



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

## APPLICATION PROCEDURES

### Zoning Verification Letter

#### Important Information:

- 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](mailto: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 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)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> – 1 copy	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Written Request</b> – 1 copy	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Material</b> (1 copy):	<input type="checkbox"/>	<input type="checkbox"/>



**City of Buckeye**  
**Planning and Zoning**  
**Zoning Verification Letter**

<b>DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY</b>			
Date: _____ Planner: _____ Case No: _____			
<b>PROPERTY INFORMATION:</b>			
Project Name: _____ Associated Cases: _____			
Project Address/Location: _____			
Current Zoning District: _____ Parcel Number(s): _____ Quarter Section: _____			
Request: _____			
<b>CASE TYPE:</b>			
<input type="checkbox"/> Zoning Verification Letter for: _____			
<b>IMPORTANT NOTE ABOUT PROJECT CONTACT:</b>	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. <b>All contact for this project will be made through the applicant listed below.</b>		
<b>CONTACT INFORMATION:</b>			
Applicant Contact: _____ Company: _____			
E-mail: _____ Phone: _____ Fax: _____			
Address: _____ City: _____ State: _____ Zip: _____			
<b>Owner Contact:</b> _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____ Address: _____ City: _____ State: _____ Zip: _____	<b>Developer Contact:</b> _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____ Address: _____ City: _____ State: _____ Zip: _____		
<b>Architect Contact:</b> _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____ Address: _____ City: _____ State: _____ Zip: _____	<b>Engineer Contact:</b> _____ Company: _____ Phone: _____ Fax: _____ E-mail: _____ Address: _____ City: _____ State: _____ Zip: _____		
<b>ACKNOWLEDGEMENT:</b>			
_____	_____	_____	_____
Owner Signature	Date	Applicant Signature	Date
<b>Development Services Department</b> 530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222			