

A tall, white, lattice-structured water tower stands in the center of the image. The top of the tower is a cylindrical tank with the word "GILBERT" written on it in dark letters. The tower is supported by four legs that meet at a central point. In the background, there are green trees, a clear blue sky, and a building with a red roof. In the foreground, there is a paved area with a bench and some outdoor furniture.

One Stop Shop
HOW TO APPLY
FOR A PLAN

gilbert

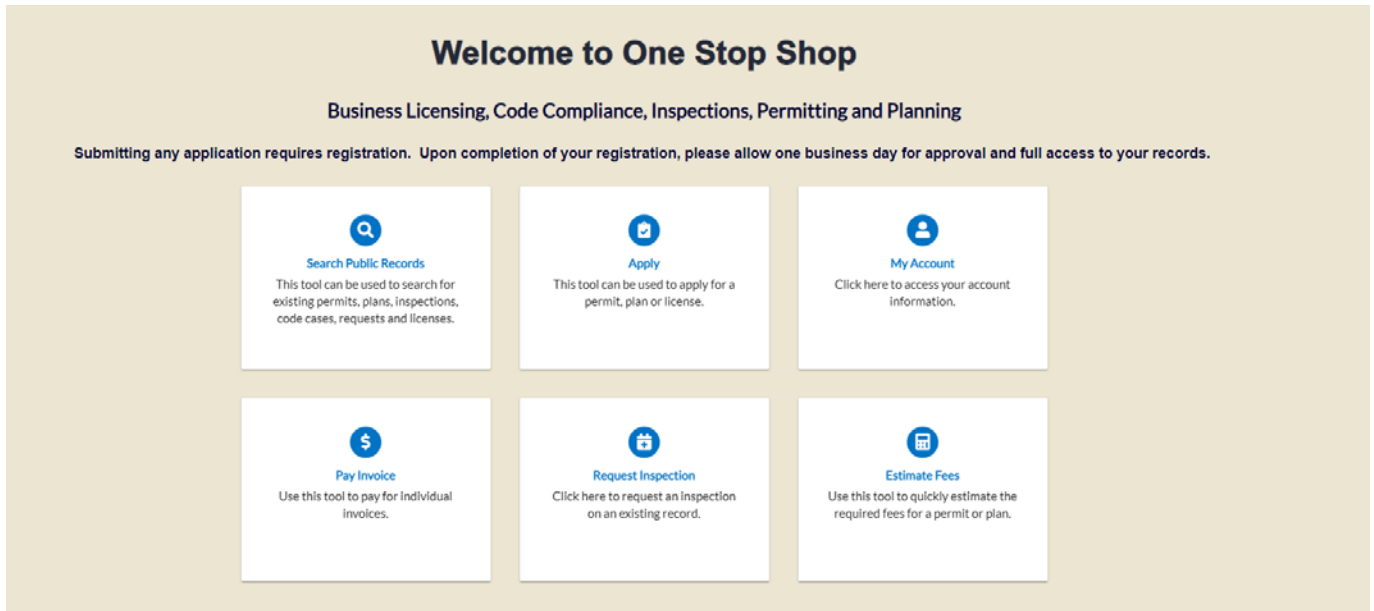


HOW TO APPLY FOR A PLAN

Visit onestopshop.gilbertaz.gov

Note: If you have not registered for an account on One Stop Shop, please refer to the *One Stop Shop Registration Guide* prior to applying for a Plan.

After logging into One Stop Shop:



Welcome to One Stop Shop

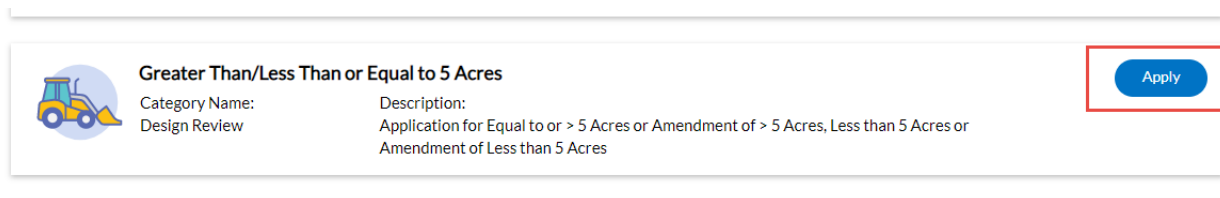
Business Licensing, Code Compliance, Inspections, Permitting and Planning


Submitting any application requires registration. Upon completion of your registration, please allow one business day for approval and full access to your records.

- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**
This tool can be used to apply for a permit, plan or license.
- My Account**
Click here to access your account information.
- Pay Invoice**
Use this tool to pay for individual invoices.
- Request Inspection**
Click here to request an inspection on an existing record.
- Estimate Fees**
Use this tool to quickly estimate the required fees for a permit or plan.

Click on **Apply**.

Locate the Plan you would like to apply for and click **Apply**.



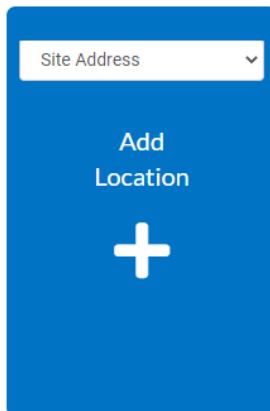
	Greater Than/Less Than or Equal to 5 Acres	Apply
Category Name: Design Review	Description: Application for Equal to or > 5 Acres or Amendment of > 5 Acres, Less than 5 Acres or Amendment of Less than 5 Acres	

Click on the blue tile to add the site location.

LOCATIONS

Address/Parcel Search Tips:

- Please do not enter punctuation. (ie. 123 Main)
- Do not include hyphens in parcel lookup
- Please enter ALL applicable parcel numbers in this step.

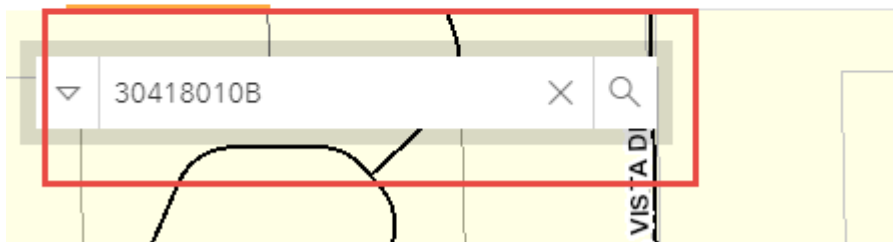


The location can be added by **Address** or **Parcel Number** or by clicking on a parcel on the map. In this example, a search is done on the Parcel Number where no address has been assigned.

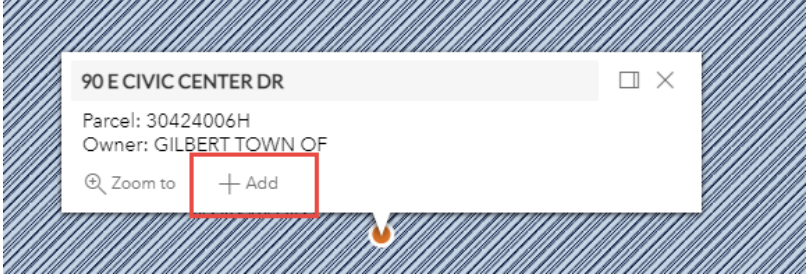
Enter the parcel number and click the Search icon.

