

TEXT AMENDMENT

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

**APPLICATION PROCEDURES
TEXT AMENDMENT**

The following information is provided to assist in the preparation and submittal of an application for an amendment to the text of the Development Code. The request will be considered by the Planning Commission at a public hearing, and a final decision will be made by the Town Council at a public hearing.

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.

In accordance with Section 8.2.3.H of the Development Code, the Application is to include a Citizen Participation Plan (“CPP”). Included within the CPP is the requirement of a Neighborhood Meeting. This meeting should be conducted prior to the submittal of the Citizen Participation Report.

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. *Public Notification* – Upon the scheduling of any public hearing and no later than fifteen (15) days prior to its occurrence, it is the responsibility of the applicant to notify all property owners within three hundred (300) feet of the subject property. Notification shall be in the form of publication within a widely circulated newspaper throughout the Town (i.e. The Arizona Republic). All notifications should contain, at minimum, the following information; description of the request, owner/applicant contact information, and public hearing time/date/location. Upon completion of the above-mentioned notification requirements, the Proof of Publication shall be submitted to the PC not less than ten (10) days prior to the public hearing. Failure to submit the requested information will result in the postponement of the public hearing item.

The Community Development Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.

4. *Staff Reports* – Once all staff comments have been addressed and a public hearing has been scheduled, the PC will prepare a report describing and evaluating the proposed

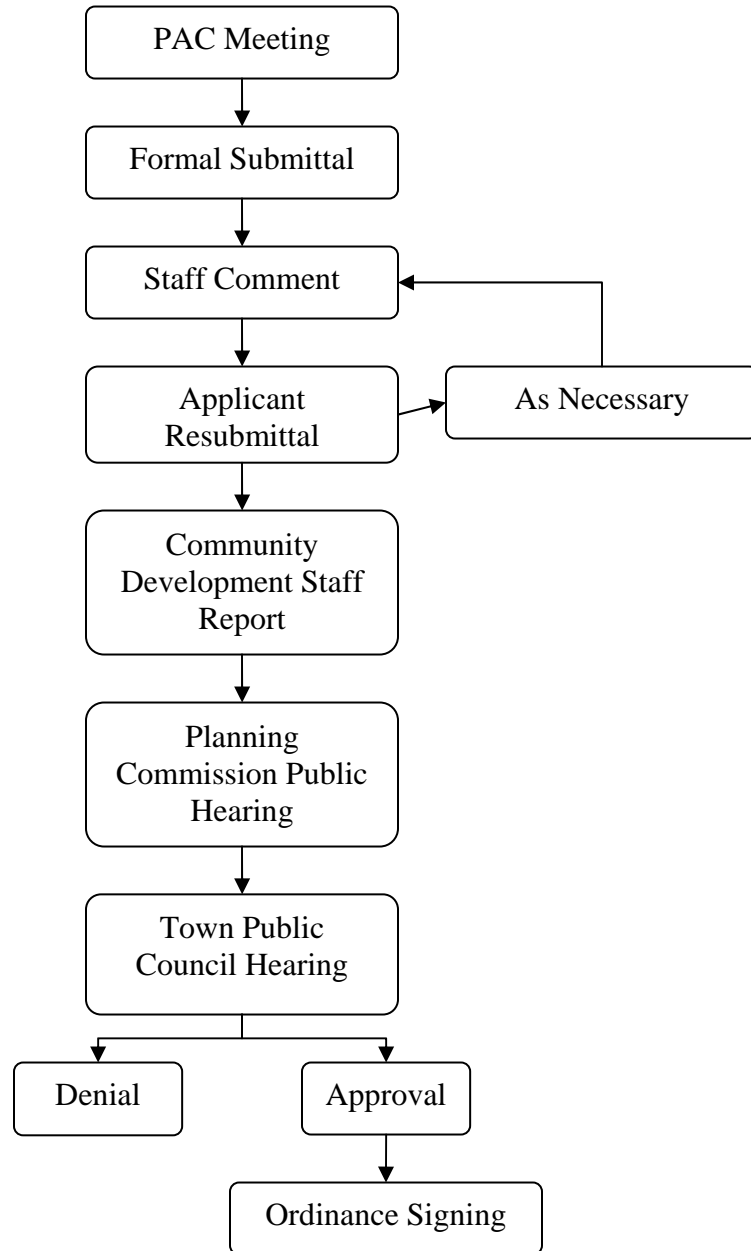
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January 2010

project and making a recommendation for action to the Planning Commission and Town Council. Copies of the staff report will be made available to the public and sent to the applicant prior to each hearing.

5. *Planning Commission Public Hearing* – Regular Planning Commission hearings occur on the second (2nd) and fourth (4th) Tuesday of each month at 6:00 p.m. Regular meetings are held in the Town Council Chamber, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The Planning Commission, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will recommend approval, approval with modifications and/or conditions, or denial of the request to the Town Council.
6. *Town Council Public Hearing* – Regular Town Council hearings occur on the first (1st) and third (3rd) 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 Planning Commission recommendation, staff presentation, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or conditions, or deny the request. The Ordinance approving the project will become effective thirty (30) days after being signed by the Mayor.
7. *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.

Text Amendment Process



SUBMITTAL CONTENT REQUIREMENTS

1. Development Application

- Complete and signed application containing all information relative to a rezone.
 - 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

- Description of request; and
- Information on how the proposed text amendment advances the goals of the General Plan and makes the Development Code a better document.

Please include exhibits where necessary and appropriate.

3. Redlined Development Code

- An edited version of the appropriate section of the Development Code showing all proposed changes.

4. Maps/Graphics, if necessary to present case

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

5. Additional Material – The Community Development Department may request additional submittal items.

Rezoning 1st Submittal Checklist

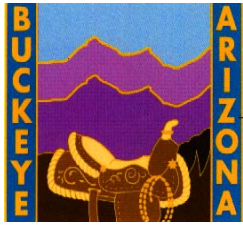
(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Redlined Section of Development Code – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Maps or Graphics, if needed – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials (8 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 (1st) and second (2nd) 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 (%) _____

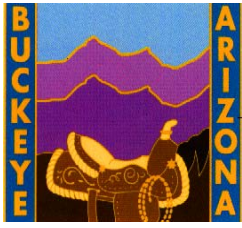
Existing Condition: _____

General Plan Designation: _____

Description of Request:

Community Development Department

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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

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PUBLIC HEARING NOTIFICATION REQUIREMENTS

The Town of Buckeye Development Code requires that a public hearing notice be published and mailed to adjacent property owners prior to a public hearing.

Prior to the public hearing the applicant shall be responsible for completing a minimum 15 day notification of the public hearing including:

1. A public hearing notice to be published in a newspaper of general circulation within the Town of Buckeye.

The applicant shall secure a public hearing date from the Community Development Department and shall complete the notice of public hearing by filling in the blanks of a standard Community Development Department form and delivering the public hearing notice to the newspaper within their time frame so that the public hearing notice is published at least 15 days prior to the public hearing date.

Proof of publication shall be supplied by the applicant to the Community Development Department prior to the public hearing date.

Format for Publication

Town of Buckeye

NOTICE IS HEREBY GIVEN that the Town of Buckeye Planning Commission will hold a public hearing on (day of week), (month) (date), 20___ in the Town Council Chambers, 530 E Monroe Avenue, Buckeye, Arizona, at 6:00 p.m., for the purpose of hearing all persons for or against the following request:

Case No. _____ (insert case number): Request by (name of applicant) for the approval of a (name of application type and general description) located at (general location of subject property by street location and brief township/rage/section legal description).

For additional information, please contact the Community Development Department at (623) 349-6200