



SITE PLAN REVIEW

PROCESS GUIDE & APPLICATION

(can be used for Site Plan amendments and 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

APPLICATION PROCEDURES

Important Information:

In accordance with the Development Code:

- The following types of projects are exempt from site plan review: single-family detached or duplex dwelling and tenant improvements in which an existing building is not expanded.
- The following types of projects are considered **Administrative Site Plan** review:
 - A single or combination of uses proposed in one or more structures that are less than 75,000 sq. ft. in aggregate building area.
 - A single or combination of uses proposed not within structures which occupy less than 150,000 sq. ft. of aggregate outdoor use.
 - Antenna co-location on existing tower; non-concealed freestanding towers; and concealed antennae and towers.
 - Any proposed development which contains any combination of the above.
- The following types of projects are considered **Planning Commission Site Plan** Review:
 - Any development which is not classified as Administrative Site Plan Review; and
 - Any Administrative Site Plan referred to the Planning and Zoning Commission by the Director.
- Site Plans are approved for a period of two (2) years, in accordance with the Development Code. All requests for time extensions must be in writing to the Director prior to the expiration.
- Site Plan appeals must be made in writing to the Director and will be scheduled for a public hearing at either Planning Commission or Council whichever is applicable (see separate guide for Appeals).
- Major Amendments will be processed in the same manner as the original application and minor amendments will be administratively process with application, site plan and narrative as required submittal materials.

The following information is provided to assist in the preparation and submittal of an application for a Site Plan Review 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

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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. *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 1st 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. *Administrative Site Plan Review* – 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 Director may also defer decision to the Planning Commission. Appeals of Administrative Site plan decisions can be made to the Planning Commission in accordance with the Development Code.
6. *Planning Commission Site Plan 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

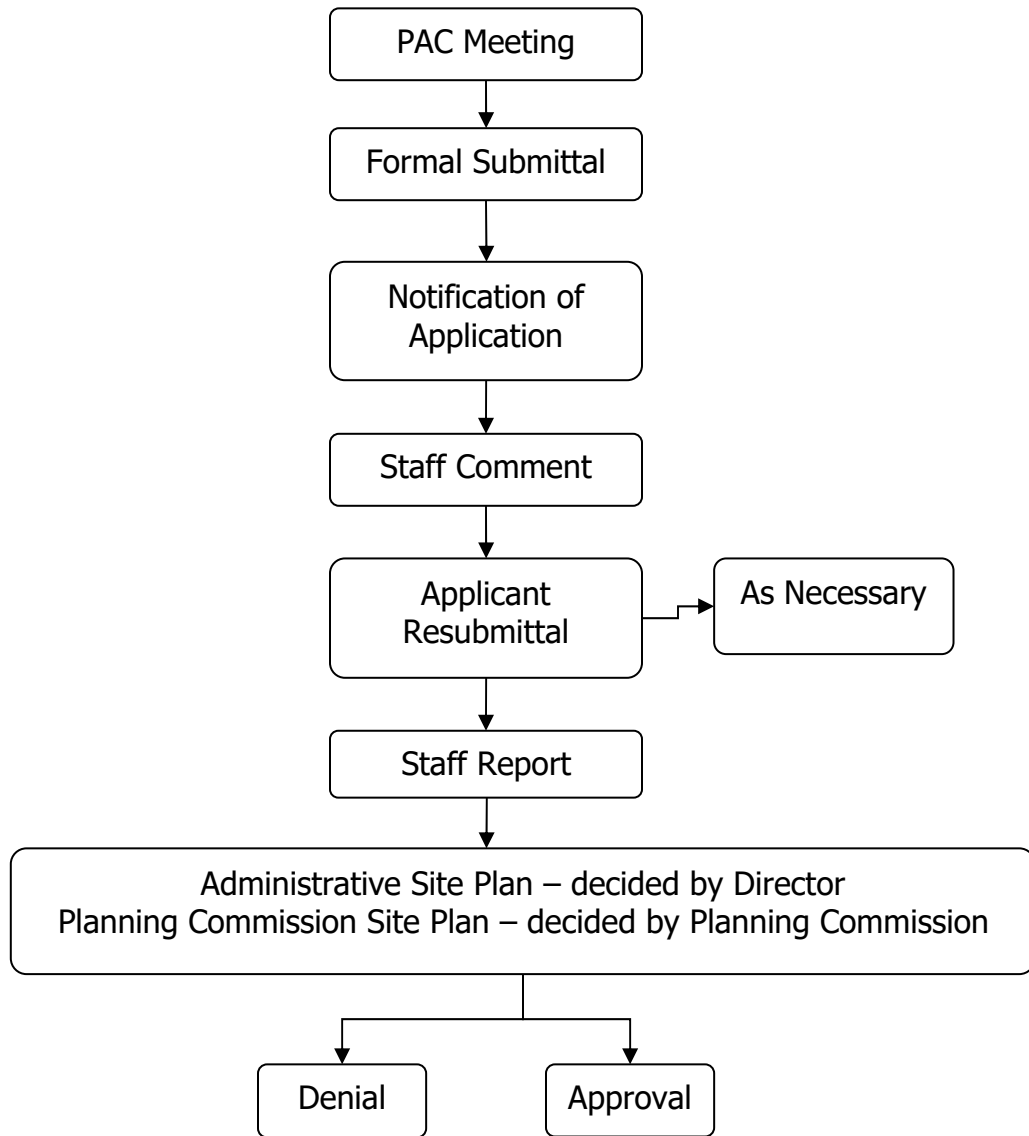
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the staff report will be made available to the public and sent to the applicant prior to the meeting. *Planning and Zoning Commission Public Meeting* – Regular Planning and Zoning Commission hearings / meetings occur on the second (2nd) and fourth (4th) 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 Site Plan decisions can be made to the City Council in accordance with Section 8.9.4.H.2.

