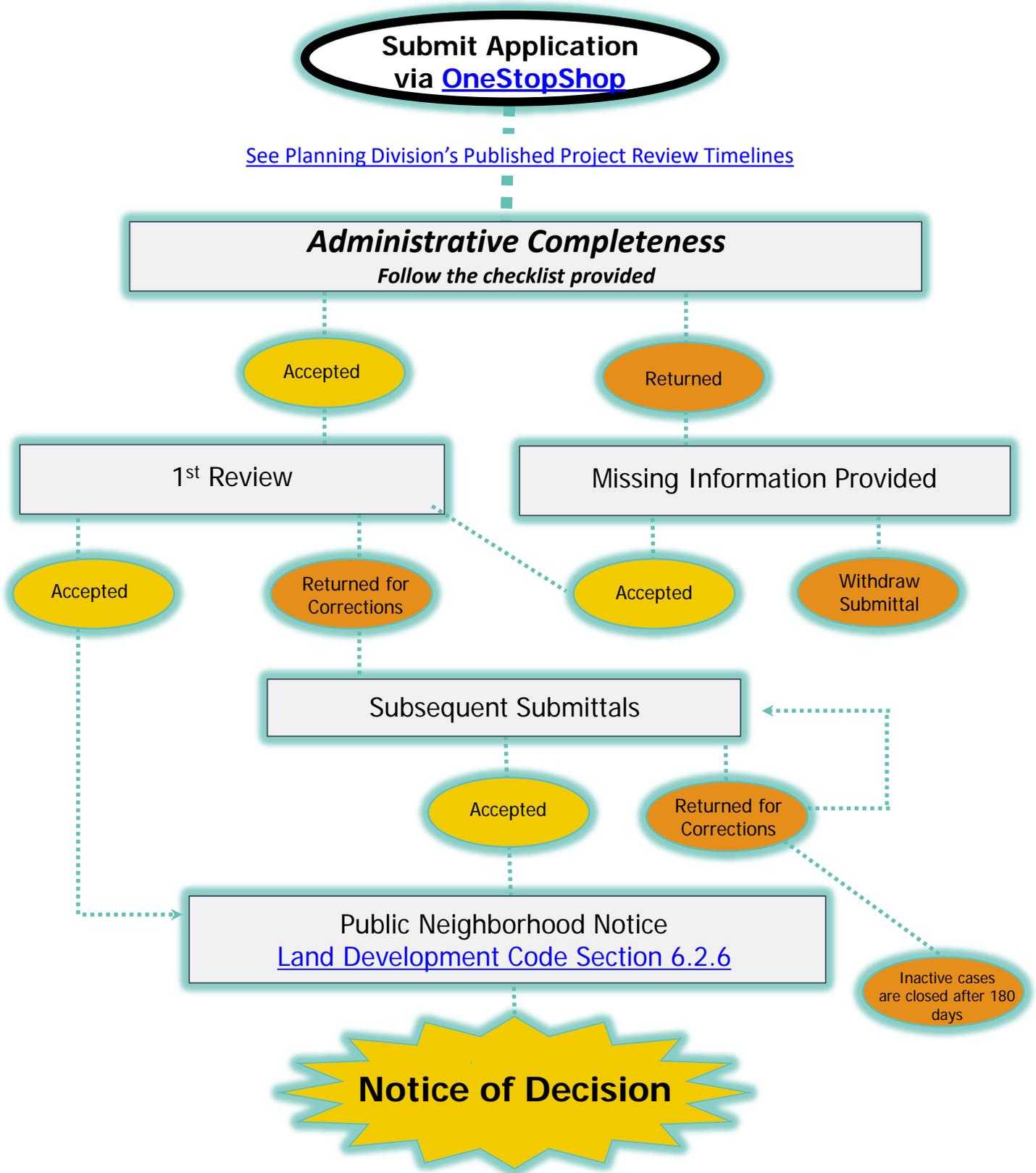


Use Permit – Administrative & Modification



The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Submittal Formatting, Required Materials and Checklist:

- Submit electronic copy of ALL required items on checklist. (No larger than 11” x 17”)
- Purge images of unnecessary blocks and layers (single layer) and ensure there are no security/read-only restrictions on documents.
- Save each exhibit as a separate PDF per document naming below.

Document Naming:

- Property Owner Authorization
- Project Narrative
- Proposition 207 (Diminution in Value) Waiver Form with Exhibits
- Parcel/Aerial Map
- Site Plan
- Elevations /Floor Plans (as appropriate for the request)
- Neighborhood Notice

Checklist

Property Owner Authorization

- [Signed Letter of Authorization from property owner.](#)

Project Narrative

- Project Narrative should be typed in a 12pt font and no more than 5 pages in length.;
- Description of the proposed use and efforts to mitigate any potential impacts to adjacent properties;
- Provide how the project complies with the General Plan, zoning requirements or any other adopted plans;
- Information on how the proposed use conforms with the requirements, or standards prescribed by the Land Development Code and any other applicable local, State or Federal requirements.
- Statement regarding how each of the required finds are met.

