



**Chandler · Arizona**  
Where Values Make The Difference

# Use Permit Application

*If the property owner is not filing the application, please complete the attached Letter of Authorization for an applicant or project representative to file the application.*

<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>	
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<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 / Fax Number</b>	
<hr/>		
<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 / Fax Number</b>	
<hr/>		
<b>Signature of Property Owner or Representative</b>	<b>Date</b>	
<hr/>		
<b>For City Use</b>		
<b>Date Filed</b>	<b>Application No.</b> ZUP	<b>Planner</b>



# Use Permit Submittal Checklist

- \_\_\_\_\_ Written narrative that describes the proposed project, including specific details such as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, whether there will be entertainment (e.g. live music), building sizes, total building area, property size, and how the development meets the zoning code requirements.
- \_\_\_\_\_ Application
- \_\_\_\_\_ Letter of Authorization (required if applicant is not the property owner)
- \_\_\_\_\_ Sign Posting Affidavit (only to be submitted if requested by Planner)
- \_\_\_\_\_ Mailing labels for property owners within a 600-foot radius and City Registered Neighborhood Organizations (as provided by the City) within a one-quarter mile (1320-foot) radius of the subject site. Ownership information to be retrieved from Maricopa County Assessor's database.
- \_\_\_\_\_ Application fee for use permit:
 

Single family	\$315
All others	\$475

**One set of 24" x 36" folded plans, and one 8 ½" x 11" or 11" x 17" folded copy of each of the following items. All plans must be drawn to scale. The Planner assigned to your project may ask you to submit these documents in booklets and may require additional materials.**

- \_\_\_\_\_ Site plan, including
  - \_\_\_\_\_ Zoning district for subject parcel
  - \_\_\_\_\_ Site Address, Suite Number
  - \_\_\_\_\_ Date of plan and revisions
  - \_\_\_\_\_ Vicinity map with notation of site
  - \_\_\_\_\_ North arrow and scale (engineers scale)
  - \_\_\_\_\_ Existing street names
  - \_\_\_\_\_ Existing and ultimate right-of-way dimensions
  - \_\_\_\_\_ Building configurations/dimensions
  - \_\_\_\_\_ Gross building area
  - \_\_\_\_\_ Gross and net acreage
  - \_\_\_\_\_ Lot coverage
  - \_\_\_\_\_ Building, landscape and intersection setbacks
  - \_\_\_\_\_ Parking required and provided
- \_\_\_\_\_ Building floor plan
- \_\_\_\_\_ Landscape plan
- \_\_\_\_\_ Building elevations of each side (color required for reduced-size plans)
- \_\_\_\_\_ Preliminary grading and drainage plan
- \_\_\_\_\_ Building materials and paint color exhibit
- \_\_\_\_\_ Neighborhood Meeting – to be coordinated with Planner



# Use Permit Letter of Authorization

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

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Assessor Parcel Number(s):

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

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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