



Chandler • Arizona
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April 1, 2010

Chandler Christian Community Center
Lesley Partch
345 S. California Street
Chandler, AZ 85225

Subject: Chandler Christian Community Center

Mr. Partch,

This purpose of this letter is to provide information in regards to your recent inquiry regarding the Tenant Improvement you have proposed for the Chandler Christian Community Center. Chandler's Small Business Assistance Team has met and discussed your project and has come up with a suggested plan of action that will assist you in the development of your project plan. Listed below are the various submittal requirements that you must provide as part of your building Permit submittal.

Technical Review Information

The following information is provided to facilitate contact between the review staff and the design team. Any questions of a technical nature associated with this project should be directed to the appropriate city staff person identified below.

Planning/Site Development Review:

Due to the existing MF-1 zoning on property and the current nonconforming, grandfathered status of the center, implementation of the proposal that has been presented will require a re-zoning of both properties to Planned Area Development (PAD), preparation of a Preliminary Development Plan (PDP) and combination of both lots into one, by way of a minor land division. Contact Planning Manager Kevin Mayo at 480-782-3068, to facilitate the re-zoning process.

Significant Issues and Zoning Code Requirements (These requirements may be adjusted through a PAD and re-zoning process)-

- Submit application for rezoning of property, include the following information on the application: A written narrative that describes all aspects of the proposed project Please include such items as architecture, site design, landscaping theme/design, parking, uses, hours of operation, days of the week open, number of employees, whether there will be entertainment (e.g. live music), building sizes, total building area, property size, and how the development meets the zoning code requirements.
- Preliminary Development Plan.
- Legal description of land.
- Mailing labels for property owners within a 600-foot radius and to the address of any registered neighborhood organizations (as provided by the City) within one-quarter mile of the subject site.
- Zoning application Fee: based on gross acreage. See Zoning application and consult with City Planner for additional information on submittal requirements, deadline information and time frame for re-zoning process.

Fire Engineering Review:

Your reviewer for Fire Plan Review is Guy Jirrels, of the Fire Department at 480-782-2159. Please refer to his comments.

- The water main for 345 S. California is 6".
- The supply line to the riser is 4" and would need to be increased to 6" to supply both the existing and planned expansion.
- Calculations would need to be done by a sprinkler company to verify the supply.

Civil Engineering Review:

Your reviewer for Civil Plan Review is Jason Richardson, of the Planning and Development Department at 480-782-3141.

The following are civil requirements for the Chandler Christian Community Center providing that they rezone and remove the lot line for the new office building.

- Underground overhead utilities to the new office building. (They may send a letter requesting a waiver for this due to hardship)
- Prepare a Minor Land Division to remove lot line.

- The water service for the new office building will require backflow prevention after the meter since it is a nonresidential service.
- No onsite retention required, located in a community retention basin. Grade property so rainfall flows to the street.
- If they attach the new office building they may be able to use the existing fire line riser, providing it is adequately sized to deliver required fire flow.
- They may use existing sewer service stub-out.

Building Plan Review:

Your reviewer for Building Plan Review and Inspections is Ron Damp, of the Planning and Development Department at 480-782-3127. Please refer to his comments.

- Plans and specifications will need to be sealed by a design professional.
- On cover sheet show the building address with suite number, square footage of suite, occupancy type proposed, City of Chandler Building Codes and a sheet index. List these codes as a general note on cover sheet of plans: 2006 I.B.C., 2006 I.M.C., 2006 I.P.C., 2006 I.F.G.C., 2006 I.E.C.C., and 2005 N.E.C. All plans developed for your project must conform to these codes.
- Provide a floor plan showing new and existing building elements.
- Floor plan needs to identify your exits and show which exits are being proposed as the Building Code's required exits.
- Provide a one-line diagram, load calculations, and new panel schedules for the modified and new electrical distribution panels.
- Panic hardware will be needed on all required new and existing exit doors.
- Show exit signs along the paths of egress and above exit doors.
- Submit (4) full sets of drawings: Drawings shall include a site plan, floor plan, framing, electrical, plumbing and mechanical plan and corresponding details.

NOTE: ALL WORK SUBJECT TO FIELD INSPECTIONS, ANY CHANGES NECESSARY FOR CODE COMPLIANCE WILL BE AT OWNERS EXPENSE

Thank you for allowing the Small Business Assistance Team the opportunity to assist you with your project. I am your assigned Project Coordinator for your project; please don't hesitate to contact me with any questions. I will assist you in coordinating your plan submittals and permits. I can be reached at (480) 782-3171.

Sincerely,

Barbara Barsamian
Small Business Assistance Team

cc: File