Proposition 207 Waiver with Exhibits

- Notarized [Proposition 207 Waiver](#) (Diminution in Value) with required exhibits
 - Exhibit A – Title Report (current)
 - Exhibit B – Legal Description & Map of Site
 - Exhibit C – Requested action setting forth any modifications, changes, deletions, or additions.

Parcel/Aerial Map

- Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s).

Site Plan

- Vicinity Map with the site and major streets noted;
- Graphic scale, north arrow, exhibit date;
- Dimension property lines, easements, alleys, private streets, adjacent rights-of-way, existing and future improvements, access points, signals, etc.;
- Project data table: existing zoning on site and gross and net acreage;

- Location and size of any existing/proposed building(s) or structure(s);
 - Dimension location of required and proposed building setbacks and spaces between buildings;
 - Vehicular and pedestrian circulation, including ADA accessibility requirements;
 - Location and size of parking spaces, and the number of spaces required and provided;
 - Location of other existing and proposed improvements such as walls, hardscape, trash enclosures, outside storage, loading areas, mailboxes, etc.;
 - Emergency apparatus access and required turning radii;
 - Adjacent lot lines and/or structures within 300 feet;
 - Method of screening and details for parking, storage and loading areas;
 - Locations and architecturally integrated method of screening of existing and proposed utility equipment (ground mounted and/or roof mounted);
 - Location, type and height of existing and proposed site lighting fixtures including parking lot lights;
 - Freestanding sign locations with corresponding visibility triangles.
- Elevations/Floor Plans (as appropriate for the request)**
- Graphic scale and date;
 - All existing and proposed elevations of each building identified by geographic direction;
 - Elevations of parking and/or other accessory structures;
 - Location, type and mounted height of proposed wall mounted lighting fixtures.
 - Gross floor area, interior space distribution with dimensions;
 - Service areas;
 - Exterior walls and interior partitions;
 - Doors and door swings;
 - Stairs and elevators, including roof access.
- Neighborhood Notice**
- Please refer to Section 6.2.6.D of the Land Development Code for requirements;
 - A parcel map highlighting properties within 300 feet, Homeowners Associations and neighborhoods within 1000 feet of the property and the typed names and address of all property owners identified on parcel map (<http://mcaassessor.maricopa.gov/>).

Frequently Asked Questions for OneStopShop Online Portal

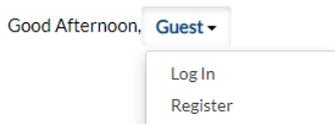
Where can I find instructions on how to use the OneStopShop portal?

There are training guides and videos on the One Stop Shop page on the Town of Gilbert website (<https://www.gilbertaz.gov/departments/development-services/one-stop-shop>). Topics covered are How to Register, How to Apply for a Plan, How to View Plan Markups and Resubmit Revised Exhibits, How to Retrieve Pre-Application Comments as well as many more.

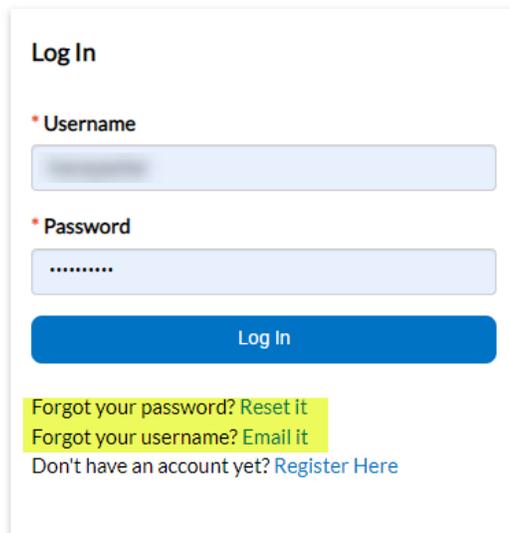
What do I do if I forgot my username and/or password?

If you forgot your username or password, do not create a new account as you will not be able to retrieve records or make payments on items under the original account. Instead, you can retrieve both your login and password at the login page.

In the top right corner, Click on **Guest** and then **Log In**.



From this screen you can either reset your password or have your username emailed to you.

A screenshot of the OneStopShop portal's login page. The page has a white background and a blue header. The main content area is titled "Log In" and contains two input fields: "Username" and "Password". Below the input fields is a blue "Log In" button. At the bottom of the form, there are three links: "Forgot your password? Reset it", "Forgot your username? Email it", and "Don't have an account yet? Register Here".

Why isn't the plan or invoice that I initially applied for showing on my dashboard?

If you cannot access your plans or invoices after logging in, either you have more than one account or the applications for the plans were created by another user. To see if you may have another account, follow the steps above to retrieve your username and password. If someone else applied for the plan, they can add you as a contact on that record which will allow you access.