



Chandler · Arizona
Where Values Make The Difference

Area Plan 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.

Project/Business Name		
Property Location/Address		City, State, Zip Code
Legal Description		Assessor's Parcel Number(s)
Brief Description of Area Plan or Area Plan Amendment		Gross Acreage
Property Owner(s)		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email Address / Fax Number
Applicant/Firm Name		Contact Person
Mailing Address		Phone Number
City, State, Zip Code		Email Address / Fax Number
Signature of Property Owner or Representative		Date
For City Use		
Date Filed	Development No.	Planner



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Area Plan Application Submittal Checklist

- _____ Application
- _____ Letter of Authorization (required if 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.
- _____ Application fee of \$785 for area plan or area plan amendment
- _____ Sign Posting Affidavit – to be submitted when requested by Planner

Two sets of 24" x 36" plans, and one 8 ½" x 11" or 11" x 17" 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 (typically 25), and may require additional materials.

- _____ Narrative
- _____ Aerial photo, in color
- _____ Existing area plan
- _____ Proposed area plan

Please coordinate neighborhood meetings, notification requirements and other actions associated with the citizen review process with the designated planner for this case.

Refer to the City Code: [§35-2601.1/§35- 2602](#).



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Sign Posting Affidavit

Application No. _____

Applicant Name _____

Project Name/Location _____

The applicant is required to post a 4-foot by 8-foot wooden sign or signs on the subject site a minimum of 15 calendar days prior to the first public hearing. One double-sided sign shall be placed perpendicular to each major street frontage, generally adjacent to the public right-of-way. The sign board needs to be orange with black lettering. 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 erect 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).

Applicant/Representative Signature

Date

This instrument was acknowledged before me on this _____ day of _____, 20____, by _____
_____. In witness whereof I hereunto set my hand and official seal.

Notary Public

My Commission expires on:

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