

**RE-PLAT – TOWN COUNCIL**  
**PROCESS GUIDE & APPLICATION**

**Town of Buckeye**  
**Community Development Department**  
530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6200  
Fax: 623.349.6222  
[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## APPLICATION PROCEDURES RE-PLAT – TOWN COUNCIL

### Important Information:

- A re-plat requiring Town Council approval shall be any re-plat that does not meet the administrative re-plat qualifications as identified in Section 8.8.10.A of the Development Code.

The following information is provided to assist in the preparation and submittal of an application for a Town Council Re-Plat for a property within the Town of Buckeye. The request will be considered and a final decision will be made by the Town Council.

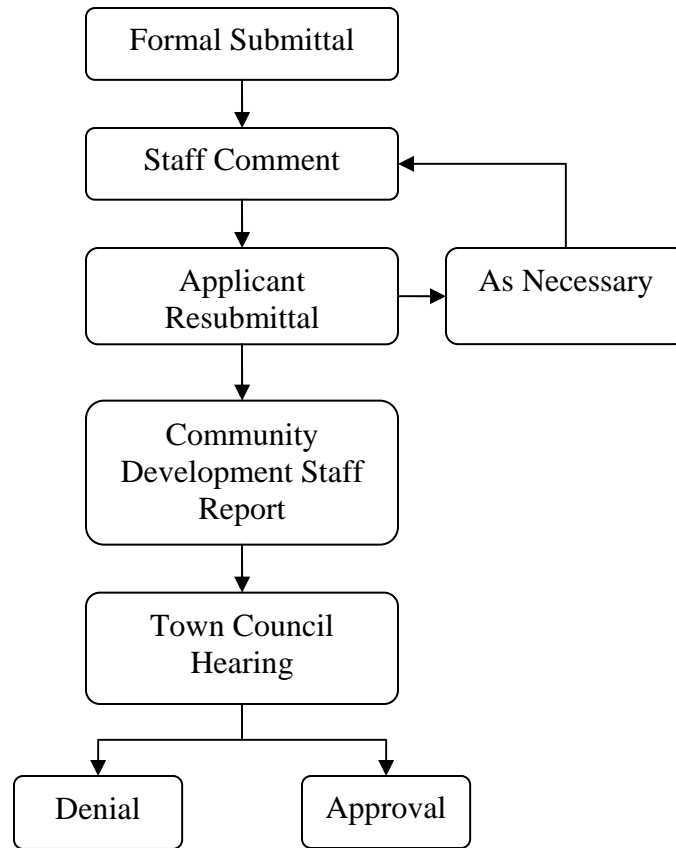
1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will NOT be accepted.
2. *Staff Review* – Once a complete application is received and processed, the submitted information will be assigned to a Project Coordinator (“PC”) and routed to appropriate Town staff and agencies for review/comment. After this review, the PC collects and consolidates the comments, which are then returned to the applicant.

The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit at an expedited pace. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

3. *Staff Reports* – Once all staff comments have been addressed, the PC will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Community Development Director. Copies of the staff report will be made available to the public and sent to the applicant prior to presentation to the Community Development Director.
4. *Town Council Hearing* – Regular Town Council hearing occur on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of each month at 6:00 p.m. Regular meetings are held in the Town Council Chambers, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The Town Council, taking into consideration Preliminary Plat approval, staff presentation, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or conditions, or deny the request.
5. *Inactive Cases* – All applications need to be actively pursued to a decision. If the Town has completed any and all appropriate reviews and no activity has occurred for the

continued processing of the application on behalf of the applicant for at least for one hundred eighty (180) days, the application will be considered inactive, deemed to be withdrawn, and the file will be closed. Thirty (30) days prior to the inactive date, staff will notify the applicant in writing of the impending action. The applicant may submit a written request for the application to remain active along with an explanation for the inactivity. The Community Development Director may grant an extension for up to one hundred eighty (180) days for good cause if there is reasonable belief that the application will be actively pursued during the extension period.

**Re-Plat (Town Council) Process**



## **SUBMITTAL CONTENT REQUIREMENTS**

### **1. Development Application**

- Complete and signed application containing all information relative to a Re-Plat.
  - If the applicant is not the property owner, the applicant must provide authorization from the property owner that the application is being filed with their permission.

