



**PRELIMINARY PLAT**  
**PROCESS GUIDE & APPLICATION**

(can be used for Preliminary Plat time extensions)

**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**  
**PRELIMINARY PLAT**

**Important Information:**

- Preliminary Plats shall be developed in conformance with the City of Buckeye Development Code as well as the Engineering Design Standards.
- Preliminary Plat applications include supporting documents, plans and reports for the Engineering Department (see checklists requirements). All required documents must be submitted with the Preliminary Plat.
- Preliminary Plats are valid for two (2) years. All requests for time extensions must be in writing to the Director prior to the expiration.
- Preliminary Plat appeals must be made in writing to the Director and will be scheduled for a public hearing at City Council (see separate application guide).

The following information is provided to assist in the preparation and submittal of an application for a Preliminary Plat for a property within the City of Buckeye.

1. *Pre-Application Conference ("PAC") Process* – Prior to filing an application for Site Plan Review, the applicant must 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. *Notice of Application* – Within 15 days of the date of application, the applicant shall provide a written "Notice of Application" for properties within 300' of the site boundaries. An "Affidavit of Mailing" shall then be provided to the assigned Planner certifying that a notice of application was mailed in accordance with the requirements of the Development Code. Please note the Director may expand the notification area set forth in this section if it is determined that the potential impact of the project extends beyond the required notification boundary.
4. *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 1<sup>st</sup> review (approx. 16 business days), the assigned Planner collects and consolidates the comments, which are then returned to the applicant by the Plans Coordinator or the Planner at a Technical Advisory Committee (TAC) meeting. The TAC meeting will be scheduled at the discretion of the assigned Planner and is designed for technical discussion between the applicant's development team and reviewing 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.

5. *Planning Commission Review* – Once all staff comments have been addressed and a meeting has been scheduled, 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. Copies of the staff report will be made available to the public and sent to the applicant prior to the meeting. *Planning and Zoning Commission Public Meeting* – Regular Planning and Zoning Commission hearings / meetings 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 meeting. 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. Appeals of Planning Commission Preliminary Plat decisions can be made to the City Council in accordance with Section 8.8.7.H.
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.

## **PRELIMINARY PLAT SUBMITTAL CONTENT REQUIREMENTS**

1. **Application** (Complete and signed)
2. **Project Narrative** – Addressing, at minimum, the following:
  - Title page (include project name, general location, tracking # & vicinity map);
  - Description of request
  - Design and Landscaping
  - Current and proposed site conditions; zoning designation, general plan land use designation
  - Relationship to surrounding properties;
  - Accessibility and Circulation;
  - Development schedule and Phasing;
  - Water, Sewer, Refuse providers;
  - Fire and Police protection;
  - Impact on local schools, parks, etc.
  - Proposed percentage and acreage of Parks and Open Space, Trails
  - Development Standards
3. **ALTA Survey** (conducted within the last 12 months)
4. **Map exhibit and list of property owners within 300’ of the subject property** (Affidavit of Mailing to be submitted after Notice of Application is mailed within 15 days of application)
5. **Preliminary Plat** – Plat must be to scale (Engineer’s Scale) addressing, at minimum, the following:
  - Identification of plat by name, location, tracking #, and general legal description
  - Plat dimensions/boundaries, including reference by dimension and bearing to section and quarter section corners
  - Clearly identify boundary of parcel (s) to be subdivided
  - Complete legal description
  - Date of plat and revision dates
  - Vicinity map and location of plat
  - North arrow and scale (written and graphic)
  - Street names and right-of-way dimensions, existing and proposed
  - Name, address, phone, and email for property owner, developer, and engineer/surveyor
  - Site Summary Table with size (gross, net), number of tracts and lots, density, zoning district, Tax assessor parcel numbers, projected population and number of families, total area of open space
  - Notes section indicating project description, school district, utility service, maintenance responsibilities etc.
  - Lot table (lot numbers, area, width, total square footage)
  - Tract table (tract identification and usage)

- Typical lot detail for interior and street-side lots
- Location of all utilities and recorded/proposed easements,
- Location of all proposed and existing fire hydrants, water supply, storage and pressures
- Name and address of owner of all adjacent unsubdivided property along with respective parcels numbers
- Name, book, and page number of all adjacent subdivisions
- Existing and proposed contours (extending 25' beyond perimeter)
- Identification of all water and drainage features, existing and proposed,
- Location and height of all perimeter Phasing plans (if applicable) (included with preliminary plat but as a separate sheet/s)
- Architecture (included with preliminary plat but as a separate sheet/s) - Four-sided color elevations including dimension, Color scheme, Materials, Provide copy of actual paint chips, Light reflective volume (LRV)
- Conceptual Landscaping layout (included with preliminary plat but as a separate sheet/s) Proposed landscaping, Proposed screening (including locations of mechanical equipment and trash enclosures being screened), Proposed finished ground contours and on-site drainage system, Service walks and internal sidewalks, Exterior storage areas, Walls and fences with type and height, List of all plants and method of plant salvage and maintenance.
- Conceptual lighting plan

**6. Supporting Engineering Documents:** Conceptual 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), Water letter, Wastewater letter, Conceptual Street Naming Plans, Water Plans, Sewer Plans, Paving Plans, and Grading Plans.

