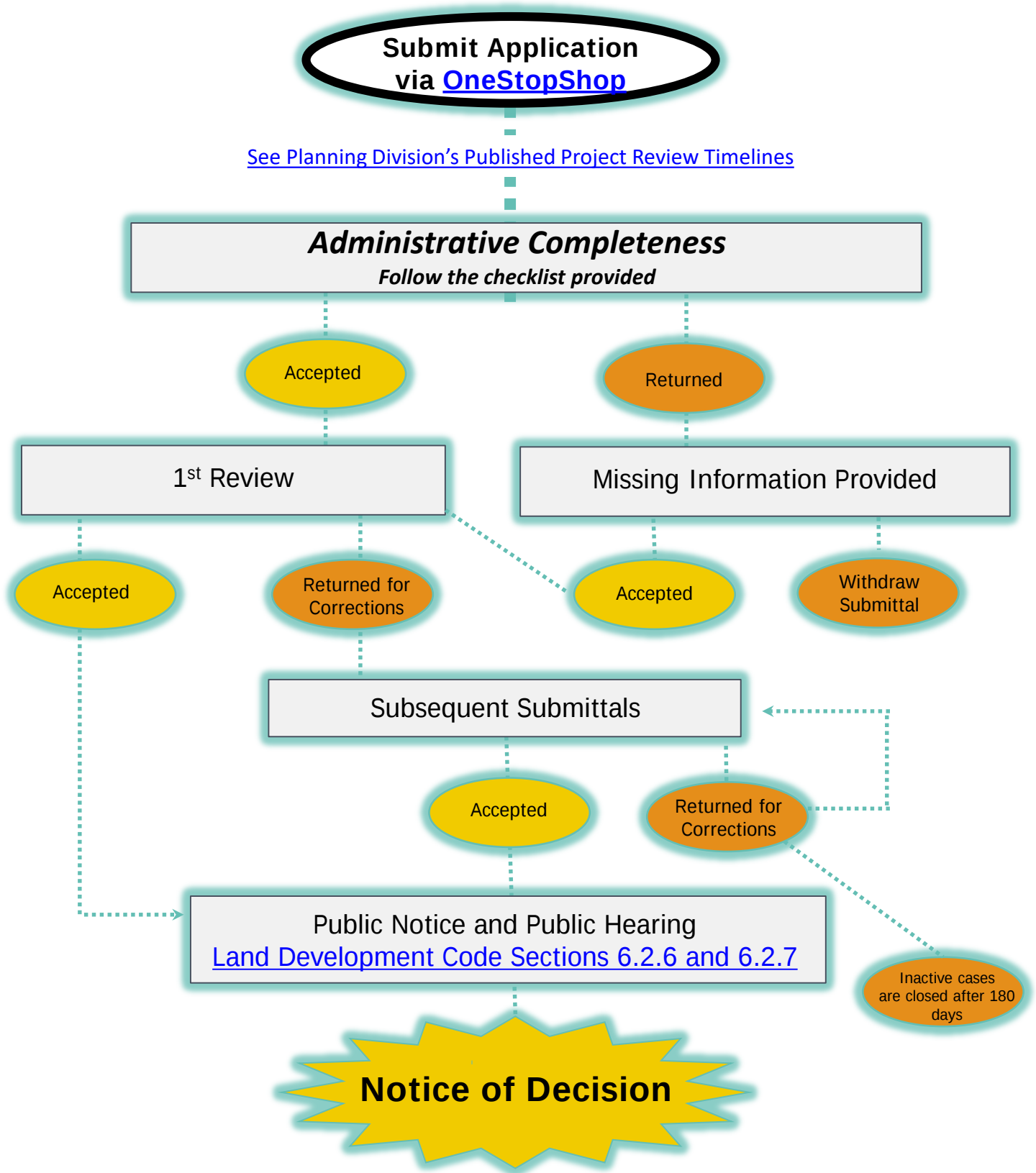


Variance



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
- ☐ Site Plan (Residential or Commercial/Multi-Family)
- ☐ Colored Elevations (if applicable)
- ☐ Neighborhood Notice
- ☐ Other Exhibits (if applicable)
- ☐ Letter from Architectural Review Committee / Property Owner's Association / Home Owner's Association (if applicable)

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;
 - ☐ Describe the proposed variance;
 - ☐ Provide a detailed response to the four required findings.
- ☐ **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.
- ☐ **Site Plan (Residential or Commercial/Multi-Family)**
 - ☐ 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, gross and net acreage, parking,
 - ☐ Location and size of any existing/proposed building(s) or structure(s);
 - ☐ Dimension location of required and proposed building setbacks and spaces between buildings;
 - ☐ Adjacent lot lines and/or structures within 50 feet.

☐ **Colored Elevations (if applicable)**

- ☐ Graphic scale and date;
- ☐ All existing and proposed elevations of each building identified by geographic direction; Dimensioned and keyed to the Colors Material Table;
- ☐ Color and Materials Table with name, manufacturer product identification;
- ☐ Elevations of accessory structures;
- ☐ Location, type and mounted height of proposed wall mounted lighting fixtures.

☐ **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://mcassessor.maricopa.gov/>).

☐ **Other Exhibits (if applicable)**

- ☐ Other optional information (i.e., letters from adjoining property owners, photos, sketches)

☐ **Approval by Property Owner's Association / Home Owner's Association (if applicable)**

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.

Frequently Asked Questions for OneStopShop Online Portal

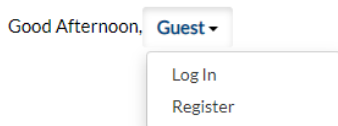
Where can I find instructions on how to use the OneStopShop portal?

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.

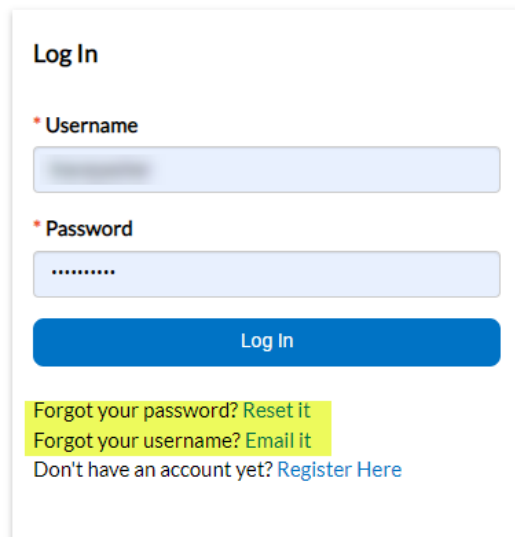
What do I do if I forgot my username and/or password?

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 login page. The page has a white background with a light gray border. At the top, it says 'Log In'. Below this, there are two input fields: one for 'Username' and one for 'Password'. Both fields have a red asterisk to their left. The 'Password' field is masked with dots. Below the input fields is a blue button with the text 'Log In'. 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'. The first two links are highlighted in yellow.

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.