



Preliminary Technical Site Plan Review Application & Instructions

The purpose of the Preliminary Technical Site Plan Review is to provide a source of technical information for developers intending to construct a project within the City of Chandler. A preliminary technical site plan is a map, drawn to scale, which shows the location and dimensions of proposed buildings, drives, parking areas, open spaces, right-of-way, etc., associated with a project. This initial review, while not all-inclusive, is intended to assist the project owner by identifying significant issues that if left unresolved will add time and/or cost to the development process.

Please download through the City's online portal for review located at <https://developmentpermits.chandleraz.gov/clics/>. The assigned Development Project Administrator will be contacting you after the review is complete. Please allow 15 working day for the review.

DATE			
PROJECT NAME			
LOCATION			
OWNERS NAME		PHONE	
OWNER ADDRESS			
EMAIL			
APPLICANT NAME		PHONE	
APPLICANT ADDRESS			
EMAIL			
PARCEL NUMBER			
ACREAGE			
LAND USE (COMMERCIAL, RESIDENTIAL, ETC)			
COMMERCIAL	BUILDING SQFT		
	CONSTRUCTION TYPE		
	MAX BUILDING HEIGHT		
RESIDENTIAL	SINGLE FAMILY/MULTI FAMILY	UNITS	
	OWN/RENTAL		

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Chandler, Arizona 85244-4008

Development Services Administration
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Fax: (480) 782-3010
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Form No: UDM-036/Admin
Rev: 10/18/2021

Instructions

Please include the following items on the preliminary technical site plan (if they apply).

Narrative describing the proposed project, including any unique conditions to the site.

Scaled site plan depicting property line, setback distances, phasing lines, and north arrow.

- ⇒ Adjacent roadway layout, including existing and proposed left and right turn bays.
- ⇒ Driveway locations(s) and width(s).
- ⇒ Location of drives across the street and adjacent to the site.
- ⇒ Medians and median breaks, if any.
- ⇒ On-site traffic layout including parking and drive-through.
- ⇒ Existing streetlights.
- ⇒ Length and description of any adjacent arterial roadways to be constructed with project.
- ⇒ Location of existing underground utilities (sewer, water, fire hydrants).
- ⇒ Dimensions from intersection to driveway locations.
- ⇒ Irrigation structures, appurtenances, and ownership rights.
- ⇒ Overhead utility lines and size (e.g. 69KV, etc.)
- ⇒ Solid Waste container locations and pick up.

HOW TO SUBMIT AN ONLINE PRETECH

FIRST GO TO: <https://developmentpermits.chandleraz.gov/clics/>

STEP ONE:

LOGIN TO YOUR ONLINE ACCOUNT.

The screenshot shows the Chandler Development Services Department website. At the top left is the Chandler logo with the text "WELCOME TO Chandler" and the Chandler American flag logo. Below the logo is a navigation bar with links: Home, Residents, Visitors, Business, Government, How Do I ..., and Pay My Bill. To the right of the navigation bar are links for "Register for an Account", "Reports (1)", and "Login". Below the navigation bar is a search bar. The main content area has a sub-navigation bar with links: Home, Development Services, Planning, and Public Works. The "Please Login" section contains the following text: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." Below this is a paragraph: "Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right." The "New Users" section contains the following text: "If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more." Below the "New Users" section is a "Register Now" button. On the right side of the page is a "Login" box with the following fields: "User Name or E-mail:" (with a yellow highlight), "Password:" (with a yellow highlight), and a "Login" button. Below the "Login" button is a checkbox for "Remember me on this computer" and links for "I've forgotten my password" and "New Users: Register for an Account". At the bottom of the page is a footer with links: Search | Site Map | Accessibility | Privacy Policy.

STEP TWO:

CLICK, Apply for a Permit/Plan Review.

Home	Development Services	Planning	Public Works
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Welcome Nate Koch

You are now logged in. Please "Allow Pop-ups from This Site" before proceeding.

Cart (0)

Your cart is empty.

What would you like to do today?

To get started, select one of the services listed below:

Look up permit application (or plan review) status,

Before making a re-submittal, make sure you have all your comments from all of the plan reviewers for your project. Depending on the type of permit, you may be waiting for comments from some or all of the following: Building Architectural, Building Structural, Site Development, Civil Engineering, and Traffic Engineering. You must wait until all comments are available, before resubmitting. If you have any questions regarding whether or not you are ready to resubmit, please call your Development Project Administrator or the Customer Service Counter at 480-782-3000.

To **Apply, Pay and Issue a Significant Event Sign Permit** please register for an account by clicking in the right corner where it reads "Register for an Account". Once you register, log in, then click on Apply for a Permit under Development Services, if prompted for a License, select "Not Applicable" next clicking the box above Applicant will auto-fill with your registration info. Then proceed by typing in the detailed dates. Once the permit is paid for; you will be able to print your permit and receipt, please post permit.

To **schedule inspection requests** click on Search Permits under Development Services. Type in your permit number and click on the search option, your permit number will be listed under the Search option. Click on the permit number for a list of inspections, next click on the word schedule listed at the far right of the inspection. A calendar will appear and you will be able to schedule inspections.

Development Services Apply for a Permit/Plan Review Search Permits/Plan Review Status Schedule an Inspection	Planning Search Cases Schedule an Inspection
General Information Lookup Property Information	Public Works Search Applications

STEP THREE:

PLEASE REVIEW APPROPRIATE SUBMITAL REQUIRMENTS PRIOR TO PROCEEDING, THEN CHECK T&C'S, AND CLICK CONTINUE APPLICATION.

closures.

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application »](#)

STEP FOUR:

SELECT RECORD TYPE, CLICK CONTINUE APPLICATION.

Home **Development Services** Planning Public Works

[Apply for a Permit/Plan Review](#) [Search Permits/Plan Review Status](#) [Schedule an Inspection](#)

Select a Record Type

Choose one of the following available permit or plan review types. For assistance or to apply for a permit type not listed below please contact us at (480)782-3000. Please REGISTER FOR AN ACCOUNT prior to printing your permit. The Temporary Sign Permit must be displayed on dates listed on Permit. Failure to enter ALL dates INDIVIDUALLY invalidates the Permit.

▼ Development Services

Building Permit

Pretech

▼ Civil/Engineering

Civil Plan Review

Encroachment Permit

Plat Review

Utility Permit

▼ Signs

Temporary Sign Permit

▼ Traffic

Road Restrictions and Closures

[Continue Application »](#)