



**MAJOR SITE PLAN**

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

**APPLICATION PROCEDURES**  
**MAJOR SITE PLAN**

**Important Information:**

- In accordance with Section 8.9.2.C of the Development Code, the following types of projects are considered Major Site Plans:
  - A single use/building that is greater than 120,000 square feet;
  - A combination of uses in a single structure or a multi-building development that is greater than 250,000 square feet; and
  - Any Administrative or minor Site Plan referred to the City Council by the Planning and Zoning Commission.
- Site Plans are approved for a period of two (2) years, in accordance with Section 8.9.4.L of the Development Code.

The following information is provided to assist in the preparation and submittal of an application for a Major 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 & Zoning Commission at a public hearing.

1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for a Major site plan, the applicant must 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](http://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.

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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. *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 a letter delivered via First Class U.S. Mail, a sign(s) posted adjacent to all public rights-of-way, and publication within a widely circulated newspaper throughout the City (i.e. The Arizona Republic). All notifications should contain, at minimum, the following information; description of the Site Plan request, owner/applicant contact information, and public hearing time/date/location. Upon completion of the above-mentioned notification requirements, an Affidavit of Mailing, an Affidavit of Posting, and Proof of Publication shall be submitted to the assigned Planner 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 Planning Manager 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.

5. *Citizen Participation Report Submittal* – The Citizen Participation Report (“CPR”) must be submitted to the assigned Planner prior to the first public hearing. This report to give results of the applicant’s citizen participation effort which includes a neighborhood meeting. Failure to submit the CPR will result in the continuance of the project to the next available public hearing date. The CPR is a written report outlining the results of the citizen participation effort. The minimum requirements of the CPR can be found in Section 8.2.3.I of the Development Code.
6. *Staff Reports* – Once all staff comments have been addressed and a hearing has been scheduled, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Planning and Zoning Commission. Copies of the staff report will be made available to the public and sent to the applicant prior to each hearing.
7. *City Council Public Hearing* – Regular City Council hearings occur on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) 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

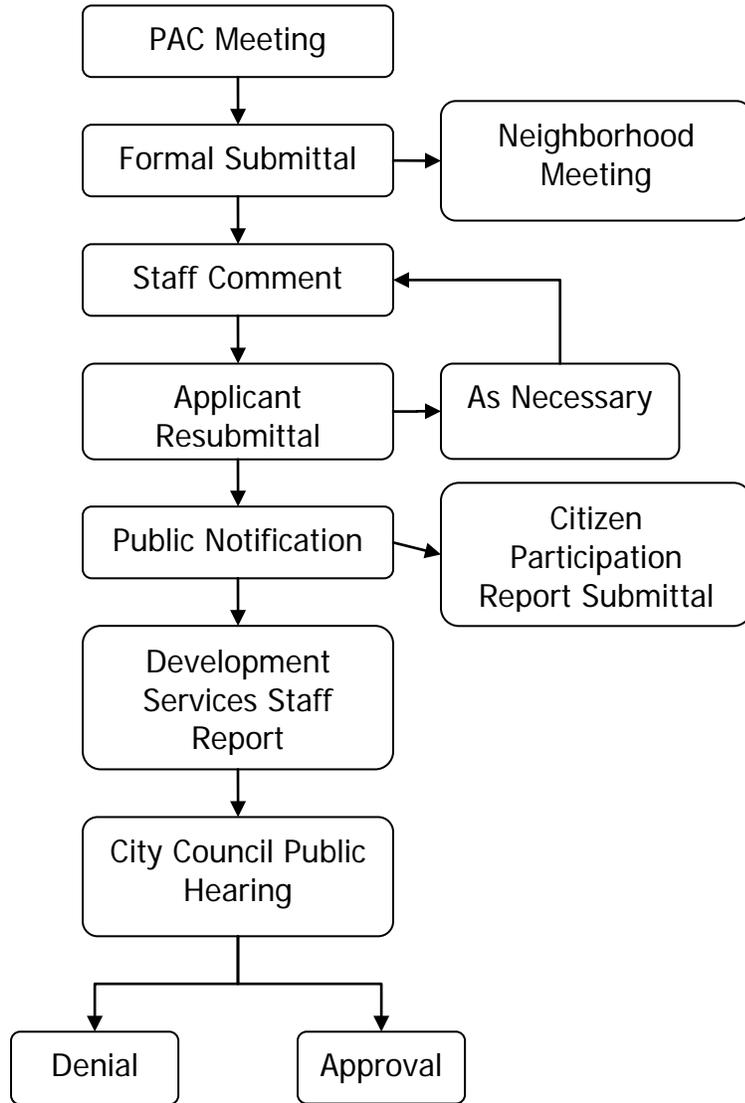
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representative presentation, and public testimony, will approve, approve with modifications and/or stipulations, continue, or deny the request.

8. *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.

