



**PRELIMINARY PLAT**  
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  
PRELIMINARY PLAT**

**Important Information:**

- Preliminary Plats shall be developed in conformance with the City of Buckeye Development Code as well as the Engineering Design Standards.
- Preliminary Plat applications include supporting documents, plans and reports for the Engineering Department (see checklists requirements). All required documents must be submitted with the Preliminary Plat.

The following information is provided to assist in the preparation and submittal of an application for a Preliminary Plat for a property within the City of Buckeye.

1. *Pre-Application Conference ("PAC") Process* – Prior to filing an application for Site Plan Review, 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. *Notice of Application* – Within 15 days of the date of application, the applicant shall provide a written "Notice of Application" for properties within 300' of the site boundaries. An "Affidavit of Mailing" shall then be provided to the assigned Planner certifying that a notice of application was mailed in accordance with the requirements of Section 8.8.7.F of the Development Code. Please note the Director 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.
4. *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 1<sup>st</sup> review (approx. 16 business days), the Plans Coordinator collects and consolidates the comments, which are then returned to the applicant by the Plans Coordinator or the Planner at a Technical Advisory Committee (TAC)

meeting. The TAC meeting will be scheduled at the discretion of the assigned Planner and is designed for technical discussion between the applicant's development team and reviewing 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 (approx. 8 business days). In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

5. *Planning Commission Review* – Once all staff comments have been addressed and a meeting 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 the meeting. *Planning and Zoning Commission Public Meeting* – Regular Planning and Zoning Commission hearings / meetings occur on the second (2<sup>nd</sup>) and fourth (4<sup>th</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 meeting. The Planning and Zoning Commission, 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. Appeals of Planning Commission Preliminary Plat decisions can be made to the City Council in accordance with Section 8.8.7.H.
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 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.

## **PRELIMINARY PLAT SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** (Complete and signed)
2. **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; zoning designation, general plan land use designation
  - Relationship to surrounding properties;
  - Accessibility and Circulation;
  - Development schedule and Phasing;
  - Water, Sewer, Refuse providers;
  - Fire and Police protection;
  - Impact on local schools, parks, etc.
  - Proposed percentage and acreage of Parks and Open Space, Trails
  - Development Standards
3. **ALTA Survey** (conducted within the last 12 months)
4. **Map exhibit and list of property owners within 300' of the subject property** (Affidavit of Mailing to be submitted after Notice of Application is mailed within 15 days of application)
5. **Preliminary Plat** – Plat must be to scale (Engineer's Scale) addressing, at minimum, the following:
  - Identification of plat by name, location, tracking #, and general legal description
  - Plat dimensions/boundaries, including reference by dimension and bearing to section and quarter section corners
  - Clearly identify boundary of parcel (s) to be subdivided
  - Complete legal description
  - Date of plat and revision dates
  - Vicinity map and location of plat
  - North arrow and scale (written and graphic)
  - Street names and right-of-way dimensions, existing and proposed
  - Name, address, phone, and email for property owner, developer, and engineer/surveyor
  - Site Summary Table with size (gross, net), number of tracts and lots, density, zoning district, Tax assessor parcel numbers, projected population and number of families, total area of open space
  - Notes section indicating project description, school district, utility service, maintenance responsibilities etc.
  - Lot table (lot numbers, area, width, total square footage)
  - Tract table (tract identification and usage)

- Typical lot detail for interior and street-side lots
  - Location of all utilities and recorded/proposed easements,
  - Location of all proposed and existing fire hydrants, water supply, storage and pressures
  - Name and address of owner of all adjacent unsubdivided property along with respective parcels numbers
  - Name, book, and page number of all adjacent subdivisions
  - Existing and proposed contours (extending 25' beyond perimeter)
  - Identification of all water and drainage features, existing and proposed,
  - Location and height of all perimeter Phasing plans (if applicable) (included with preliminary plat but as a separate sheet/s)
  - Architecture (included with preliminary plat but as a separate sheet/s) - Four-sided color elevations including dimension, Color scheme, Materials, Provide copy of actual paint chips, Light reflective volume (LRV)
  - Conceptual Landscaping layout (included with preliminary plat but as a separate sheet/s) Proposed landscaping, Proposed screening (including locations of mechanical equipment and trash enclosures being screened), Proposed finished ground contours and on-site drainage system, Service walks and internal sidewalks, Exterior storage areas, Walls and fences with type and height, List of all plants and method of plant salvage and maintenance.
  - Proposed concept lighting plan
6. **Supporting Engineering Documents:** (Conceptual 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), Water letter, Wastewater letter, Conceptual Street Naming Plans, Water Plans, Sewer Plans, Paving Plans, and Grading Plans)
- Conceptual Grading and Drainage
    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
    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
7. **Additional Material** – If requested by the City at PAC.

**Preliminary Plat 1<sup>st</sup> Submittal Checklist**  
(Please provide original list with formal submittal)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application – 8 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative – 8 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Map Exhibit and mailing list – 1 copy</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ALTA Survey – 2 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAC Meeting Comments – 8 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preliminary Plat – 8 copies (24" x 36")</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital copy of material submitted (1-CD)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supporting Engineering documents – 2 copies</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials 8 copies (if required at PAC)</b>		

**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: Minor Subdivision/Land Split 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 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 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**

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## Example of "Notice of Application"

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**CASE NUMBER:**

**PROJECT NAME:**

**REQUEST:**

**PROPOSAL:**

**LOCATION:**

**SIZE:**

**APPLICANT / CONTACT PERSON:**

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MAP OF AREA:

(Not to Scale)



An application has been filed with the City of Buckeye Development Services Department regarding the request above. As required by the City of Buckeye Development Code, this Notice of Application is being sent to you because property listed in your name is within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed above. Contact can also be made with the City of Buckeye Planning & Zoning Division at [planningandzoning@buckeyeaz.gov](mailto:planningandzoning@buckeyeaz.gov) or 623-349-6211.

Attachments: Site Plan and Project Narrative

## Affidavit of Mailing Notice

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

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

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

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

In order to assist in providing adequate notice of application for interested parties, the applicant for site plans in the City of Buckeye 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 a notice of application to each said owner no less than fifteen (15) days from the date of application.

I confirm that I secured 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 did send the notice of application to each said owner.

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:  
\_\_\_\_\_