



FINAL PLAT

(can be used for Re-Plats)

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

APPLICATION PROCEDURES
FINAL PLAT

Important Information:

- A Final Plat is a subdivision that creates eleven or more lots, tracts, or parcels with or without dedications and easements.
- Final Plats shall be in substantial conformance to an approved and valid Preliminary Plat. All previous entitlement or preliminary plat stipulations shall be complied with and addressed with submittal.
- All required improvement and landscape plans must be submitted concurrently with the Final Plat. These plan sets must be ready to be issued prior to scheduling the Final Plat for a City Council Meeting.
- Requests for Maintenance Improvement District (MID), Street Light Improvement District (SLID) must be submitted and approved prior to or concurrently with the Final Plat.
- A Certificate of Assured Water Supply from the Arizona State Department of Water Resources is required prior to scheduling the Final Plat for a City Council Meeting.
- A re – plat can be administratively or council approved depending on the extent of the changes or if ROW is being dedicated.

The following information is provided to assist in the preparation and submittal of an application for a Final Plat or Re-plat for a property within the City of Buckeye.

1. Pre-Application Conference ("PAC") Process – **Prior to filing an application for a Final Plat, it is highly recommended 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).
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 Final Plat Process Guide

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information will be assigned to a Planner and routed to appropriate City staff and agencies for review/comment. After the 1st review (approx. 16 business days), the assigned Planner collects and consolidates the comments, which are then returned to the applicant. The Planner will also return comments on the related landscape and improvement plans. 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 (approx. 8 business days). In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

4. *Administrative Review (Minor Re-plats)* – Once all staff comments have been addressed, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action. The Director, taking into consideration staff recommendation, will approve, approve with stipulations, deny the request. The documents will then be recorded by the City.
5. *City Council Review (Final Plats and Major Re-Plats)* – Once all staff comments have been addressed, the assigned Planner will schedule the request for a City Council meeting and prepare a report describing and evaluating the proposed project and making a recommendation for action. Council at a public meeting, taking into consideration staff recommendation, will approve, approve with stipulations, deny the request. The documents will then be recorded by the City.
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.

FINAL PLAT SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed)
2. **Project Narrative** – Addressing, at minimum, the following:
 - Title page – include project names, general location, and tracking #
 - Current condition of the site;
 - Current general plan designation;
 - Current zoning designation;
 - Vicinity information;
 - Description of the request;
 - Circulation system;
 - Water Management Plan;
 - Wastewater Management Plan;
 - Fire protection;
 - Police protection;
 - Impact on local schools;
 - Proposed percentage and acreage of parks and open space;
 - Proposed trails;
 - Development schedule/phasing;
 - Development standards; and
 - Exhibits: vicinity map, general plan designation, zoning district.
3. **Final Plat / Re-plat** – The Plat must address at minimum, the following:
 - A. The final plat shall be drawn on a sheet 24 inches by 36 inches and be suitable for recording.
 - B. A title sheet shall be required according to the details set forth below.
 - C. A boundary sheet shall be required as part of plat submittal, drawn to an accurate and legible scale according to the detail set forth in below, and shall show sheet references and “key map” related to the plat;
 - D. Monuments shall be set according to the requirements set forth in below.
 - E. Subdivision sheets shall be required as part of the final plat submittal, including the following survey data and support documents.
 - 1) Name and right-of-way boundaries of all public streets and alley ways showing:
 - a. Street widths
 - b. Courses and length of all tangent segments. (courses rounded to 1 second, distances to one hundredth of a foot).
 - c. radii, arc lengths, and central angles of all curvilinear segments.

