



**Comprehensive Sign 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 COMPREHENSIVE SIGN PLAN

### Important Information:

- All multi-tenant commercial and mixed-use developments shall submit a Comprehensive Sign Plan (CSP) per Section 5 of the 2010 Development Code. CSPs can be approved administratively up to a 10% variation from the Development Code standards. At over 10%, the CSP must be approved by Planning & Zoning Commission.

The following information is provided to assist in the preparation and submittal of an application for a Comprehensive Sign Plan ("CSP") as designated the City of Buckeye Development Code.

1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for a Comprehensive Sign Plan, it is advisable that the applicant 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 to appropriate City staff and agencies for review/comment. After this review, the assigned planner 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. *Staff Reports* – Once all staff comments have been addressed and a hearing has been scheduled (if applicable), 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 or approving the case administratively.

5. *Planning and Zoning Commission Public Hearing* (if applicable)– Regular Planning and Zoning Commission hearings 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 hearing. 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.
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 Director 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.

## **SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** - (Complete and signed application.)
2. **Fee Worksheet with appropriate fee**
3. **Comprehensive Sign Plan** – Addressing, at minimum, the specifications of the following: type, materials, illumination, color, dimensions, and location
4. **PAC Meeting Comments (if applicable)**
5. **Additional Material** – The Development Services Department may request additional submittal items.

**Conditional Use Permit 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> – 4 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CSP</b> – 4 copies	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAC Comments (if applicable)</b> (4 copies):		
<b>Digital copy of material submitted (1-CD)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> (4 copies):	<input type="checkbox"/>	<input type="checkbox"/>

**Subsequent Submittals:**

Submit four (4) copies of all requested materials to the Development Services Department.



City of Buckeye  
**Planning and Zoning**  
**Project Application**

<b>DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY</b>			
Date: _____ Planner: _____ Case No: _____			
<b>PROPERTY INFORMATION:</b>			
Project Name: _____ Associated Cases: _____			
Project Address/Location: _____			
Current Zoning District: _____ Parcel Number(s): _____ Quarter Section: _____			
Request: _____			
<b>CASE TYPE:</b>	<input type="checkbox"/> Other: _____ <input type="checkbox"/> Comprehensive Sign Plan		
<b>IMPORTANT NOTE ABOUT PROJECT CONTACT:</b>	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. <b>All contact for this project will be made through the applicant listed below.</b>		
<b>CONTACT INFORMATION:</b>			
Applicant Contact: _____ Company: _____			
E-mail: _____ Phone: _____ Fax: _____			
Address: _____ City: _____ State: _____ Zip: _____			
<b>Owner Contact:</b>	<b>Developer Contact:</b>		
Company: _____	Company: _____		
Phone: _____ Fax: _____	Phone: _____ Fax: _____		
E-mail: _____	E-mail: _____		
Address: _____	Address: _____		
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____		
<b>Architect Contact:</b>	<b>Engineer Contact:</b>		
Company: _____	Company: _____		
Phone: _____ Fax: _____	Phone: _____ Fax: _____		
E-mail: _____	E-mail: _____		
Address: _____	Address: _____		
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____		
<b>PROPERTY OWNER AUTHORIZATION</b>			
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	
<b>PROPOSITION 207 WAIVER</b>			
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	
<b>Development Services Department</b> 530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222			