



**FINAL LANDSCAPE PLAN**

PROCESS GUIDE & APPLICATION

**City of Buckeye**  
**Development Services Department**  
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Buckeye, Arizona 85326

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[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## APPLICATION PROCEDURES FINAL LANDSCAPE PLAN

### **Important Information:**

- A Final Landscape Plan is required for all development in the City of Buckeye and shall be in accordance with Section 5.4 of the 2010 Development Code and the checklist provided below.
- Final Landscape Plans shall be submitted to the Development Services Department concurrently with Final Plat submittal or after site plan approval.
- All Final Landscape Plans submitted to the City for review shall be prepared and sealed by a registered Arizona Landscape Architect.
- Final Landscape Plans shall be in substantial conformance with approved conceptual landscape plans approved with preliminary plat or site plan.
- Unless otherwise stated, all proposed structures (i.e. lighting, signs, walls, and ramadas etc.) associated with a Final Landscape Plan will require some form of construction permit that is applied for under a separate application process. Please contact 623-349-6200 for permitting details.

The following information is provided to assist in the preparation and submittal of an application for a Final Landscape Plan on property within the City of Buckeye.

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.

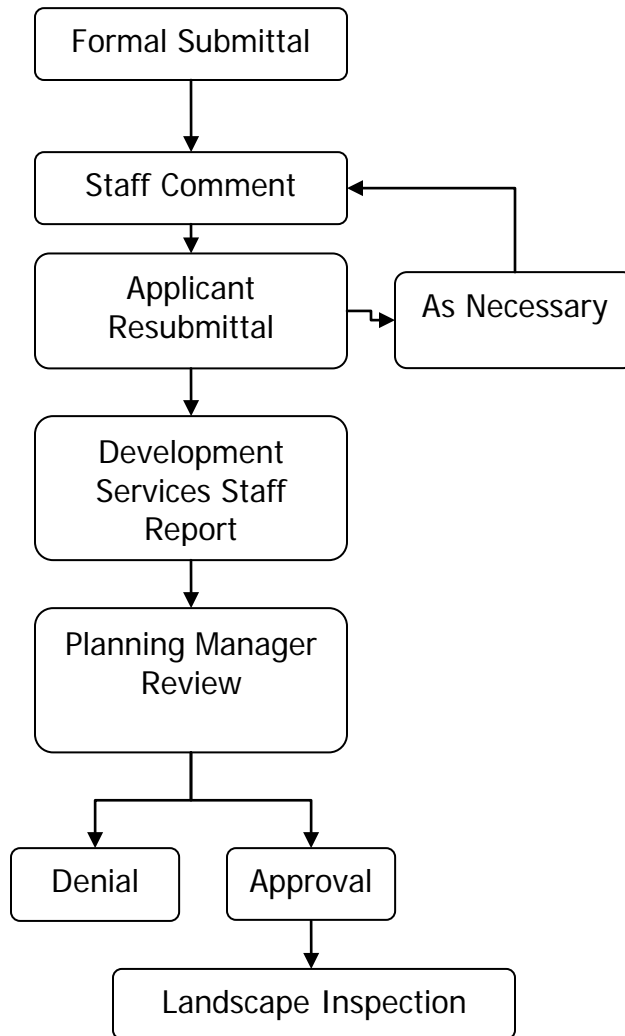
The applicant is then responsible for addressing the comments and submitting revised plans. Upon resubmittal, the staff review process will begin again albeit at an expedited pace. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

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3. *Staff Reports* – Once all staff comments have been addressed, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action.
4. *Planning Manager Review* – The Planning Manager, taking into consideration staff recommendation, will approve, approve with modifications and/or stipulations, or deny the request. Any decision appeals requested shall be heard by the City Council.
5. *Inspection* – An approval letter and stamped plans shall be issued upon approval of the Final Landscape Plan. After approval, installation of landscaping may commence. After the installation is complete but prior to any Certificate of Occupancy and/or final permit action for any buildings on the lot or within the plan boundary, an inspection shall be scheduled through the Planning & Zoning Division (623-349-6200).
6. *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 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.

**Final Landscape Plan Process**



**SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** - (Complete and signed application)
2. **Appropriate fee**
3. **Electronic Copy of Application Materials (PDF)**
4. **Final Landscape Plan:** The final landscape plan set submittal shall include:

**Format & General Content**

- [ ] Standard drawing sheet size not to exceed 24" x 36". A plan which cannot be drawn entirely on the 24" x 36" sheet must be drawn on two or more sheets with match lines.
- [ ] Landscape lighting plans (if provided) shall be labeled "For Reference Only, Separate Permit, and Approval Required."
- [ ] Structure or Wall plans (if provided) shall be labeled "For Reference Only, Separate Permit, and Approval Required."
- [ ] Project name, case #, related case #'s, and address.
- [ ] Date scale, north arrow, and the names, address, email, and phone number of both the property owner and the person or firm preparing the plan.
- [ ] Vicinity map indicating a minimum of two (2) mile radius around the site.
- [ ] Sheet index and key map (if using multiple sheets)
- [ ] Sheets numbered with the total number of sheets, (i.e.; 1 of 10, 2 of 10 etc.)
- [ ] Plan scale: 1"= 30' min., 1"= 20' preferred
- [ ] Quantify total landscape area by square feet.
- [ ] Zoning of site.
- [ ] Phasing of site (if applicable).
- [ ] Identify any overhead power lines, street lights, and fire hydrants.
- [ ] Identify right-of-way boundaries, public utility easements, any other easements
- [ ] Approximate centerlines of existing water courses and location of any 100 year floodplain, location of any drainage features.
- [ ] Sight Visibility Triangle and Sight Distance Line is shown on plans and clearly labeled.
- [ ] Contour elevations or slopes (i.e. 4:1) clearly marked on plans.
- [ ] Property lines and project limits shown and labeled on plans.
- [ ] Streets labeled with sidewalks, curbs, and curb cuts shown.

**Planting Plan**

- [ ] Plant schedule indicating symbol, scientific and common names, size and quantity.
- [ ] Plant legend with symbol and plant name (common and/or scientific) shown on each planting sheet.
- [ ] Plant material selected for placement within sight visibility triangles and sight distance line areas to have a maximum height of 24 inches, or a clear trunk height of seven feet minimum. Trees are prohibited within these areas.
- [ ] Trees planted a minimum of 5' (five) feet from the edge of curbs or pavement in medians and rights-of-way. All medians are a minimum of ten feet wide.

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- [ ] Identify detail for planting of trees and shrubs, including staking details.
- [ ] Identify detail for planting of Saguaro, other cacti, and Ocotillo
- [ ] Must maintain a 6' (six) foot clearance from all fire hydrants in all directions to new or any landscaping. No plant material shall be placed between fire hydrants and curb.
- [ ] Identify locations of traffic control signs shown and provide a 50' fifty feet of unobstructed visibility.
- [ ] No turf will be allowed in the City right-of-way.
- [ ] Any tree relocation in the right-of-way is to be coordinated through the assigned Planner or City Landscape Inspector.
- [ ] The Acacia Smallii (Sweet Acacia) shall be planted at a 10' (ten) feet minimum from all pedestrian traffic.
- [ ] Installation details for planting elements.

## Irrigation Plan

- [ ] Irrigation schedule indicating symbol, equipment, size and manufacturer
- [ ] An irrigation legend on each plan sheet.
- [ ] All plant material receives irrigation, except ocotillo and cactus varieties.
- [ ] Trees and shrubs on separate valves.
- [ ] Main lines sized on the plans and shall be Sch 40.
- [ ] Emitter schedule or emitters shown on plans
- [ ] Class 200 minimum allowable class of pipe for laterals.
- [ ] Water point-of-connection, controller location, power point-of-connection, and backflow prevention unit located on plans.
- [ ] Install an isolation ball valve to all control valves.
- [ ] Install isolation brass ball valves to mainlines of 2 ½ "or smaller. Mounted on their side.
- [ ] Gravel sump, Pea gravel minimum six inches deep included in valve boxes.
- [ ] PVC sleeve depth under roadways a minimum of twenty four inches to top of sleeve.
- [ ] Quick couplers are required at all armadas, play structures, or sport.
- [ ] Backflow prevention unit security enclosure and Backflow riser sleeves.
- [ ] The controller shall be screened from the public view with appropriate plantings or painted the same color as the walls or building.
- [ ] Landscape Architect must demonstrate that the irrigation facilities are sufficient to water all turf areas within an eight hour period. Place a note on the landscape drawings that state compliance with this requirement.
- [ ] Installation details for irrigation elements.

## List the following City of Buckeye General Notes:

1. All lighting, signs, walls, and ramadas and other structures require separate building approval and permits.
2. All plant material is in compliance with the Arizona Department of Water Resources Low Water Use Plant List for the Phoenix Active Management Area.
3. All plant material and specifications are to conform to the Arizona Nurseryman Association current standards.
4. All plant material will be guaranteed for a minimum of 60 days from the date of final approval. Any plant material that has to be replaced under the terms of the guarantee shall be guaranteed for an additional 60 days from the date of replacement.