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- d. Right-of-Way area shall be shown on the plat; acres rounded to one hundredth of an acre; square feet rounded to one square foot.
- 2) The right-of-way for all proposed drainage ways, as approved by the City of Buckeye, shall be dedicated to the public;
- 3) Location and all dimensions of all lots; line and curve table shall be added to each sheet which references the data.
- 4) All lots shall be numbered consecutively throughout the plat. "Exceptions," "Tracts," shall be so designated, lettered, or named and clearly dimensioned
 - a. Private parks shall be designated as a tract and labeled for private park use.
- 5) Location, dimensions, bearings, radii, arc lengths, and central angles of all curvilinear segments for all sites to be dedicated to the public with the use clearly indicated;
- 6) Lot areas shall be labeled within the each lot; acres rounded to one hundredth of an acre; square feet rounded to one square foot.
- 7) A table of areas should include tracts and right of ways by name; acres rounded to the hundredth of an acre; square feet rounded to one square foot.
- 8) Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land shall be referenced on the plat once recorded;

Title Sheet

All plats in this section shall be required to include a Title Sheet as part of each submittal and shall include the following data;

- A. The name of the subdivision;
- B. A vicinity map showing the location by number of section, township, range, and county;
- C. Name, address and registration number of the Arizona Registered Land Surveyor preparing the plat and certification by the Registered Land Surveyor that the plat is correct and accurate and that the monuments shown have been located as described. See **Figure 1**;
- D. Scale, north arrow, Legend of symbols, abbreviations and line types and date of plat preparation;
- E. A statement designating each FEMA Flood Zone for the subdivision. See **Figure 2**;
- F. A statement of dedication of all streets, alleys, drainage ways, pedestrian ways, and other easements for public use by the person holding title of record, by persons holding title as vendees under land contract and by spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall sign the plat. If

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the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the private street rights of way;

- G. Where there are temporary easements, landscaped easements and/or utility easements that are to be abandoned they can be shown on the plat and described as such. A roadway right-of-way or easement can be placed on the plat for abandonment only if the requirements of State law are met concurrently with Council approval;
- H. All plats dedicating public interests are required to obtain City Council, City Engineer and Development Services Director Approval on the face of the plat in preparation for execution of dedication acknowledged and certified by public notary. See **Figure 3**;

Boundary Survey

All plats in this section shall be required to show the overall boundary of each subdivision. Boundary Surveys shall meet the requirements of the Arizona Boundary Survey Minimum Standards, fully balanced and closed, with a detailed description of controlling monuments, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof, with areas shown to the square foot, or hundredth of an acre and show:

- A. Existing right of way boundaries of all public streets and alley ways, and all easements which affect the property;
- B. Project horizontal datum shall conform to the current Maricopa County Geodetic Densification and Cadastral Surveys with ties to at least two monuments as shown on the GDAC Surveys;
- C. Location of all adjoining subdivisions and un-subdivided properties adjacent to the subdivision graphically shown, with date, book, and page number of recordation noted; or, if unrecorded, so marked;
- D. Sealed bound or electronic report of all materials involved in calculations for the boundary survey, including but not limited to:
 - 1. Closure calculations for perimeter boundary;
 - 2. Closure calculations for lots, easements, right of ways, and tracts;
 - 3. Traverse calculations with date of field survey where applicable;
 - 4. Preliminary Title Report;
 - 5. FEMA Flood Maps;
 - 6. Copies of pertinent reference documents that were used as a basis for the Survey, including but not limited to;
 - i. Records of Surveys;
 - ii. Warranty Deeds;
 - iii. Easement Deeds;

iv. Final Plats;

Survey Monuments

The plats in this section shall be required to set survey monuments marking the lots, tracts and right of way created by the Plat and shall meet the following requirements;

- A. All new monuments placed at subdivision corners, easement corners and lot corners, shall conform to the requirements of the Arizona Boundary Survey Minimum Standards, including the surveyor’s Arizona registration number thereon and shall provide a degree of permanency consistent with that of adjacent terrain and physical features.
- B. Survey markers for public roads, section corners and subdivision corners shall be marked in accordance with the Maricopa Association of Governments (MAG) Survey Marker Detail 120.