**Major Site Plan Process**



**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. **Fee Worksheet with appropriate fee**
  
3. **Project Narrative** – Addressing, at minimum, the following:
  - Title page (include project name, general location, tracking # & vicinity map);
  - Description of request
  - Design and Landscaping
  - Current and proposed site conditions;
  - Relationship to surrounding properties;
  - Accessibility and Circulation;
  - Phasing;
  - Water, Sewer, Refuse providers;
  - Fire and Police protection;
  - Impact on local schools, parks, etc.
  - Proposed percentage and acreage of Parks and Open Spaced
  
4. **PAC Meeting Comments**
  
5. **ALTA Survey**
  
6. **Citizen Participation Plan** (see Section 8.2.3.H of the 2010 Development Code)
  
7. **Site Plan** - These requirements apply to all commercial, industrial, and multi-family residential projects:

**General Information:**

1. Name of project
2. Legal description
3. Address or location
4. Parcel number
5. Zoning of subject property and adjacent properties
6. Key map showing location of parcel
7. North Arrow
8. Legend
9. Scale (of a standard engineering scale not less than 1"=20')
10. Title Block indicating the person(s) and/or firm(s) that prepared plan with address and phone number along with date of original preparation and date(s) of subsequent revision(s)
11. Owner information including address and phone number

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12. City approval block

## Site Development Information:

1. Dimensions of the area in square footage and acreage
2. Required setbacks
3. Existing and proposed land uses on site and surrounding site
4. Proposed intensity (units per acre and/or buildings per lot)
5. Existing and proposed structures (including number, square footage, dimensions, and location)
6. Street information with location, label, width, and functional class
7. Driveway information with number, location, distances from other streets and driveways
8. Show all slopes in excess of 15% marked in increments of 5% (15%, 20%, 25%, etc.)
9. Parking (must be paved with hard surface)
  - a. Proposed parking, handicapped accessible parking, and loading
  - b. Paving setbacks
  - c. Curbing (curb blocks or wheel stops not permitted)
  - d. Fire lanes and fire hydrant locations (subject to Fire Department approval)
10. Utilities
  - a. Utility easements
  - b. Existing and proposed utilities
11. Phasing plans (if applicable) (included with site plan but as a separate sheet/s)
12. Architecture (included with site plan but as a separate sheet/s)
  - a. Four-sided color elevations including dimension
  - b. Color scheme
  - c. Materials
  - d. Provide copy of actual paint chips
  - e. Light reflective volume (LRV)
13. Conceptual Landscaping layout (included with site plan but as a separate sheet/s)
  - a. Proposed landscaping
  - b. Proposed screening (including locations of mechanical equipment and trash enclosures being screened)
  - c. Proposed finished ground contours and on-site drainage system
  - d. Service walks and internal sidewalks
  - e. Exterior storage areas
  - f. Walls and fences with type and height
  - g. List of all plants and method of plant salvage and maintenance
  - h. Proposed conceptual lighting plan
14. Conceptual Grading and Drainage (included with site plan but as a separate sheet/s)
  1. Place "concept" label in seal location
  2. Proposed contour lines
  3. Proposed floor elevation
  4. Elevation (existing and proposed) of street at driveway
  5. Length and slope of steepest portion of driveway

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6. Show all cut/fill slopes including approximate maximum height of cut/fill slopes
7. Show all proposed retaining walls with maximum height
8. Show location of FEMA floodplains and other flood-prone areas
9. Arrow diagram showing flow of drainage and how it is being altered
10. Show all washes
11. Must state "All finish floor elevations are a minimum of one (1) foot above the 100-year storm water surface elevation"
12. Detail all drainage structures including culverts, channels, berms, etc.
13. An engineered drainage plan with calculations and retention may be required by the City Engineer

## Information in Table Form:

1. Development data:
  - a. Square footage and percentage of lot area
  - b. Square footage and percentage of paving area
  - c. Square footage and percentage of open area
  - d. Square footage and percentage of coverage area
  - e. Square footage and percentage of maximum permitted coverage area
  - f. Number of buildings
  - g. Number of units per building
  - h. Total number of units
2. Parking data:
  - a. Parking ratio
  - b. Number of parking stalls required
  - c. Number of parking stalls provided
  - d. Number of handicapped-accessible stalls required
  - e. Number of handicapped-accessible stalls provided
  - f. Number of loading spaces required
  - g. Number of loading spaces provided
3. Planting data (on separate sheet if necessary):
  - a. Name of vegetation
  - b. Type of vegetation
  - c. Size of vegetation (at both planting and maturity)
  - d. Amount of vegetation

## General Notes:

- Sign regulations, parking regulations, and additional requirements shall generally conform to the City of Buckeye Development Code
  
- All commercial and industrial site plans shall comply with the Commercial & Industrial Design Standards and Guidelines.

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8. **Supporting Engineering documents** - (Conceptual Drainage Report, Water letter, Sewer letter, Traffic Impact Analysis, and Environmental Study as requested by the City at PAC)
9. **Additional Material** – If requested by the City at PAC.

