



RE-PLAT – CITY COUNCIL

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
530 East Monroe Avenue
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

www.buckeyeaz.gov

APPLICATION PROCEDURES

RE-PLAT – CITY COUNCIL

Important Information:

- A re-plat requiring City 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 City Council Re-Plat for a property within the City of Buckeye. The request will be considered and a final decision will be made by the City 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 Planner and routed by a Plans Coordinator to appropriate City staff and agencies for review/comment. After this review, the Plans Coordinator collects and consolidates the comments, which are then returned to the applicant. Any technical questions should be addressed with the assigned Planner who will facilitate any needed communications or meetings with the appropriate city departments.

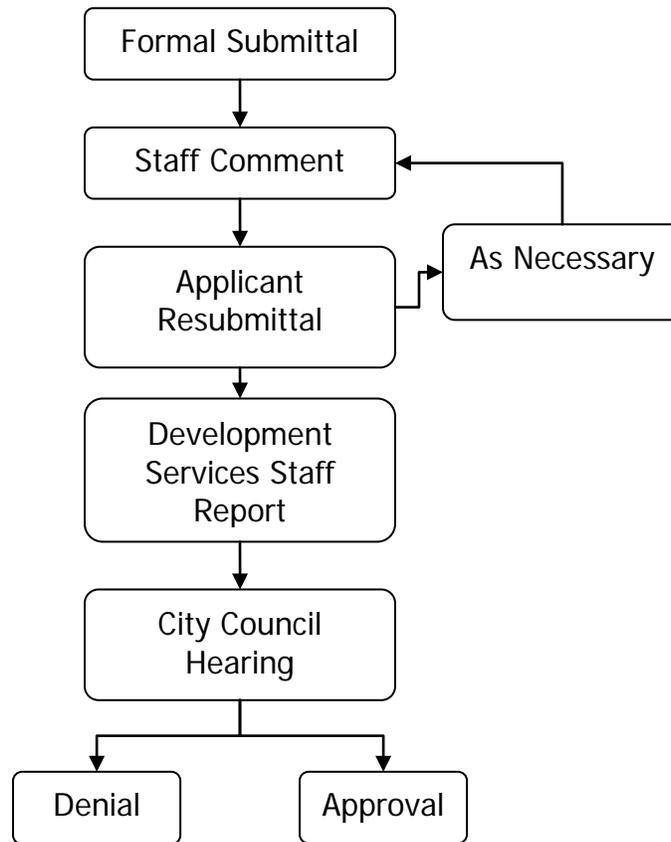
The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit at an expedited pace. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

3. *Staff Reports* – Once all staff comments have been addressed, the planner will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Planning Manager. Copies of the staff report will be made available to the public and sent to the applicant prior to presentation to the City Council.
4. *City Council Public Hearing* – Regular City 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 City Council Chambers, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The City

Council, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or stipulations, continue, or deny the request.

5. *Inactive Cases* – All applications need to be actively pursued to a decision. If the City 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 Planning Manager 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 (City 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. 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.

4. Approved Final Plat

5. Re-Plat

- ### **6. Additional Material** – The Development Services Department may request additional submittal items.

Re-Plat (City Council) 1st Submittal Checklist
(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Maps or Graphics – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Approved Final Plat – 3 copies (11" x 17").....	<input type="checkbox"/>	<input type="checkbox"/>
Re-Plat – 3 copies (24" x 36").....	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials (3 copies):		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Subsequent Submittals:

Submit three (3) copies of all requested materials to the Development Services Department.



CITY OF BUCKEYE
PLANNING AND ZONING
PROJECT APPLICATION

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: Planner: Case No:

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: Lot Coverage (%), Landscaping (%), Open Space (%)

Existing Condition: General Plan Designation:

Description of Request:

[Large empty space for description of request]

DEVELOPMENT SERVICES DEPARTMENT

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CITY OF BUCKEYE
PLANNING AND ZONING
PROJECT APPLICATION

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Planner: _____ Case No: _____

Project Address/Location: _____ Date: _____

Proposed Use: _____ Zoning District: _____

<i>TO BE COMPLETED BY APPLICANT</i>		CALCULATIONS	<i>TO BE COMPLETED BY CITY</i>
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 AND PARKING REQUIREMENTS:

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

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