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5. All paving will meet design and construction requirements of the Americans with Disabilities Act (ADA). Sidewalks are to be constructed per MAG standard details.
6. A Maricopa County Dust Control Permit is required for all landscape work in residential, commercial and industrial subdivisions.
7. Prior to acceptance of any backflow device, it must be tested by a state certified tester.
8. All backflow devices shall be recertified yearly.
9. Contractor shall ensure a 24 inch clearance between sidewalks and plant material.
10. Sprinkler contractor must guarantee 100% coverage in all landscape areas.
11. Erosion control shall be required at all inlet/outlet locations.
12. An 18 gage, blue tracer wire shall be installed with 2 inch and larger main lines, 6 inches of which shall be coiled inside the controller.
13. No vegetation shall be planted within drainage easements or tracts which would impede the flow of water over, under or through the drainage easements or tracts.
14. Visibility restrictions: Any object, wall, structure, mound or landscaping over 24" in height (shrubs) is not allowed within sight visibility triangles or easements or sight distance line areas. Tree canopies overhanging in the easement or triangles, or within public right-of-way shall be kept trimmed to a height of no less than 7'. Landscaping within the public right-of-way shall be a maximum height of 2' (shrubs).
15. The homeowner's association, property owners associate, property owner, or property maintenance company shall have the responsibility of maintaining all landscaped areas, including within all adjacent rights-of-way.
16. Indicate method of dust, weed, and debris control on the undeveloped portions of the site.
17. [The City of Buckeye, Global Water, etc.] is the supplier/source of water for the irrigation system and the supply is (potable or non-potable). *Add only if system is non-potable:* Warning signs will be located at pedestrian entrance/access points and spaced not more than 100 yards apart along frontage. These signs will be at least 6 inches square with black lettering on a white background. They will be labeled "WARNING: RECLAIMED WATER - DO NOT DRINK". *Add only if system is non-potable:* All valve boxes will be installed with purple covers and all irrigation pipe will be purple in color.

## List the following City of Buckeye Notes for Construction

1. Substitutions in type and/or deviations in size or quantity from this Landscape & Irrigation Plan shall not be permitted without prior written approval from the City of Buckeye (Contact the designated Planner regarding plant substitutions 623-349-6200.)
2. All existing landscape including trees, shrubs and irrigation systems that are designated to remain in the approved landscape plans, and are damaged or destroyed during construction, will be replaced in kind by the contractor.
3. The City shall be notified 24 hours prior to any construction work and inspections (623-349-6200).
4. All construction shall conform with the latest MAG Standard Details and Specifications and the City's Supplemental Details and Specifications.
5. This set of plans has been reviewed for compliance with City requirements prior to issuance of construction permits. However, such review shall not prevent the City from requiring correction of errors in plans found to be in violation of any law or ordinance.

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6. This approval is valid for a period of one year. Construction permits shall be obtained during this period or the plans shall be resubmitted for review and approval.
7. An approved set of plans shall be available on the job site at all times.
8. Right-of-way improvements shall not be accepted until "As-Built" plans have been submitted and approved by the City (See As-Built requirements).
9. The developer is responsible for the removal or relocation of all obstructions within the right-of-way prior to starting new construction.
10. The developer is responsible for arranging the relocation and associated costs of all utilities. A utility relocation schedule shall be submitted prior to the issuance of permits.
11. The developer is responsible for obtaining or dedicating all required rights-of-way and easements to the City prior to issuance of permits.
12. The contractor shall contact Blue Stake (602-263-1100) at least 48 hours prior to construction.
13. The contractor shall barricade construction sites at all times. When required by the City, a traffic control plan shall be submitted for approval in advance of construction.
14. The contractor may request a fire hydrant meter for construction water from the Public Works Department (623-349-6800). This meter should be ordered two working days prior to the start of construction. The unlawful removal of water from a fire hydrant is a violation of the municipal code, punishable by fine and/or imprisonment.
15. Private on-site water and sewer lines shall be constructed in accordance with the Uniform Plumbing Code, N.F.P.A. and the International Fire Code 2006 (with City amendments) as adopted by the City of Buckeye.
16. Irrigation lines serving landscaping within public right-of-way shall be inspected by the Public Works Department (623-349-6800) before backfilling.
17. Any above-ground mechanical units that are placed adjacent to City right-of-way shall be properly screened in accordance with the Development Code.



**Final Landscape Plan Submittal Checklist**

(Please provide original list with formal submittal)

**REQUIRED MATERIALS**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> – 5 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Landscape Plan</b> – 5 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electronic Copy of Application materials</b> – 1 CD	<input type="checkbox"/>	<input type="checkbox"/>

**Subsequent Submittals:**

Submit five (5) 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: \_\_\_\_\_

**PROPERTY INFORMATION:**

Project Name: \_\_\_\_\_ Associated Cases: \_\_\_\_\_  
 Project Address/Location: \_\_\_\_\_  
 Current Zoning District: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_ Quarter Section: \_\_\_\_\_  
 Request: \_\_\_\_\_

**CASE TYPE:**

- Other: \_\_\_\_\_
- General Plan Amendment
- Site Plan
- Conditional Use Permit
- Land Division
- Temporary Use Permit
- Community Master Plan
- Final Landscape Plan
- Preliminary Plat
- Final Plat / Replat
- Rezoning
- 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**