Add Address As

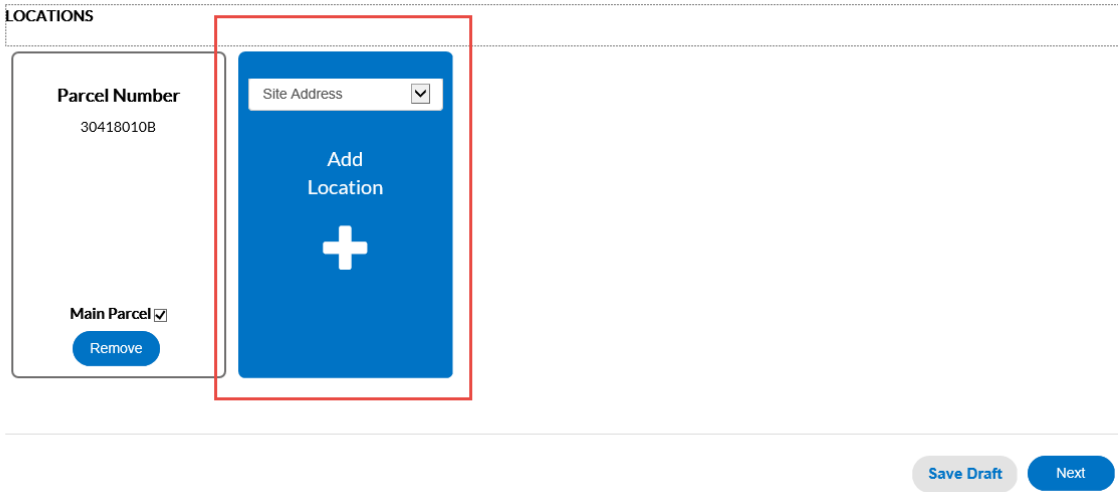
SEARCH ENTER MANUALLY



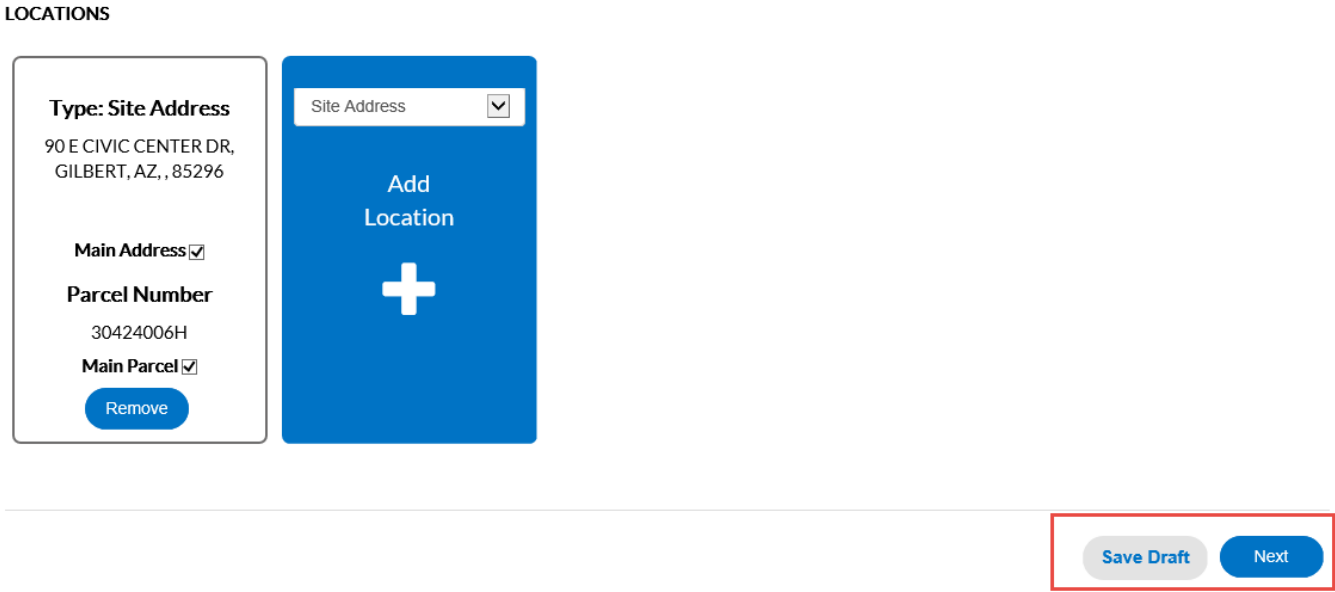
The map will zoom to the parcel. Click **Add**.



Make sure all parcel numbers for the project are entered. If needed, click on **Add Location** again to repeat for each parcel number. When finished, click **Next**.



At any point during the process, you can click on **Save Draft** and finish at a later time but the application will not be submitted to the Town of Gilbert until all steps have been completed.



On the next screen, enter the **Name of the Project** and a detailed description of the request. Click **Next**.

APPLICATION DETAILS

Enter name of project and a detailed description of request. For an amendment, describe the proposed changes.

* **Application Type** Greater Than/Less Than or Equal to 5 ▾

* **Description**
Up and Down Burger - changes to landscaping, parking and color of our real cool building

Back Create Template Save Draft **Next**

This will advance to the **Contacts** screen. The registrant's contact information will default to the first contact card listed. Click on the blue tile to search for the required Owner contact.