Figure 1 Certification by Registered Land Surveyor

<p>CERTIFICATION</p> <p>I, _____, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF ARIZONA, THAT THIS PLAT CONSISTING OF ____ SHEETS CORRECTLY REPRESENTS A BOUNDARY SURVEY MADE BY ME DURING THE MONTH OF _____, 20___. THAT THE SURVEY IS TRUE AND CORRECT AS SHOWN, THAT ALL MONUMENTS EXIST OR WILL BE SET AND, THAT THEIR POSITIONS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.</p> <p>ARIZONA REGISTERED LAND SURVEYOR #</p>

Figure 2 Flood Zone Designations

<p>FLOOD ZONE DESIGNATION</p> <p>THE PROPERTY IS LOCATED WITHIN AN AREA DESIGNATED AS HAVING FLOOD ZONE ____ BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, ON FLOOD INSURANCE RATE MAP NO. _____, WITH A REVISION DATE OF _____ FOR COMMUNITY NO. _____, IN THE CITY OF BUCKEYE, COUNTY OF MARICOPA, STATE OF ARIZONA, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.</p>
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Figure 3 City Engineer Signature/Approval Block

APPROVAL

APPROVED BY THE COUNCIL OF THE CITY OF BUCKEYE ON THIS _____ DAY
OF _____ 20__.

BY: _____

MAYOR

ATTEST: _____

CITY CLERK

I CERTIFY THAT ALL ENGINEERING CONDITIONS AND REQUIREMENTS HAVE
BEEN COMPLIED WITH.

BY: _____

BUCKEYE CITY ENGINEER DATE

BY: _____

DEVELOPMENT SERVICES DIRECTOR DATE

Figure 4 Dedication Language

DEDICATION
STATE OF ARIZONA
COUNTY OF MARICOPA

KNOW ALL PERSONS BY THESE PRESENTS: THAT (*INSERT: APPLICANT'S FULL
LEGAL CORPORATE NAME*), ("OWNER"), HAS SUBDIVIDED UNDER THE NAME
(*INSERT: NAME OF THE SUBDIVISION*), A SUBDIVISION LOCATED IN A PORTION
OF (*INSERT: TOWNSHIP AND RANGE LEGAL DESCRIPTION OF THE PROPERTY*),
MARICOPA COUNTY, ARIZONA AS SHOWN AND PLATTED HEREON AND DOES
HEREBY PUBLISH THIS PLAT AS AND FOR THE PLAT OF (*INSERT: NAME OF THE
SUBDIVISION*) AND DECLARES THAT THIS PLAT SETS FORTH THE LOCATION AND
GIVES THE DIMENSIONS OF EACH LOT, TRACT, STREET, AND EASEMENT
CONSTITUTING SAME, AND THAT EACH LOT, TRACT, STREET, AND EASEMENT
SHALL BE KNOWN BY THE NUMBER, LETTER, AND/OR NAME GIVEN TO EACH
RESPECTIVELY AS SHOWN ON THIS PLAT.

Figure 5 Right of Way Dedications

OWNER HEREBY DEDICATES TO THE CITY OF BUCKEYE FEE TITLE TO ALL
PUBLIC RIGHT-OF-WAYS AS SHOWN ON THE PLAT.

Figure 6 Public Utility Dedications

OWNER HEREBY GRANTS TO THE CITY OF BUCKEYE A NON-EXCLUSIVE EASEMENT OVER, UPON AND ACROSS THE AREAS DESIGNATED AS PUBLIC UTILITY EASEMENTS AS SHOWN ON THE PLAT FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, MAINTAINING, REPAIRING, REPLACING AND UTILIZING PUBLIC UTILITIES.

Figure 7 Site Visibility Triangles

OWNER HEREBY GRANTS TO THE CITY OF BUCKEYE A NON-EXCLUSIVE EASEMENT OVER, UPON AND ACROSS THE AREAS DESIGNATED AS SIGHT VISIBILITY TRIANGLES FOR THE PURPOSE OF ENSURING THAT THESE AREAS REMAIN FREE OF SIGHT VISIBILITY OBSTRUCTIONS AS PER THE ENGINEERING DESIGN STANDARDS.

Figure 8 Private Well

THE OWNER OR SUBSEQUENT OWNERS OF THE WELLS LOCATED WITHIN THIS PLAT WILL BE REQUIRED TO SIGN A WELL IMPACT WAIVER(S) WITH THE CITY OF BUCKEYE. IN ADDITION, OWNER SHALL PROVIDE WELL IMPACT WAIVERS FOR FUTURE CITY WELLS THAT ARE CONSTRUCTED.

