



FINAL PLAT
PROCESS GUIDE & APPLICATION

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

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www.buckeyeaz.gov

APPLICATION PROCEDURES

FINAL PLAT

Important Information:

- Final Plats shall be in substantial conformance to the approved Preliminary Plat.
- Final Plat applications include supporting documents, plans and reports for the Engineering Department (see checklists requirements). All required documents must be submitted with the Final Plat.
- A Certificate of Assured Water Supply from the Arizona State Department of Water Resources is required.
- Requests for MID (Maintenance Improvement District), SLID (Street Light Improvement District), and Address Map approval should be submitted at the time of the initial Final Plat submittal.

The following information is provided to assist in the preparation and submittal of an application for an Administrative Site Plan for a property within the City of Buckeye. The request will be considered and a final decision will be made by the Planning Manager.

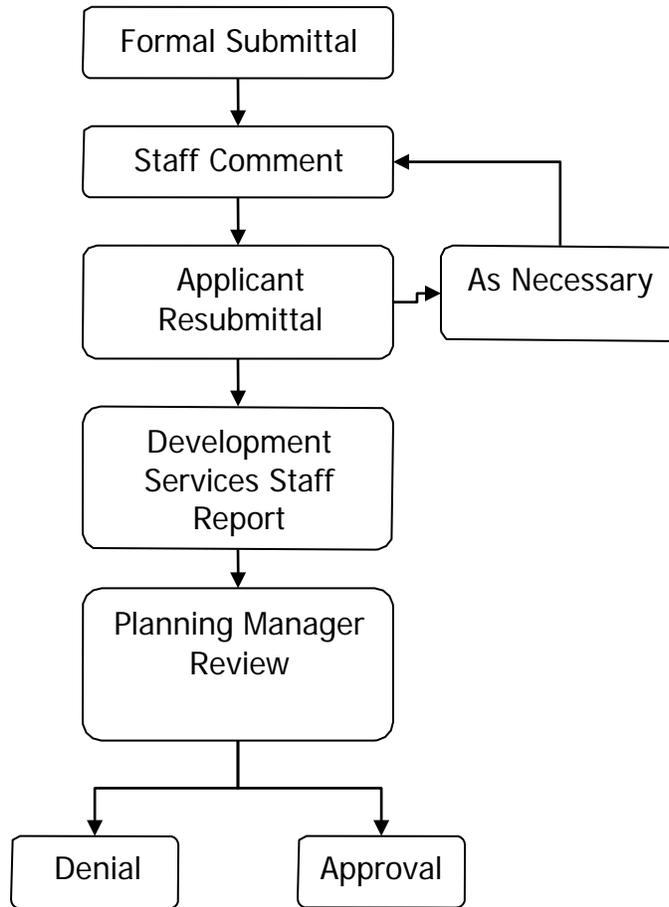
1. Pre-Application Conference ("PAC") Process – **Prior to filing an application for an Final Plat, it is highly recommended that the applicant complete the PAC review process.** Forms to apply for a PAC review are available through the Development Services Department or on the City's website (www.buckeyeaz.gov).
2. 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.
3. 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.

4. 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.
5. Planning Manager Review – As delegated to by the Development Services Director, the Planning Manager, taking into consideration staff recommendation, will approve, approve with modifications and/or stipulations, or deny the request.
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 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 Development Services 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.

Final Plat Process



FINAL PLAT SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed application containing all information relative to a site plan. 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:
 - Title page – include project names, general location, and tracking #
 - Current condition of the site;
 - Current general plan designation;
 - Current zoning designation;
 - Vicinity information;
 - Description of the request;
 - Circulation system;
 - Water Management Plan;
 - Wastewater Management Plan;
 - Fire protection;
 - Police protection;
 - Impact on local schools;
 - Proposed percentage and acreage of parks and open space;
 - Proposed trails;
 - Development schedule/phasing;
 - Development standards; and
 - Exhibits: vicinity map, general plan designation, zoning district.

3. **PAC Meeting Comments**

4. **Final Plat** – The Plat must address at minimum, the following:
 - A. Every subdivision shall substantial conform with the approved preliminary plat, the requirements and objectives of the City of Buckeye General Plan, as adopted by the City Council, the Zoning Ordinance, the City of Buckeye Development Code, and Arizona Revised Statutes, and shall be prepared by or under the direction of an Arizona registered land surveyor.

 - B. The final plat shall be drawn in permanent ink on linen, Vellum, or other non-shrinking material on a sheet of 24 inches by 36 inches proportions, suitable for recording.