CONTACTS

Applicant
Tracey Asher (You)
90 Civic Center, Gilbert,

Owner
Add Contact
+
REQUIRED

Applicant ▾
Add Contact
+

Back Save Draft Next

On the following screen:

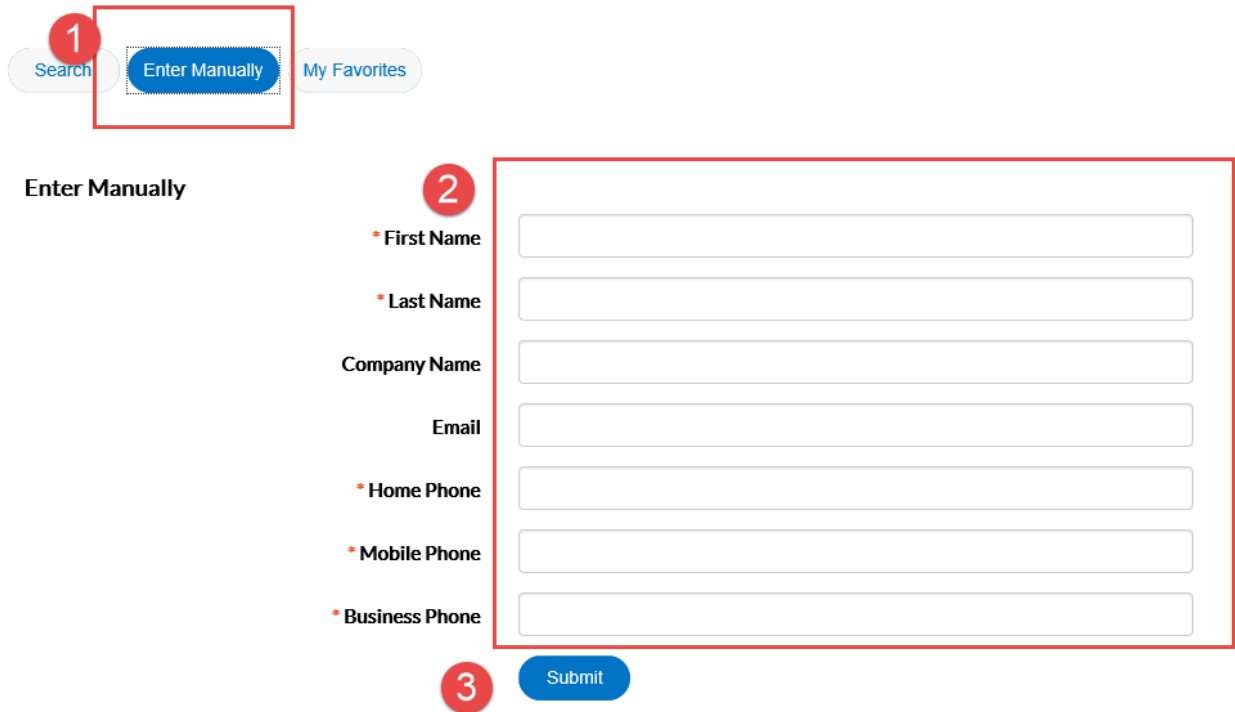
1 search | asher 2

Sort: Relevance ▾

Favorite	First Name	Last Name	Address	Company	Email	Action
☆			1208 E MINERAL RD GILBERT AZ 85234	Courtney Asher	tracy.asher@smashers.com	Add
☆			2464 E HAMPTON LN GILBERT AZ 85295	Smashers LLC	tracy.asher@smashers.com	Add
☆	Tracey	Asher	90 Civic Center Gilbert 85296		tracy.asher@smashers.com	Add
☆			2206 E WILLIAMS	Smashers		Add

3

1. In the search box, type in Name, Email or Company Name.
2. Click on Magnifying Glass.
3. If the person, email, or company is an existing contact, click **Add**. If the contact is not found, they most likely have not yet registered for One Stop Shop and can be added manually.