Figure 9 Ingress and Egress

OWNER HEREBY GRANTS TO THE ULTIMATE OWNER OF EACH PARCEL CREATED BY THIS PLAT, AN EASEMENT, OVER, UPON AND ACROSS THE ENTIRE PLAT FOR THE PURPOSE OF PROVIDING CONTINUOUS AND UNINTERRUPTED INGRESS AND EGRESS TO EACH PARCEL CREATED BY THIS PLAT.

Figure 10 Landscape Maintenance by HOA

THE MAINTENANCE OF LANDSCAPING WITHIN THE OPEN SPACES, LANDSCAPED TRACTS, RETENTION BASINS AND PARKS SHALL BE THE RESPONSIBILITY OF THE OWNER OR THE ASSOCIATION FORMED BY THE OWNER.

Figure 11 Landscape Maintenance by Homeowner

THE MAINTENANCE OF LANDSCAPING WITHIN THE ADJACENT PUBLIC RIGHT-OF-WAYS, INCLUDING; LANDSCAPED MEDIANS WITHIN COLLECTORS AND LOCAL STREETS AND LANDSCAPED AREAS BETWEEN THE CURB AND THE DETACHED SIDEWALK, SHALL BE THE RESPONSIBILITY OF THE ADJACENT PROPERTY OWNER OR THE PROPERTY ASSOCIATION FORMED BY THE ADJACENT PROPERTY.

Figure 12 Avigation Easement (Luke AFB)

OWNER HEREBY GRANTS TO THE UNITED STATES OF AMERICA DEPARTMENT OF THE AIR FORCE ("USAF") AN AVIGATION EASEMENT OVER AND ACROSS THIS PLAT AND EVERY LOT AND PARCEL THEREOF, WHICH EASEMENT SHALL INCLUDE, BUT NOT BE LIMITED TO; THE RIGHT OF FLIGHT OF AIRCRAFT OVER THIS PLAT, TOGETHER WITH ITS ATTENDANT NOISE, VIBRATIONS, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON LUKE AIR FORCE BASE AND AUXILIARY FIELD.

Figure 13 Avigation Easement (Buckeye Airport)

OWNER HEREBY GRANTS AN AVIGATION EASEMENT OVER AND ACROSS THIS PLAT AND EVERY LOT AND PARCEL THEREOF, WHICH EASEMENT SHALL INCLUDE, BUT NOT BE LIMITED TO; THE RIGHT OF FLIGHT OF AIRCRAFT OVER THIS PLAT, TOGETHER WITH ITS ATTENDANT NOISE, VIBRATIONS, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON BUCKEYE MUNICIPAL AIRPORT.

Figure 14 Right of Way Indemnification

(INSERT: APPLICANT'S FULL LEGAL CORPORATE NAME) ("OWNER") DOES HEREBY; (1) RELEASE AND DISCHARGE THE CITY OF BUCKEYE, AND (2) INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF BUCKEYE, OF AND FROM ANY LIABILITY FOR ANY AND ALL CLAIMS FOR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY THAT MAY ARISE AT ANY TIME IN THE FUTURE OVER, OR IN CONNECTION WITH THE AREAS LOCATED WITHIN THE NEWLY DEDICATED RIGHT-OF-WAY AS DEPICTED ON THIS PLAT UNTIL SUCH TIME THE RIGHT-OF-WAY IS IMPROVED TO CITY STANDARDS AND THOSE IMPROVEMENTS ARE APPROVED AND ACCEPTED BY THE CITY COUNCIL. THE MAINTENANCE OF THE AREA WITHIN ANY NEWLY DEDICATED RIGHT-OF-WAY AS SHOWN ON THIS PLAT SHALL BE THE RESPONSIBILITY OF THE ADJACENT OWNER/OR SUBSEQUENT ADJACENT OWNERS WITHIN THE BOUNDARY OF SAID PLAT UNTIL SUCH TIME THAT THE AREA WITHIN THE RIGHT-OF-WAY IS IMPROVED TO CITY STANDARD AND ACCEPTED BY THE CITY OF BUCKEYE.