7. *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.
8. *Amendments* – Any change to a site plan is subject to Article 8 of the Development Code.

Site Plan Review Process



SUBMITTAL CONTENT REQUIREMENTS

1. **Application** - (Complete and signed)
2. **Fee Worksheet with appropriate fee**
3. **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;
 - Relationship to surrounding properties;
 - Accessibility and Circulation;
 - Phasing;
 - Water, Sewer, Refuse providers;
 - Fire and Police protection;
 - Impact on local schools, parks, etc.
 - Proposed percentage and acreage of Parks and Open Space
4. **PAC Meeting Comments** (if applicable)
5. **ALTA Survey**
6. **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)
7. **Site Plan:**
 - General Information:**
 1. Name of project
 2. Legal description
 3. Address or location
 4. Parcel number
 5. Zoning of subject property and adjacent properties
 6. Key map showing location of parcel
 7. North Arrow
 8. Legend
 9. Scale (of a standard engineering scale not less than 1”=20’)
 10. Title Block indicating the person(s) and/or firm(s) that prepared plan with address and phone number along with date of original preparation and date(s) of subsequent revision(s)
 11. Owner information including address and phone number
 12. Addressing gridlines (every 100)

Site Development Information:

1. Dimensions of the area in square footage and acreage
2. Required setbacks
3. Existing and proposed land uses on site and surrounding site
4. Proposed intensity (units per acre and/or buildings per lot)
5. Existing and proposed structures (including number, square footage, dimensions, and location)
6. Street information with location, label, width, and functional class
7. Driveway information with number, location, distances from other streets and driveways
8. Show all slopes in excess of 15% marked in increments of 5% (15%, 20%, 25%, etc.)
9. Parking (must be paved with hard surface)
 - a. Proposed parking, handicapped accessible parking, and loading
 - b. Paving setbacks
 - c. Curbing (curb blocks or wheel stops not permitted)
 - d. Fire lanes and fire hydrant locations (subject to Fire Department approval)
10. Utilities
 - a. Utility easements
 - b. Existing and proposed utilities
11. Phasing plans (if applicable) (included with site plan but as a separate sheet/s)
12. Architecture (included with site plan but as a separate sheet/s)
 - a. Four-sided color elevations including dimension
 - b. Color scheme
 - c. Materials
 - d. Provide copy of actual paint chips
 - e. Light reflective volume (LRV)
13. Conceptual Landscaping layout (included with site plan but as a separate sheet/s)
 - a. Proposed landscaping
 - b. Proposed screening (including locations of mechanical equipment and trash enclosures being screened)
 - c. Proposed finished ground contours and on-site drainage system
 - d. Service walks and internal sidewalks
 - e. Exterior storage areas
 - f. Walls and fences with type and height
 - g. List of all plants and method of plant salvage and maintenance
 - h. Proposed conceptual lighting plan
14. Conceptual Grading and Drainage (included with site plan but as a separate sheet/s)
 - 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