1 Search Enter Manually My Favorites

2

3 Submit

Enter Manually

* First Name

* Last Name

Company Name

Email

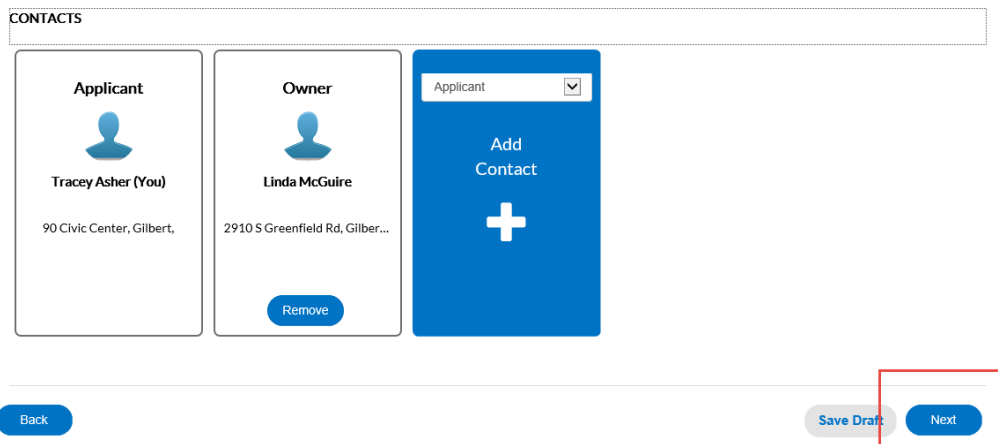
* Home Phone

* Mobile Phone

* Business Phone

1. Click on **Enter Manually**.
2. Enter required contact information.
3. Click **Submit**.

After all contacts have been entered, click **Next**.



CONTACTS

Applicant
Tracey Asher (You)
90 Civic Center, Gilbert,

Owner
Linda McGuire
2910 S Greenfield Rd, Gilbert...

Remove

Applicant
Add Contact
+

Back Save Draft **Next**

On the **More Info** page, add the all applicable information. Items in Red are required entries. Click **Next** when done.

Details

[Top](#) | [Main Menu](#)

Pre-Application Number

Request

*Gross Number of Acres

*Net Number of Acres

- *General Plan Character Area
- Gateway
 - Heritage District
 - Morrison Ranch
 - Santan
 - N/A

Select all that apply:

- *Overlay Zoning District
- Phx/Mesa Gateway Airport
 - Santan Freeway Corridor
 - Vertical Development
 - N/A

*Are you an existing Gilbert business?

*Are you expanding your business?

*Are you moving to a new Gilbert location?

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

On the **Attachments** screen, click on the blue tile to upload a **Project Narrative** describing in detail the proposed project. This narrative will help Planning Staff determine the correct application so it is important to be as detailed as possible. Click **Next** when you done.

Attachments

Please attach a Project Narrative describing the proposed project. Not attaching a Project Narrative will halt your application process. No other attachments are needed at this time.



On the **Summary** page, verify the information that has been entered is accurate and click **Submit**.

A message will appear that your application has been successfully submitted. You will receive an email after Planning staff reviews the submittal with instructions to upload exhibits and pay the fee.

✔ Your application was successfully submitted!

Thank you for your application! You will receive an email after Planning staff reviews your submittal with instructions to upload exhibits and pay the fee.

[Continue to application](#)

After the submittal has been reviewed by Planning staff, you will receive an email with the Plan Case number and instructions to upload the exhibits and pay the fee.

Navigate to the Plan Case number from the Dashboard by either clicking on the white tiles or **View My Plans**.

My Plans

Attention	Pending	Active	Draft	Recent
72	99+	3	0	63
Pre-Application - ... 26	Pre-Application - ... 33	Design Review - Eq... 2		Amendment Admi... 10
Pre-Application fo... 16	Pre-Application fo... 27	Design Review - CS... 1		Design Review - A... 9
Other 30	Other 88			Other 44

[View My Plans](#)

To upload exhibits, click on the **Attachments** tab.

Plan Number: PDR-2021-00141

Add to Cart

Plan Details | Tab Elements | Main Menu

Type:	Design Review - Equal to or Greater Than 5 Acres or Amendment of Greater Than 5 Acres	Status:	Submitted	Project Name:	
Applied Date:	07/22/2021	Expiration Date:	01/18/2022		
District:	Gilbert	Assigned To:	Planner, Unassigned	Completion Date:	
Description:	Up and Down Burger - changes to landscaping, parking and color of our real cool building				

- Summary
- Locations
- Fees
- Inspections
- Attachments**
- Contacts
- Sub-Records
- More Info

Progress

17% Completed

- Completed
- In Progress
- Not Started

Workflow

- Assess Fees / Build Invoice - Passed : 07/22/2021
- Fee Update Email Customer - Passed : 07/22/2021
- Collect Fees
- Assign Planner
- Create Case File

Available Actions

Unpaid Fees \$4,483.50 07-22-2021 **Pay Now**

On the **Attachments** screen, notice the tiles with **Required** showing – you will need to upload at least one **PDF Attachment** to each of the required tiles in order to proceed. Make sure that the PDF's are single layer only, and exhibits are either 8.5" x 11" or 11" x 17". **DO NOT UPLOAD 24" X 36"**. You may add additional attachments outside of the required categories by using the last tile – choose the file type using the dropdown box. Click **Submit** when you are done attaching all your files.