Figure 15 Improvement Acceptance

ALL IMPROVEMENTS, FOR STREETS AND PUBLIC UTILITIES OWNED AND OPERATED BY THE CITY, INSTALLED OR CONSTRUCTED BY OWNER WITHIN THE PUBLIC RIGHT-OF-WAYS, THE EASEMENTS, OR ANY TRACTS OR PARCELS HEREBY DEDICATED TO THE CITY OF BUCKEYE SHALL BE DEEMED TO HAVE BEEN DEDICATED BY OWNER TO THE CITY UPON THEIR COMPLETION; HOWEVER, SUCH TRANSFER SHALL NOT OCCUR UNTIL THE CITY COUNCIL FOR THE CITY OF BUCKEYE MANIFESTS ITS ACCEPTANCE BY SEPARATE FORMAL COUNCIL ACTION.

Figure 16 Easement Dedication Statements

THE EASEMENTS GRANTED WITHIN THIS DEDICATION ARE PERMANENT AND PERPETUAL AND SHALL RUN WITH THE LAND AND BE BINDING UPON OWNER AND ITS HEIRS, ASSIGNS, AND SUCCESSORS IN INTEREST TO THIS PLAT OR ANY PARCEL OR LOT THEREOF.

Figure 17 Owners Signature

IN WITNESS WHEREOF, OWNER HAS HEREUNTO CAUSED ITS CORPORATE NAME TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY THE UNDERSIGNED, DULY AUTHORIZED OFFICER THIS ____ DAY OF _____, 201_.

(INSERT: APPLICANT'S FULL LEGAL CORPORATE NAME)

BY _____

ITS _____

Figure 17 General Notes

1. THE LOTS DEPICTED ON THIS PLAT ARE LOCATED WITHIN THE VICINITY OF LUKE AIR FORCE BASE AND MAY BE SUBJECT TO OVERFLIGHTS BY JET AIRCRAFT.
2. (*INSERT: APPLICANT'S FULL LEGAL CORPORATE NAME*) ("OWNER") DOES HEREBY (1) RELEASE AND DISCHARGE THE USAF AND THE CITY OF BUCKEYE, AND (2) INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF BUCKEYE, OF AND FROM ANY LIABILITY FOR ANY AND ALL CLAIMS FOR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY THAT MAY ARISE AT ANY TIME IN THE FUTURE OVER, OR IN CONNECTION WITH AIRCRAFT OVERFLIGHTS FROM AIRCRAFT UTILIZING LUKE AIR FORCE BASE, WHETHER SUCH DAMAGE SHALL ORIGINATE FROM NOISE, VIBRATION, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON LUKE AIR FORCE BASE. THIS INSTRUMENT SHALL RUN WITH THE LAND AND BE BINDING UPON OWNER AND ITS HEIRS, ASSIGNS, AND SUCCESSORS IN INTEREST TO THIS PLAT OR ANY PARCEL OR LOT THEREOF. THIS INSTRUMENT DOES NOT RELEASE THE USAF FROM LIABILITY FOR DAMAGE OR INJURY TO PERSON OR PROPERTY CAUSED BY FALLING AIRCRAFT OR FALLING PHYSICAL OBJECTS FROM AIRCRAFT, EXCEPT AS STATED HEREIN WITH RESPECT TO NOISE, FUMES, DUST, FUEL, AND LUBRICANT PARTICLES.
3. THE PROPERTY OWNERS, OR ANY SUBSEQUENT OWNERS SHALL NOT PROCEED WITH ANY ON SITE GRADING OR EXCAVATION WITHOUT FIRST OBTAINING A PERMIT FROM THE CITY OF BUCKEYE.
4. THE ROADS DESIGNATED AS "PRIVATE" AND ANY APPURTENANCES INCLUDING BUT NOT LIMITED TO ROAD SIGNS, STRIPING, CURB AND GUTTER, AND SIDEWALKS ARE PRIVATE; SUCH ROADS AND APPURTENANCES ARE OWNED, MAINTAINED AND REPAIRED BY OWNER OR THE ASSOCIATION FORMED BY OWNER. THE CITY OF BUCKEYE SHALL NOT MAINTAIN OR REPAIR ANY ROAD DESIGNATED AS "PRIVATE."
5. IN ACCORDANCE WITH ARS § 9-461.07, THE CITY OF BUCKEYE HAS DETERMINED THAT ALL DEDICATIONS OCCURRING WITH THIS PLAT ARE IN CONFORMANCE WITH THE GENERAL PLAN.
6. PURSUANT TO A.R.S. § 42-11102, THE CITY OF BUCKEYE, A POLITICAL SUBDIVISION OF THE STATE OF ARIZONA, IS EXEMPT FROM ALL TAXES AND ASSESSMENTS BASED ON ASSESSED VALUE EXCEPT FOR SPECIAL DISTRICTS #14751 AND 14710, WHEN APPLICABLE.

