



**Chandler • Arizona**  
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# 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)

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







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# Use Permit Application

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

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