Refer to the checklist of required exhibits and content to be included on the exhibits for the appropriate application here: <https://www.gilbertaz.gov/departments/development-services/planning/forms-fees-applications>

Approval by Arch/POA/HOA Add Attachment + Supported .pdf REQUIRED	Color Elevations Add Attachment + Supported .pdf REQUIRED	Color and Materials Board Add Attachment + Supported .pdf REQUIRED	Floor Plans Add Attachment + Supported .pdf REQUIRED	Grading and Drainage Plan Add Attachment + Supported .pdf REQUIRED
Landscape Plan Add Attachment + Supported .pdf REQUIRED	Neighborhood Notice Add Attachment + Supported .pdf REQUIRED	Non-Per Capita Water Conservation Add Attachment + Supported .pdf REQUIRED	Parcel/Aerial Map Add Attachment + Supported .pdf REQUIRED	Photometric Plan Add Attachment + Supported .pdf REQUIRED
Project Narrative	Response to Pro	Site Plan	Traffic Impact	

The next screen will show a message that the file upload was submitted successfully. Click on the **Fees** tab to pay the fees. Processing of the submittal **will not** begin until the fees have been paid in full.

Plan Number: PDR-2021-00141 [Add to Cart](#)

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Design Review - Equal to or Greater Than 5 Acres or Amendment of Greater Than 5 Acres **Status:** Submitted **Project Name:**

Applied Date: 07/22/2021 **Expiration Date:** 01/18/2022

District: Gilbert **Assigned To:** Planner, Unassigned **Completion Date:**


Description: Up and Down Burger - changes to landscaping, parking and color of our real cool building


[Summary](#) | [Locations](#) | **[Fees](#)** | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)


[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)


Attachments Sort: Needs Action

✓ The file upload was submitted successfully. ✕









Click on **Add to Cart**.

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Fee Summary

Total Fees: \$4,483.50	Paid Fees: \$0.00	Unpaid Fees: \$4,483.50	Add to Cart
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Remaining Fees Sort: Fee

Invoice	Description	Amount Due
00023853	PDR-2021-00141	\$4,483.50

Click on either of the **Check Out** buttons.

Shopping Cart

Total: \$4,483.50
[Check Out](#)

Invoice: 00023853 Description: PDR-2021-00141
Due Date: 07/22/2021

Case Number	Project	Case Address	Amount Due
PDR-2021-00141		90 E CIVIC CENTER DR Gilbert AZ 85296	\$4,483.50

\$4,483.50
[Remove](#)

[Top](#) | [Main Menu](#)

Total: \$4,483.50
[Check Out](#)

The MyGovPay website will open. Enter the **Payment Details** and click **Pay Now**.

Gilbert, AZ

Order Number: 120

Wednesday, January 15, 2020

EnerGov TEST MyGovPay

Invoice #	Item Description	Quantity	Unit Price	Total Price
00023473	NONE	1	\$200.00	\$200.00
Item Total:				\$200.00
Convenience Fee:				\$6.20
Order Total:				\$206.20

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
Select one... <input type="button" value="v"/>	<input type="text"/>	Month... <input type="button" value="v"/> Year... <input type="button" value="v"/>
CVV Code	<input type="text"/>	

Pay Now - \$206.20

Please Note: A convenience fee will be added when paying online by credit card. You may pay by debit card with no convenience fee by calling (480) 503-6700. Please have Plan Number when calling.

The next screen will show that the payment was successfully processed. Click on **Continue to Site** to be redirected back to OneStopShop.

Thursday, July 22, 2021

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
00023853	PDR-2021-00141	1	\$4,483.50	\$4,483.50
Item Total:				\$4,483.50
Convenience Fee:				\$138.99
Order Total:				\$4,622.49

Continue to site

Processing of the submittal will begin after full payment is received.