



DISCOVERY OR DUE DILIGENCE 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:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage.**
- Discovery and Due Diligence meetings consist of requests for current status of development projects. Information requested at these meetings generally include overall completion status, utility service availability including water and sewer capacity, request for documents, and other due diligence items related to development. A Due Diligence meeting requires two (2) or less Department reviews where a Discovery meeting requires three (3) or more Department reviews.
- Given the extensive research and coordination required to obtain meeting material, applicants should expect two (2) to four (4) weeks between formal application and meeting.
- The Fee for each type of meeting can be found on the [July 1, 2018 Adopted Development User Fee Schedule](#).

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

Request Letter

Site Exhibit

Fee Worksheet with appropriate fee.....



City of Buckeye
Planning and Zoning
Project Application

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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:
Discovery Meeting
Due Diligence Meeting

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

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