



ADDRESS MAP FOR APPROVAL CHECKLIST

(This checklist is for signature/approval submittal only. Please see our "Address Map Submittal Checklist" available on our website for an address map being submitted for review)

- A letter of transmittal to City of Buckeye

- Two (2) full size bond copies(24"x36") and one (1) reduced size (11"x17")

- One (1) copy of Excel Spreadsheet to include: Lot Number, House Number, Direction, Street Name and Type (Street, Road, Avenue, Drive, Circle) Parcel #, Permit #, and Issue Date. (See format example below)

- Plan review fees due at the time of signature submittal. Fee is \$600.00 per sheet (all sheets).

- One (1) CD to contain:
 - o CAD drawing file to include overall address map, not cut in sheets
 - o CAD drawing file to include address map, cut in sheets the same as the bond copies being submitted
 - o Excel spreadsheet
 - o PDF of address map (sized to match final plat) to include cover sheet.

Excel Spreadsheet Format Example:

Subdivision Name						
Lot Number	House Number	Address Direction	Street Name & Type	Assessor/Parcel Number	Permit Number	Permit Issue Date
204	2443	W	Example St.			