



Zoning Verification Letter

PROCESS GUIDE & APPLICATION

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

Phone: 623.349.6211

Fax: 623.349.6222

www.buckeyeaz.gov

APPLICATION PROCEDURES

Zoning Verification Letter

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage.**
- The purpose of a zoning verification letter is to confirm the zoning and allowed uses for a single parcel or project.
- Zoning verification letter applications may be submitted in person at the front counter or via e-mail to planningandzoning@buckeyeaz.gov. Applicants submitting via e-mail will be contacted by a Planner to collect payment by phone. Note: The City of Buckeye does not accept American Express.
- **Please note that a Certificate of Occupancy, open zoning violations, and/or plans previously submitted/approved for a particular parcel will only be disclosed through a separate Public Records Request managed by the Office of the City Clerk. The Public Records Request form is available on the City of Buckeye website.**
- The Zoning Verification fee is \$350 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 Zoning Verification Letter (ZVL) for property within the City of Buckeye.

1. *Application Filing* – 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. 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 submittals will NOT be accepted.
2. *Staff Review* – Once a complete application is received and processed, the submitted information will be assigned to a Planner who will review the request and draft the letter; **this process takes approximately 8 business days.**

SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed application)
2. **Written Request**
 - Description of request including address and parcel(s) related to request
 - Any additional zoning information requested to be included in the letter
3. **Additional Material** – The Development Services Department may request additional submittal items.

Zoning Verification Letter Submittal Checklist

(Please provide original list with formal submittal)

REQUIRED MATERIALS

| | Applicant Checklist | Staff Verification |
|---|--------------------------------|-------------------------------|
| Application | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed Fee Worksheet w/ Appropriate Fee | <input type="checkbox"/> | <input type="checkbox"/> |
| Written Request | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Material | <input type="checkbox"/> | <input type="checkbox"/> |



City of Buckeye
Planning and Zoning
Zoning Verification Letter

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:

Zoning Verification Letter 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:

ACKNOWLEDGEMENT:

Owner Signature Date Applicant Signature Date

Development Services Department

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