



**Pre-Application Conference  
(PAC)**

PROCESS GUIDE & APPLICATION

**City of Buckeye**  
**Development Services Department**  
530 East Monroe Ave  
Buckeye, Arizona 85326

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[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

# APPLICATION PROCEDURES

## Pre-Application Conference

### Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage.**
- All PAC submittals must be received no less than 2 weeks prior to the next regularly scheduled and available PAC date.
- PACs are typically held on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Thursday of each month, excluding holidays, in the Buckeye Conference Room. If there are less than 2 items scheduled for any PAC, the PAC may be canceled and the items placed on the next PAC agenda. No item will be moved more than once.
- Applicant attendance at the PAC is mandatory.
- Please note that the purpose of a PAC is to give preliminary comments and information about an applicant's proposal and to articulate the city's required processes. Formal and extensive comments will be given only after the future primary submittal has occurred.
- The PAC fee is \$500 and was approved by City Council in the Development User Fee Schedule Effective July 1, 2018.

The following information is provided to assist in the preparation and submittal of a request for a Pre-Application Conference (PAC) for property within the City of Buckeye.

1. *PAC Application Submittal* – For a request to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of submittal. All submittals must be received by 4:00 p.m. no later than 2 weeks prior to the next regularly scheduled and available PAC. A request submitted after the above-referenced deadline will be placed on the next available PAC agenda. Incomplete submittals will NOT be accepted.
2. *PAC Format* – A complete meeting agenda will be e-mailed to each applicant at least 1 week prior to the scheduled meeting date. The agenda is divided into specific time slots for each application received. Each applicant must attend during their allotted time. Representatives from each reviewing City Department (i.e. Planning, Engineering, Fire, Police, etc.) will attend the PAC or send written comments with their contact information. During the PAC, each department will have any opportunity to speak with the applicant and provide feedback. Written PAC comments (meeting notes or departmental comments) will be given to the applicant at the end of the PAC meeting.

3. *PAC Comments* – The applicant should review the meeting notes and comments and address them in the first (1<sup>st</sup>) formal application submittal. First (1<sup>st</sup>) submittals will not be accepted without the project going through the PAC process, unless alternative procedures are approved. The signed PAC form should be included with the formal application submittal.

## PAC SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed application)
2. **Project Narrative**
  - Description of current site conditions, including the current General Plan designation, the current zoning, and the adjacent zoning;
  - Description of request; and
  - General outline of intended plans for development.
  - Aerial vicinity map highlighting the subject property. The map should include a scale, north arrow, and dimensions.
  - If requesting a Community Master Plan, Site Plan, or Preliminary Plat, please provide a conceptual layout of the land use, site, or lots, respectively. **All plan sets shall be 24"x36" collated.**
3. **Additional Material** – The Development Services Department may request additional submittal items.

### PAC Submittal Checklist

(Please provide original list with formal submittal)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> (If requested at PAC)	<input type="checkbox"/>	<input type="checkbox"/>



City of Buckeye
Planning and Zoning
PAC (Pre Application Conference)

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:

[ ] Pre Application Conference for: \_\_\_\_\_

IMPORTANT NOTE ABOUT PROJECT CONTACT:

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. All contact for this project will be made through the applicant listed below.

CONTACT INFORMATION:

Applicant Contact: \_\_\_\_\_ Company: \_\_\_\_\_
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Contact: \_\_\_\_\_
Company: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Developer Contact: \_\_\_\_\_
Company: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Architect Contact: \_\_\_\_\_
Company: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Engineer Contact: \_\_\_\_\_
Company: \_\_\_\_\_
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
E-mail: \_\_\_\_\_
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 \_\_\_\_\_

ACKNOWLEDGEMENT:

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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