 - C. A Title sheet shall be required as part of the final plat submittal and shall include the following data;

- 1) The name of the subdivision and its location by number of section, township, range, and county, shown graphically;
 - 2) Name, address and registration number of the Arizona registered land surveyor preparing the plat;
 - 3) Scale, north arrow, Legend of symbols abbreviations and line types and date of plat preparation.
 - 4) A certification by the registered land surveyor certifying that the plat is correct and accurate and that the monuments shown have been located as described.
 - 5) A statement of dedication of all streets, alleys, drainage ways, pedestrian ways, and other easements for public use by the person holding title of record, by persons holding title as vendees under land contract and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall sign the plat. Dedication shall include a written location by section, township, and range of the tract. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the street rights-of-way.
 - 1) Where there are temporary easements, landscaped easements and/or utility easements that are to be vacated (removing any City interest in the easement) they can be shown on the plat and described as such. A roadway right-of-way or easement can be placed on the plat for abandonment only if the requirements of State law are met concurrently with Council approval.
 - 2) Execution of dedication acknowledged and certified by a notary public.
- D. A Boundary sheet shall be required as part of the final plat submittal, drawn to an accurate and legible scale including the following survey data and support documents.
- 1) Boundaries of the tract to be subdivided will meet the requirements of the Arizona Boundary Survey Minimum standards, fully balanced and closed, with detailed description of controlling monuments, showing all bearings and distances, determined by an accurate

survey in the field. All dimensions shall be expressed in feet and decimals thereof;

- 2) Existing right of way boundaries of all public streets and alley ways, and easements which affect the property;
 - 3) Any excepted parcel within the plat boundaries shall show all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof;
 - 4) Project Horizontal Datum shall conform to the current Maricopa County Geodetic Densification and Cadastral Surveys, with ties to at least two separate section corners or quarter-section corners as shown on the GDaC Surveys;
 - 5) Location of all physical encroachments upon the boundaries of the tract;
 - 6) Sealed bound report of all materials involved in calculations for the boundary survey, including but not limited to:
 - a. Closure Calculations for perimeter boundary.
 - b. Closure Calculations for lots, easements, right of ways, and tracts.
 - c. Traverse Calculations with date of field survey.
 - d. Preliminary Title Report.
 - e. ALTA Survey
 - f. FEMA Flood Maps
 - g. Copies of pertinent reference documents that were used as a basis for the Survey, including but not limited to:
 - i. Records of Surveys.
 - ii. Warranty Deeds.
 - iii. Easement Deeds.
 - iv. Final Plats
- E. Subdivision sheets shall be required as part of the final plat submittal, drawn to 1"=40' scale including the following survey data and support documents.
- 1) Name and right-of-way boundaries of all public streets and alley ways showing:
 - a. Street widths
 - b. Courses and length of all tangent segments.

- c. radii, arc lengths, and central angles of all curvilinear segments.
 - 2) The right-of-way for all proposed drainage ways, as approved by the City of Buckeye, shall be dedicated to the public;
 - 3) Location and all dimensions of all lots;
 - 4) All lots shall be numbered consecutively throughout the plat. "exceptions," "tracts," and "private parks" shall be so designated, lettered, or named and clearly dimensioned;
 - 5) Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated;
 - 6) "Lot", "Private Parks" and "Tract" areas shown on the plat; Acres rounded to the hundredth of an acre; Square feet rounded to the square foot.
 - 7) Location of all adjoining subdivisions and un-subdivided properties adjacent to the subdivision, graphically shown, with date, book, and page number of recordation noted, or if unrecorded, so marked;
 - 8) Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be typewritten and attached to the plat and to each copy submitted; and
- F. All new monuments placed at subdivision corners, easement corners and lot corners, shall conform to the requirements of the Arizona Boundary Survey Minimum standards, including the surveyor's Arizona registration number thereon and shall provide a degree of permanency consistent with that of adjacent terrain and physical features.
- G. Centerline intersections of public road rights of ways shall be marked with a brass cap in monument well, according to the Maricopa Association of Governments (MAG) Survey Marker Detail 120 Type A. Points of curvature of public road rights of ways shall be marked with a brass cap in concrete according to (MAG) Survey Marker Detail 120 Type B.

5. Final Landscape Plan (Submitted with Final Plat but Separate Plan Set, Tracking #, & Fee)

6. Engineering Documents (Submitted with Final Plat but Separate Plan Set, Tracking #, & Fee):

- Final Drainage Report,
- Traffic Impact Analysis,
- Environmental Study (Phase 1 environmental study. Additional studies may be requested subject to the results of the Phase 1 study),
- Final/Master Water Report,
- Final/Master Wastewater Report,
- Final Street Naming Plans,
- Final Water Plans,
- Final Sewer Plans,
- Final Paving Plans, and
- Final Grading Plans

7. Additional Material – The Development Services Department may request additional submittal items.

Final Plat 1st Submittal Checklist

(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
PAC Meeting Comments – 3 copies	<input type="checkbox"/>	<input type="checkbox"/>
Application – 3 copies	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 3 copies	<input type="checkbox"/>	<input type="checkbox"/>
Final Plat – 3 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
Final Landscape Plan – 5 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Documents – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>
GIS/CAD Submittal – 1 CD	<input type="checkbox"/>	<input type="checkbox"/>
Digital copy of material submitted (1-CD)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Assured Water Supply-1 copy	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials (up to 5 copies-depending on type of document being submitted)	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fees	<input type="checkbox"/>	<input type="checkbox"/>

Subsequent Submittals:

- Submit in kind number of copies of all requested materials to the Development Services Department and one (1) digital copy.



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:

- | | | |
|-------------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Land Division | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Final Plat / Replat |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Community Master Plan | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Final Landscape Plan | <input type="checkbox"/> 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 Applicant Signature Date

DEVELOPMENT SERVICES DEPARTMENT

530 EAST MONROE AVE, BUCKEYE AZ 85326 PHONE 623.349.6211 FAX 623.349.6222



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:



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: _____

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 AND PARKING REQUIREMENTS:

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

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