This submittal form and the Architectural firms transmittal sheet detailing the contents of this plan submittal**
- In roll #1-** One (1) complete set of building construction plans (30" X 42" max. size); prefer 24" X 36"
 - Architectural Site plans;
 - Include architectural site plans with required information. Provide details and elevations (including colors/materials) for all exterior site related items; parking, structures, amenities, decorative concrete, screen walls and gates, fences, awnings, carports, etc.
 - Project Phasing plan (if applicable)
 - Building elevations, sections and details;
 - Call out all exterior paint colors and materials on all elevation plan sheets
 - Show all mechanical equipment beyond the screening method (e.g. dash in equipment beyond, indicating they are below the lowest surrounding parapets on roof, or below walls and solid gates for ground mounted).
 - Indicate SES is architecturally integrated into the building design (e.g. recessed/internalized into the building footprint with solid exterior access doors)
 - Show all roof drains and roof scuppers. Downspouts must be internal to building or screened through architectural integration, not just painted to match the building.
 - Roof plans;
 - Show locations of all roof mounted equipment (e.g. HVAC, exhaust hoods and vents), roof access hatches and roof ladders. All equipment is to be fully screened on all sides/angles; top of equipment to be below the lowest parapet elevation or other approved method of screening. Requirement is based off of grade elevations, not sight lines.
 - Indicate roof drainage patterns showing location of all internal roof drain inlets or scuppers
 - Mechanical plans;
 - Electrical plans;
 - Include luminaire schedule and photometrics for building exterior and site lighting
- In roll #2-** One (1) complete set of Improvement Plans (printed to scale) labeled **for reference only** (applicable only if the separate Civil and Site Development Improvement Plan submittal package is not made at the same time as this building construction plan package) -Do not staple the reference drawings into the building plan set.
 - All Civil Improvement plans marked "For Site Dev. Reference Only".
 - All Landscape plans (including irrigation and hardscape) marked "For Site Dev. Reference Only".
- In roll #3-** Redlines from Site Development staff from the previous review, if applicable.
- Information/documentation packet**
 - Two (2) copies each (on 8 ½" X 11" paper) of cut sheets for all building exterior & site lighting fixtures and poles. Indicate model, style, finish and/or color and any model options (to match lighting/fixture schedule on electrical plans)
 - Two (2) color copies each (on 8 ½" X 11" paper- no material samples or foam boards will be accepted) of all exterior paint colors and materials for buildings, structures, amenities, decorative concrete, screen walls and gates, fences, awnings, trellises, carports, etc.

This complete Site Development review package is to be banded together with this completed submittal form attached

Mailing Address:
P.O. Box 4008, MS 105
Chandler, Arizona 85244-4008

Planning Division
Site Development Section
215 E. Buffalo St., Chandler Arizona 85225

Telephone: (480) 782-3000
www.chandleraz.gov
Form No: UDM-034/Site
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All redlined plans from the previous review are to be returned with one complete set of corrected plans at the next submittal. Include a response letter indicating method(s) of compliance.

When instructed by the Site Development Plan Reviewer and noted on the review checklist/comment sheet, an **Approval Package** will be required with the next subsequent plan review submittal. These are for Site Development approval, inspections and records only. The approval package is to be complete (3 separate rolls banded together), **labeled** for Site Development, and to contain the following:

- In roll #1-** All redlines from the previous review with response letter indicating method(s) of compliance
- In roll #2-** One (1) complete set of corrected Building plans and any required review documents
- In roll #3-** Two (2) Site Dev approval plan sets labeled as "Site Development Approval Plans". These sets are not to contain all of the plan sheets in the complete Building plan review package; only sheets that pertain to Site Dev/Zoning Code requirements, as indicated below. The sets will be blacklines copies and do not need to be wet sealed; a copy of the sealed plans is enough. Each set is to be stapled individually, providing two (2) separate sets of plans. Each approval plan set is to be arranged in the following order:
 - Building plan cover sheet with sheet index
 - All Architectural Site plans; Site plan, details and elevations and phasing plan (if applicable)
 - All Exterior building elevations and sections
 - All other sheets containing architectural details & elevations of exterior buildings elements (e.g. window awnings, decorative railings, iron or tile embellishments)
 - Site and exterior building lighting plans with luminaire schedule and photometrics
- One CD** containing all sheets (in .pdf format) as described above. The disk is to be labeled with Project Name, Address, City Log # and identified as "Site Development Approval Plans". Please label the disk and not the case or sleeve. All drawings are to be properly oriented and saved in landscape view.

Once Site Development reviews and approves the final Approval Package one stamped copy will be available for pick up by the applicant for their records. A records fee will be due upon pick up.

This approval package is for Site Development only and is in addition to the plan sets required by the Building Safety Division for their review and/or approval. Coordinate with Building Safety for their requirements; # of sets required and procedures for slip sheeting any revised sheets into their approved plan sets for re-approval, as applicable.

See the [City of Chandler Code of Ordinances / Part VI – Planning / Chapter 35 – Land Use and Zoning](#) for all Zoning Code requirements. Available online at www.municode.com

A [Site Development Review Guide/Checklist](#) of general plan requirements is also available to aid in the preparation of the construction drawings at http://www.chandleraz.gov/content/UDM_SDRRevGuide.pdf

***Note:**

*Landscape, irrigation and hardscape plans are reviewed by Site Development and are a separate submittal package. See the [Civil Engineering & Site Development Improvement Plans Submittal Form and Requirements](#) form at http://www.chandleraz.gov/content/UDM_CIPF.pdf

*All walls over 7', retaining walls over 4', site and open space lighting, signage, ramadas and shade structures require a separate Building Safety submittal and permit. See the [Building Permit Application](#) form at http://www.chandleraz.gov/content/UDM_BuildingPermit.pdf

*Drive thru menu boards require a separate signage application, review and permits.