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## Major Site Plan 1<sup>st</sup> Submittal Checklist

(Please provide original list with formal submittal)

### REQUIRED MATERIALS

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> – 8 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b> – 8 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAC Meeting Comments</b> – 8 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>ALTA Survey</b> (conducted within the last 12 months):		
2 full size (24" x 36") copies <b>folded</b> to approximately 9" x 12"	<input type="checkbox"/>	<input type="checkbox"/>
<b>Citizen Participation Plan</b> – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan with Conceptual G&amp;D</b> – 8 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Engineering documents</b> – 2 copies (if required at PAC)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital copy of all material submitted (1-CD)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> 8 copies (if required at PAC)		

### **Subsequent Submittals:**

Submit eight (8) 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: \_\_\_\_\_ Project Coordinator: \_\_\_\_\_ 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 / Lot Split | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> General Plan Amendment (major/minor) | <input type="checkbox"/> Temporary Use Permit      | <input type="checkbox"/> Final Plat       |
| <input type="checkbox"/> Site Plan                            | <input type="checkbox"/> Community Master Plan     | <input type="checkbox"/> Rezoning         |
| <input type="checkbox"/> Area Plan                            | <input type="checkbox"/> Map of Dedication         | <input type="checkbox"/> Variance         |

**IMPORTANT  
NOTE ABOUT  
PROJECT  
CONTACT:**

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.**

**CONTACT INFORMATION:**

**Applicant Contact:** \_\_\_\_\_ Company: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**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: \_\_\_\_\_

**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

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Date: Project Coordinator: 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: Yes No

Lot Coverage (%)

Landscaping (%)

Open Space (%)

Existing Condition:

General Plan Designation:

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: \_\_\_\_\_ Project Coordinator: \_\_\_\_\_ Case No: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

<i>TO BE COMPLETED BY APPLICANT</i>		<b>CALCULATIONS</b>	<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			

**DEVELOPMENT SERVICES DEPARTMENT**

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

## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

The City 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 City of Buckeye;
2. A public hearing notice to be sent to all property owners within 300 feet of all property lines of the subject property; and
3. A public hearing notice to be posted on the property.

- The applicant shall secure a public hearing date from the Development Services Department and shall complete the notice of public hearing by filling in the blanks of a standard Development Services 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 Development Services Department prior to the public hearing date.
- The applicant shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send the public hearing notice to each said owner no less than 15 days prior to the public hearing date.
- The applicant shall provide a notarized Affidavit of the mailing list and said mailing to the Development Services Department prior to the public hearing date.
- The applicant shall post the property per the City of Buckeye Development Services Site Posting Requirements.
- The applicant shall submit a notarized Affidavit of Posting and photographs of the posting (see next page) to the Development Services Department prior to or on the fifteenth day prior to the public hearing date. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available public hearing date.
- The signs must be maintained and updated with amended information until after the final public hearing.
- The signs must be removed and disposed of within 10 days after the final public hearing.
- You may use a sign vendor of your choice

## Public Hearing Notice Sign Specifications

- The sign shall be a minimum of 3ft x 3ft in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case.
- The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

<p style="text-align: center;"><b>City of Buckeye</b></p> <p style="text-align: center;"><b>PUBLIC HEARING</b></p> <p style="text-align: center;"><b>City Council: [Date and Time]</b></p> <p style="text-align: center;"><b>LOCATION OF HEARINGS:</b></p> <p style="text-align: center;"><b>REQUEST:</b></p> <p style="text-align: center;"><b>PROPOSAL:</b></p> <p style="text-align: center;"><b>GENERAL LOCATION:</b></p> <p style="text-align: center;"><b>SIZE:</b></p> <p style="text-align: center;"><b>CASE #:</b></p> <p style="text-align: center;"><b>APPLICANT/CONTACT:</b></p> <p style="text-align: center;"><b>PHONE #:</b></p> <p style="text-align: center;"><b>Development Services Department: 623-349-6211</b></p> <p style="text-align: center;">Posting Date:</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Format for Publication

### City of Buckeye

**NOTICE IS HEREBY GIVEN** that the City of Buckeye City Council will hold a public hearing on (day of week), (month) (date), 20\_\_\_ in the City 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 cityship/rage/section legal description).

For additional information, please contact the Development Services Department at (623) 349-6211

## Affidavit of Sign Posting

Case Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant  
Name: \_\_\_\_\_

Location: \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the **applicant** for public hearings in the City of Buckeye shall post signs as prescribed by the "City of Buckeye Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within ten (10) days after the final disposition of the case.**

I confirm that the site has been posted as detailed by the City of Buckeye Site Posting Requirements for the case above and the site was posted at least fifteen (15) days prior to the public hearing.

See attached date stamped photo exhibit of posted signs.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

## Affidavit of Mailing Notice

**Case Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant  
Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the applicant for public hearings in the City of Buckeye shall secure the names and addresses of all property owners within \_\_\_\_\_ feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send the public hearing notice to each said owner no less than fifteen (15) days prior to the public hearing date.

I confirm that I secured the names and addresses of all property owners within \_\_\_\_\_ feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and did send the public hearing notice to each said owner no less than fifteen (15) days prior to the public hearing.

See attached copies of all sent letters and address lists.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_