### **2. Project Narrative** – Addressing, at minimum, the following:

- Current condition of the site;
- Vicinity information;
- Description of the request;
- Source of water;
- Wastewater Management;
- Fire protection;
- Police protection;
- Impact on local schools;
- Proposed percentage and acreage of parks and open space;
- Proposed trails; and
- Development standards.

Please include exhibits where necessary and appropriate.

### **3. Proposition 207 Waiver**

- Must be submitted prior to the scheduling of an application before the Planning Commission or Town Council.

### **4. Maps/Graphics**

- Vicinity map;
- Scale, north arrow, and dimensions;
- Adjacent zoning districts and adjoining lot lines within three hundred (300) feet; and
- Land uses and existing structures within three hundred (300) feet.

### **5. Approved Final Plat**

### **6. Re-Plat**

### **7. Additional Material** – The Community Development Department may request additional submittal items.

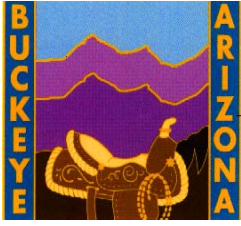
**Re-Plat (Town Council) 1<sup>st</sup> Submittal Checklist**

(Please provide original list with formal submittal)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b> – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Proposition 207 Waiver</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maps or Graphics</b> – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Approved Final Plat</b> – 6 copies (11” x 17”).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Re-Plat</b> – 6 copies (24” x 36”).....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> (6 copies):		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**Subsequent Submittals:**

- Submit six (6) copies of all requested materials to the Community Development Department. In addition to the two (2) copies of requested materials submitted directly to Engineering, please provide one (1) additional copy to the Community Development Department.
- For all materials submitted to Woody Scoutten, BJY, or WLB, the initial processing fee covers the first (1<sup>st</sup>) and second (2<sup>nd</sup>) review. For all subsequent reviews, review fees are calculated on a per hour basis and will be the direct responsibility of the applicant.



# Town of Buckeye

## Project Application

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Case No: \_\_\_\_\_

Project Name: \_\_\_\_\_ Associated Cases: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_

Request: \_\_\_\_\_

Case Type:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Other: _____            | <input type="checkbox"/> General Plan Amendment(major/Minor) | <input type="checkbox"/> Site Plan            |
| <input type="checkbox"/> Area Plan               | <input type="checkbox"/> Land Division/Lot Split             | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Community Master Plan   | <input type="checkbox"/> Map of Dedication                   | <input type="checkbox"/> Variance             |
| <input type="checkbox"/> Development Review Team | <input type="checkbox"/> Preliminary Plat                    |   |
| <input type="checkbox"/> Final Plat              | <input type="checkbox"/> Rezoning                            |   |

The property owner shall designate an agent as the coordinator for the project. This person (the applicant) shall attend pre-application conferences and public hearings, will receive the agenda, recommendations, and case reports, and will communicate all case information to other parties as required.

**All contact for this project will be made through the applicant listed below.**

**Owner Contact:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Developer Contact:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Architect Contact:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Engineer Contact:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Contact: \_\_\_\_\_

Company: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### Community Development Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6200 Fax 623.349.6222



# Town of Buckeye

## Project Application-Continued

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Case No: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project

Location: \_\_\_\_\_

Proposed Property Details:

Single-Family Residential

Multi-Family Residential

Commercial

Industrial

Other: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Parcel Size: \_\_\_\_\_

Gross Floor Area/Total Units: \_\_\_\_\_ Floor Area Ratio/Density: \_\_\_\_\_

Parking Required: \_\_\_\_\_ Parking Provided: \_\_\_\_\_

Setbacks: Front- \_\_\_\_\_ Rear- \_\_\_\_\_ Side- \_\_\_\_\_ Side- \_\_\_\_\_

Historical Site: YES NO Lot Coverage (%) \_\_\_\_\_ Landscaping (%) \_\_\_\_\_ Open Space (%) \_\_\_\_\_

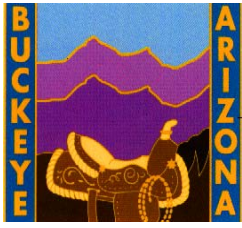
Existing Condition: \_\_\_\_\_

General Plan Designation: \_\_\_\_\_

**Description of Request:**

**Community Development Department**

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6200 Fax 623.349.6222



# Town of Buckeye

## Project Application-Continued

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Case ID: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_