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4. **Final Landscape Plans (Submitted with Final Plat but Separate Plan Set, Tracking #, & Fee)**

5. **Engineering Documents (Submitted with Final Plat but Separate Plan Set, Tracking #, & Fee):**
 - Final 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),
 - Final/Master Water Report,
 - Final/Master Wastewater Report,
 - Address Map,
 - Final Water Plans,
 - Final Sewer Plans,
 - Final Paving Plans, and
 - Final Grading Plans
 - Closure calculations for all boundaries, lots, and easements
 - Preliminary Title
 - Reference documents
 - Offsite paving and storm drain plans
 - Offsite signing and striping
 - Offsite street light plans.
 - Offsite water plans
 - Offsite Sewer plans
 - Onsite Street light plans

6. **Additional Materials** – The Development Services Department may request additional submittal items.

Final Plat 1st Submittal Checklist
(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 6 copies	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fees	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 6 copies	<input type="checkbox"/>	<input type="checkbox"/>
Final Plat / Re-plat – 6 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
Final Landscape Plans – 4 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Documents (see page 13) – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>
Digital copy of material submitted (1-CD)	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials (up to 6 copies-depending on type of document being submitted)	<input type="checkbox"/>	<input type="checkbox"/>

Subsequent Submittals:

- Submit in kind number of copies of all requested materials to the Development Services Department and one (1) digital copy.



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: _____
Final Plat
Re - Plat (Administrative)
Re - Plat (Council)

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 Location: _____

Proposed Property Details:

Single-Family Residential Multi-Family Residential Commercial Industrial
 Other: _____

Current Zoning: _____
Proposed Zoning: _____
Number of Buildings: _____
Parcel Size: _____
Gross Floor Area/Total Units: _____
Floor Area Ratio/Density: _____
Parking Required: _____
Parking Provided: _____

Setbacks:
Front _____ Rear _____
_ Side _____ Side _____
Historical Site: Yes No
Lot Coverage (%) _____
Landscaping (%) _____ Open
Space (%) _____

Existing Condition: _____
General Plan Designation: _____

Description of Request:

Development Services Department

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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: _____

TO BE COMPLETED BY APPLICANT		CALCULATIONS	TO BE COMPLETED BY TOWN
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			

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DOCUMENT RECORDATION REQUIREMENT CHECKLIST

All items listed below must be adhered to or our request to record the document will be rejected by the Maricopa County Recorder's office:

- All customer signatures and dates are required
- All notaries must be stamped, signed and dated
- NO mylars, velums or other transparent style media will be accepted
- Submit for recording on bond paper only
- All documents are to be an **original print** (not a copy) with the original signatures
- All large format prints are to be machine cut at 24 inches by 36 inches
- Documents cannot be folded. If it is a large format, they are to be rolled-no staples.
- All seals must be signed
- All stamps added after the printing of the document must not conflict with any text
- NO signatures shall cause text to be illegible

Submittals that do not meet the requirements listed above, will not be accepted by the City. Applicant will be required to bring their submittal into conformance with the requirements listed above and then resubmit.