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- 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

Information in Table Form:

- 1. Development data:
 - a. Square footage and percentage of lot area
 - b. Square footage and percentage of paving area
 - c. Square footage and percentage of open area
 - d. Square footage and percentage of coverage area
 - e. Square footage and percentage of maximum permitted coverage area
 - f. Number of buildings
 - g. Number of units per building
 - h. Total number of units
- 2. Parking data:
 - a. Parking ratio
 - b. Number of parking stalls required
 - c. Number of parking stalls provided
 - d. Number of handicapped-accessible stalls required
 - e. Number of handicapped-accessible stalls provided
 - f. Number of loading spaces required
 - g. Number of loading spaces provided
- 3. Planting data (on separate sheet if necessary):
 - a. Name of vegetation
 - b. Type of vegetation
 - c. Size of vegetation (at both planting and maturity)
 - d. Amount of vegetation

General Notes:

- Sign regulations, parking regulations, and additional requirements shall conform to the City of Buckeye Development Code

- All commercial and industrial site plans shall comply with the Commercial & Industrial Design Standards and Guidelines.

- 8. **Supporting Engineering documents** - (Conceptual Drainage Report, Water letter, Sewer letter, Traffic Impact Analysis, and Environmental Study)
- 9. **Additional Material** – If requested by the City.

10. **Time Extensions (if applicable):** Request letter with approved stipulations and site plan.

Site Plan 1st Submittal Checklist

(Please provide original list with formal submittal)

<u>REQUIRED MATERIALS</u>	Applicant Checklist	Staff Verification
Application – 9 copies	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 9 copies	<input type="checkbox"/>	<input type="checkbox"/>
PAC Meeting Comments (if applicable) – 9 copies	<input type="checkbox"/>	<input type="checkbox"/>
ALTA Survey (conducted within the last 12 months):		
2 full size (24" x 36") copies folded to approximately 9" x 12"	<input type="checkbox"/>	<input type="checkbox"/>
Map Exhibit and mailing list – 1 copy	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan with Conceptual G&D – 9 copies (24" x 36")	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Engineering documents – 2 copies	<input type="checkbox"/>	<input type="checkbox"/>
Digital copy of material submitted (1-CD)	<input type="checkbox"/>	<input type="checkbox"/>
Time extension with letter and documents (if applicable – 9 copies		
Additional Materials 9 copies (if applicable)		

Subsequent Submittals:

Submit nine (9) copies of all requested materials to the Development Services Department.

Amendments:

Major Amendments will be processed in the same manner as the original application and minor amendments will be administratively process with application, site plan and narrative as required submittal materials.



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: Site Plan Major Amendment
Site Plan (Administrative) Site Plan Minor Amendment
Site Plan (Commission)
Site Plan 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



City of Buckeye
Planning and Zoning
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: _____ Project Coordinator: _____ 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:

Large empty box for 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: _____ Project Coordinator: _____ Case No: _____

Project Address/Location: _____ Date: _____

Proposed Use: _____ Zoning District: _____

<i>TO BE COMPLETED BY APPLICANT</i>		CALCULATIONS	<i>TO BE COMPLETED BY CITY</i>
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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Example of "Notice of Application"

CASE NUMBER:

PROJECT NAME:

REQUEST:

PROPOSAL:

LOCATION:

SIZE:

APPLICANT / CONTACT PERSON:

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 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:
