



Historic Preservation Application and Submittal Checklist

The Historic Preservation Commission is responsible for reviewing and making recommendations to the Planning and Zoning Commission and City Council on the designation of historic preservation districts, historic conservation districts, landmarks, and heritage sites, and reviewing modifications to sites with historic designations.

Step 1 - Confirm Process:

The first step in applying for a Historic Designation is a **meeting with the Historic Preservation Officer** to ensure the property is eligible, as well as to determine which of the four designations your property may be considered. The Historic Preservation Officer will provide a list of required documents and further instructions on the application process. If no contact has been made with Historic Preservation staff, please contact us prior to submitting this application at historic.preservation@chandleraz.gov, or call Derek Horn, Historic Preservation Officer at (480) 782-3410 or Harley Mehlhorn, Planner at (480) 782-3054.

Step 2 - 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 required documents in 8 ½ x 11 or 11 x 17 sheet sizes.

_____ Written narrative including exhibits describing why the property, neighborhood, landmark or other specific area might be eligible for historic designation (see attached Eligibility Criteria).

_____ For Historic Preservation Designations:

- Property Owner Consent Form
- List of addresses of contributing structures
- Images that convey the character of the historic preservation request

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:** \$100 for a neighborhood
\$50 for an individual property that will be participating in an already established Historic Preservation District
*Effective March X, 2021



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Historic Preservation Application

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

Project Name		
Property Location (street address, city, state & zip code)		
Historic Designation Type (historic preservation districts, historic conservation districts, landmarks, and heritage sites)	Assessor's Parcel Number(s)	
	Net Acreage if neighborhood:	
	Square feet if individual property:	
Property Owner(s)	Contact Person (if not owner)	
Property Owner Phone Number	Contact Person Phone Number	
Property Owner Mailing Address (street address, city, state & zip code)	Contact Person Mailing Address (street address, city, state & zip code)	
Property Owner Email Address	Contact Person Email Address	
Property owner's signature	Date	
For City Use		
Date Filed	Application No. PLH	Planner