DISCOVERY MEETING

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

Important Information:

- Discovery meetings typically consist of requests for current status of development projects for the purpose of future development. Information requested at these meetings generally include overall completion status, utility service availability including water and sewer capacity and other due diligence items related to development. City costs to provide this information include research performed by City staff and outside legal consultants, internal coordination meetings as well as applicant meetings with written and copied materials.

- Given the extensive research and coordination required to obtain discovery meeting material, applicants should expect eight (8) weeks between formal application and discovery meeting.

SUBMITTAL CONTENT REQUIREMENTS

1. **Application -** (Complete and signed application)

2. **Request Letter –** A letter describing the requested meeting in detail.

3. **Site Exhibit –** An exhibit or map illustrating the property.

4. **Fee Worksheet with appropriate fee**

Discovery Meeting Submittal Checklist

REQUIRED MATERIALS	**Applicant Checklist**	**Staff Verification**
Application – 2 copies……	☐	☐
Request Letter – 2 copies……	☐	☐
Site Exhibit - 2 copies ……	☐	☐
Fee Worksheet with appropriate fee……	☐	☐

City of Buckeye
Planning and Zoning Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date:_____ Planner:_____ Case No:_____

PROPERTY INFORMATION:

Project Name:_____Associated Cases:_____

Project Address/Location:_____

Current Zoning District:_____Parcel Number(s):_____Quarter Section:_____

Request:_____

CASE TYPE:

☐ Other: _____	☐ Land Division	☐ Preliminary Plat
☐ General Plan Amendment	☐ Temporary Use Permit	☐ Final Plat / Replat
☐ Site Plan	☐ Community Master Plan	☐ Rezoning
☐ Conditional Use Permit	☐ Final Landscape Plan	☐ Variance

IMPORTANT NOTE ABOUT PROJECT CONTACT: The property owner may designate an agent as the coordinator for the project. This person (the applicant) will receive any technical comments and decision letters and will communicate all case information to other parties as required. **All contact for this project will be made through the applicant listed below.**

CONTACT INFORMATION:

Applicant/Owner Authorized Agent Contact:_____

Company:_____

E-mail:_____ Phone:_____Fax:_____

Address:_____City:_____State:_____Zip:_____

OWNER INFORMATION:

Company:_____

E-mail:_____

Phone:_____**Fax:**_____

Address:_____**City:**_____**State:**_____**Zip:**_____

PROPERTY OWNER AUTHORIZATION

I (property owner)_____ authorize (owner's Agent) _____

To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

_____ _____

Owner Signature Date

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by City of Buckeye as result of the filing of this application.

_____ _____

Owner Signature Date

Development Services Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222