TO BE COMPLETED BY APPLICANT		CALCULATIONS	TO BE COMPLETED BY TOWN
COMMERCIAL	RESIDENTIAL		
		Net Lot Area	
		Gross Lot Area	
		Gross Floor Area Allowed	
		Gross Floor Area Provided	
		Building Volume Allowed	
		Building Volume Provided	
		Number of Units or Lots	
		Density Allowed	
		Density Provided	
		Minimum Lot Size Allowed	
		Minimum Lot Size Provided	
		Building Height Allowed	
		Building Height Provided	
		Net Floor Area	
		Parking Spaces Required	
		Parking Provided On-Site	
		Parking Provided Off-Site	
		Total Parking Provided	
		Open Space Required	
		Open Space Provided	
		Front Open Space Required	
		Front Open Space Provided	
		Parking Lot Landscaping Required	
		Parking Lot Landscaping Provided	

### SET BACKS & PARKING REQUIREMENTS

REQUIRED	PROVIDED	CALCULATIONS	N, S, E, W	REQUIRED	PROVIDED
		Front			
		Rear			
		Left Side			
		Right Side			
		Parking			

## Community Development Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6200 Fax 623.349.6222

**WAIVER OF CLAIMS FOR DIMINUTION OF VALUE  
UNDER ARIZ. REV. STAT. §§ 12-1134 to 1136**

This Waiver of Claims for Diminution of Value under ARIZ. REV. STAT. §§ 12-1134 - 1136 (this "Waiver") is made between \_\_\_\_\_ (the "Owner") and the Town of Buckeye, Arizona (the "Town") regarding the following property (the "Property"):

**[Enter legal description, or "See legal description set forth in Exhibit A attached hereto and incorporated as if fully set forth herein" and then include legal description as Exhibit A to this waiver.]**

**RECITALS**

A. Owner is the current owner of all right, title and interest in the Property, and became the owner of all right, title and interest in the Property on \_\_\_\_\_, 20\_\_\_. **[If there are other owners, or others with an interest in the Property, they need to be listed above, and need to be signatories.]**

B. The Owner has applied for a **[Enter type of approval requested by the applicant - i.e. plat approval or site plan – with application numbers, file numbers, etc.]** (the "Application") which effects the existing right to use, divide, sell, or possess the Property. The Application was submitted to the Town on \_\_\_\_\_, 20\_\_.

C. The Owner(s) has obtained advice from legal counsel or has declined to obtain advice from legal counsel on this Waiver and the Owner voluntarily agrees to and submits this Waiver in accordance with ARIZ. REV. STAT. § 12-1134(I), as amended.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the mutual promises and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto state, confirm and agree as follows:

1. Owner agrees and consents to all the conditions and stipulations imposed by the Town on the approval of the Application (the "Approval") and by signing this Waiver waives any and all claims, suits, damages, compensation and causes of action for diminution of value to the Property the Owner of the Property may have now or in the future under the provisions of ARIZ. REV. STAT. §§ 12-1134 through and including 12-1136, as amended, resulting from the Approval.

2. Owner acknowledges and agrees that the Approval causes an increase in the fair market value of the Property.

3. The Owner warrants and represents that Owner is the owner of all right, title and interest to the Property, and that no other person has an ownership interest in the Property **[If more than one owner this will need to be modified]**. Prior to Owner's transfer, sale, or conveyance of all or any part of its right, title and interest in the Property at any time within thirty (30) days of the Approval, Owner shall notify the Town of said transfer, sale or conveyance, and shall require the new Owner to execute and agree to this Waiver as part of any transfer, sale or conveyance of the Property. The person who signs on behalf of Owner personally warrants and guarantees to the Town **[he/she/they]** have the legal power to bind Owner to this Waiver.

4. This Waiver, any exhibits attached hereto, and any addenda, constitute the entire understanding and agreement of the Owner and the Town and shall supersede all prior agreements or understandings between the Owner and Town regarding the Property. This Waiver may not be modified or amended except by written agreement by the Owner and Town.

5. This Waiver is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona. This Waiver is subject to the cancellation provisions of ARIZ. REV. STAT. § 38-511, as amended.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of \_\_\_\_\_, 2008

**“Town”**

TOWN OF BUCKEYE, an  
Arizona municipal corporation

By: \_\_\_\_\_  
Jackie A. Meck, Mayor

ATTEST:

\_\_\_\_\_  
Lucinda Aja, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott W. Ruby, Town Attorney

