TEXT AMENDMENT

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
TEXT AMENDMENT

The following information is provided to assist in the preparation and submittal of an application for an amendment to the text of the Development Code. The request will be considered by the Planning and Zoning Commission at a public hearing, and a final decision will be made by the City Council at a public hearing.

1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for a Preliminary Plat, 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).

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. *Public Notification* – See Section 8.2.6 of the 2010 Development Code

5. *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.

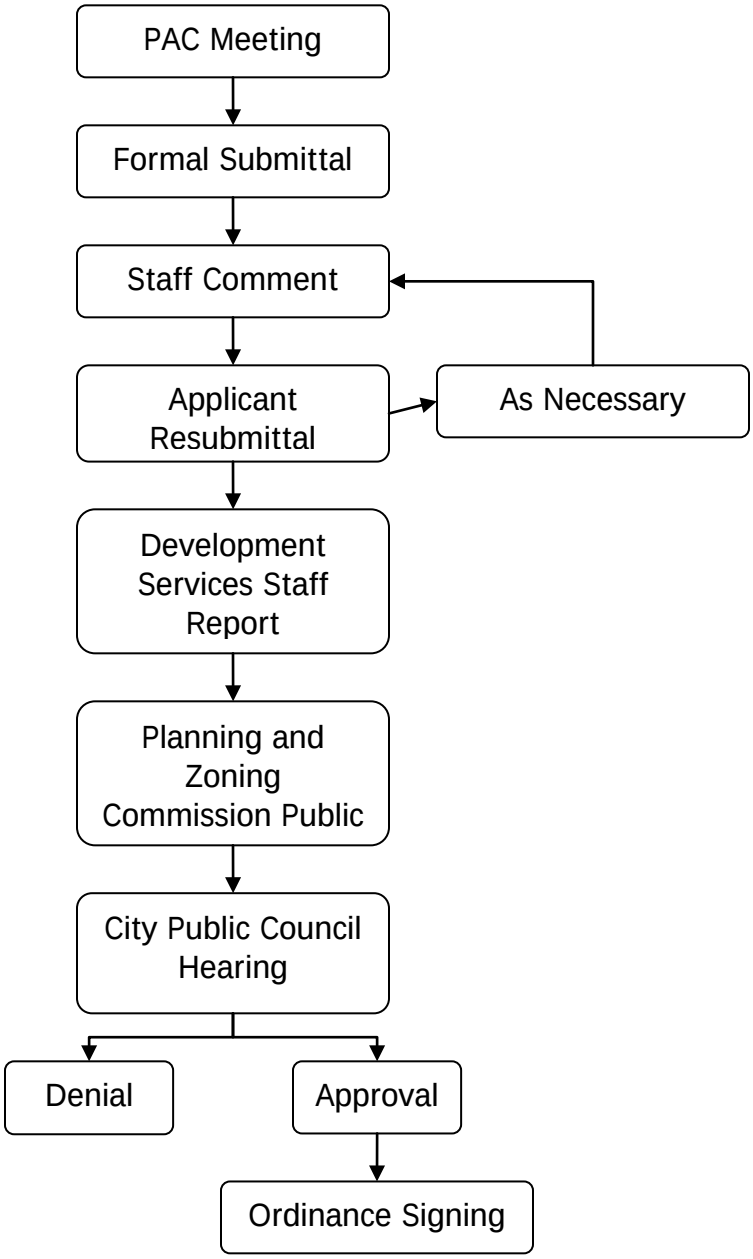
6. *Planning and Zoning Commission Public Hearing* – Regular Planning and Zoning Commission hearings occur on the second (2nd) and fourth (4th) Tuesday of each

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 Planning and Zoning Commission, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will recommend approval, approval with modifications and/or stipulations, or denial of the request to the City Council.

7. *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.

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.

Text Amendment 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. **Project Narrative**

   - Description of request; and
   - Information on how the proposed text amendment advances the goals of the General Plan and makes the Development Code a better document.

   Please include exhibits where necessary and appropriate.

3. **Redlined Development Code**

   - An edited version of the appropriate section of the Development Code showing all proposed changes.

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

Rezoning 1st Submittal Checklist

(Please provide original list with formal submittal)

REQUIRED MATERIALS	**Applicant Checklist**	**Staff Verification**
Application – 8 copies	☐	☐
Completed Fee Worksheet w/ Appropriate Fee	☐	☐
Project Narrative – 8 copies	☐	☐
Redlined Section of Development Code –8 copies	☐	☐
Digital copy of material submitted (1-CD)	☐	☐
Additional Materials (8 copies):		
	☐	☐
	☐	☐
	☐	☐

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:_____ 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 / Lot Split ☐ Preliminary Plat

☐ General Plan Amendment (major/minor) ☐ Temporary Use Permit ☐ Final Plat

☐ Site Plan ☐ Community Master Plan ☐ Rezoning

☐ Area Plan ☐ Map of Dedication ☐ 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:_____

ACKNOWLEDGEMENT:

_____ _____ _____ _____

Owner Signature Date Applicant Signature Date

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.

☐ 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.

Format for Publication

City of Buckeye

NOTICE IS HEREBY GIVEN that the City of Buckeye Planning and Zoning Commission 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 township/rage/section legal description).

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