- Conceptual Grading and Drainage
  - a. Place "concept" label in seal location
  - b. Proposed contour lines
  - c. Proposed floor elevation
  - d. Elevation (existing and proposed) of street at driveway
  - e. Length and slope of steepest portion of driveway
  - f. Show all cut/fill slopes including approximate maximum height of cut/fill slopes
  - g. Show all proposed retaining walls with maximum height
  - h. Show location of FEMA floodplains and other flood-prone areas
  - i. Arrow diagram showing flow of drainage and how it is being altered
  - j. Show all washes
  - k. Must state "All finish floor elevations are a minimum of one (1) foot above the 100-year storm water surface elevation"
  - l. Detail all drainage structures including culverts, channels, berms, etc.
  - m. An engineered drainage plan with calculations and retention may be required by the City Engineer

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

Note:

- 1) If the development will increase the projected number of students for a school district/s within the boundaries of the development, then a Certification of Adequate School Facilities will be required per Section 8.15 of the Development Code.

**Preliminary Plat 1<sup>st</sup> Submittal Checklist**

<b>REQUIRED MATERIALS FOR SUBMITTAL</b>		
<b>Application</b> – 8 copies		<b>Required</b>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>		<b>Required</b>
<b>Project Narrative</b> – 8 copies		<b>Required</b>
<b>Map Exhibit and mailing list</b> – 1 copy		<b>Required</b>
<b>Preliminary Plat</b> – 8 copies (24" x 36")		<b>Required</b>
<b>PAC Meeting Comments</b> – 8 copies		<b>Required</b>
<b>Digital copy of material submitted (1-CD)</b>		<b>Required</b>
<b>Preliminary Landscape Plan-</b> 8 copies (24"X36")		<b>Required</b>
<b>Copy of this checklist</b> 1 copy		<b>Required</b>

**SUPPORTING ENGINEERING DOCUMENTS**

Staff Initial  
Below If  
Required

<b>ALTA Survey</b> 2 copies	
<b>Boundary Closure Report</b> 1 copy	
<b>Current Preliminary Title Report</b> 1 copy	
<b>Preliminary Grading and Drainage Report</b> 1 copy	
<b>Preliminary Water and Sewer Report</b> 2 copies	
<b>Traffic Impact Analysis</b> 1 copy (if required, is separate submittal and fee)	
<b>Traffic Impact Statement</b> 1 copy (if required, is separate submittal and fee)	
<b>Preliminary Grading and Drainage Plan-</b> 1 copy (24"X36")	
<b>OTHER:</b> <span style="float: right;"><b>Copies</b>__</span>	

**INCOMPLETE SUBMITTALS THAT DO NOT INCLUDE ALL THE REQUIRED DOCUMENTS ABOVE CANNOT BE SUBMITTED.**



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:
Preliminary Plat
Preliminary Plat Time Extension

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: \_\_\_\_\_ Planer: \_\_\_\_\_ 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

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 Address/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

<b>TO BE COMPLETED BY APPLICANT</b>		<b>CALCULATIONS</b>	<b>TO BE COMPLETED BY CITY</b>
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			

**Development Services Department**

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## Example of "Notice of Application"

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**CASE NUMBER:**

**PROJECT NAME:**

**REQUEST:**

**PROPOSAL:**

**LOCATION:**

**SIZE:**

**APPLICANT / CONTACT PERSON:**

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MAP OF AREA:  
(Not to Scale)



An application has been filed with the City of Buckeye Development Services Department regarding the request above. As required by the City of Buckeye Development Code, this Notice of Application is being sent to you because property listed in your name is within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed above. Contact can also be made with the City of Buckeye Planning & Zoning Division at [planningandzoning@buckeyeaz.gov](mailto:planningandzoning@buckeyeaz.gov) or 623-349-6211.

Attachments: Site Plan and Project Narrative

## Affidavit of Mailing Notice

**Case Number:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant  
Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

In order to assist in providing adequate notice of application for interested parties, the applicant for site plans in the City of Buckeye shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send a notice of application to each said owner no less than fifteen (15) days from the date of application.

I confirm that I secured the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and did send the notice of application to each said owner.

See attached copies of all sent letters and address lists.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_



## CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

An application for \_\_\_\_\_ has been submitted to the City of Buckeye Planning and Zoning Division, for review. This application will increase the projected number of students for the school district/s within the boundaries of the development. The school district/s applicable to this development are: \_\_\_\_\_

Case No: \_\_\_\_\_ Planner: \_\_\_\_\_  
Request: \_\_\_\_\_ Acreage/Parcel Size: \_\_\_\_\_  
Current Density Allowed: \_\_\_\_\_ Density Proposed: \_\_\_\_\_  
Total number of residential units proposed: \_\_\_\_\_

As an authorized representative of the District, please complete the questionnaire below.

***Does the District have adequate school facilities existing, or planned to be constructed in time, to accommodate the projected number of students from the proposed development?***

Yes  No

***If answered no to the previous question, please summarize the needs of the district as they relate to serving the students generated by the proposed development.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Is a school site within the proposed development needed?*** Yes  No

***If answered yes, how many acres is needed for the school site?*** \_\_\_\_\_

***Is the district currently working with the developer to provide or help meet the needs identified above through an agreement?*** Yes  No

***If answered yes, please explain below:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*If additional writing space is needed, please attach pages to this form\*\***

Date Reviewed: \_\_\_\_\_

School District: \_\_\_\_\_

District Superintendent: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

*Per Section 8.15 of the City of Buckeye Development Code, prior to or within 15 days of application, the applicant must provide a request letter to the superintendents of all applicable school districts to discuss the school district's required certification. This form can be utilized to assist with this requirement.*