



DISCOVERY MEETING

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

Important Information:

- Discovery meetings typically consist of requests for current status of development projects for the purpose of future development. Information requested at these meetings generally include overall completion status, utility service availability including water and sewer capacity and other due diligence items related to development. City costs to provide this information include research performed by City staff and outside legal consultants, internal coordination meetings as well as applicant meetings with written and copied materials.
- Given the extensive research and coordination required to obtain discovery meeting material, applicants should expect eight (8) weeks between formal application and discovery meeting.

SUBMITTAL CONTENT REQUIREMENTS

1. **Application** - (Complete and signed application)
2. **Request Letter** – A letter describing the requested meeting in detail.
3. **Site Exhibit** – An exhibit or map illustrating the property.
4. **Fee Worksheet with appropriate fee**

Discovery Meeting Submittal Checklist

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 8 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Request Letter – 8 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Site Exhibit - 8 copies	<input type="checkbox"/>	<input type="checkbox"/>
Fee Worksheet with appropriate fee	<input type="checkbox"/>	<input type="checkbox"/>



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 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:

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