



Single Lot Residential Design Review

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

Single Lot Residential Design Review

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage. Resubmittals can be directed to your assigned planner rather than to the general submittal contact.**
- The purpose of a single lot residential design review is to verify a proposed residence(s) meet the applicable residential design standards and setback standards outlined in the City of Buckeye Development Code (Article 5.7).
- Please note that a Single Lot Residential Design Review is required to be submitted and approved PRIOR to submittal for building permits.
- The Single Lot Residential Design Review (original or amendment) fee is \$460 and was approved by City Council in the Development User Fee Schedule Effective July 1, 2018. This application can be used for either original or amendments.

The following information is provided to assist in the preparation and submittal of a request for a Single Lot Residential Design Review 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 against the applicable standards in the City of Buckeye Development Code. This process takes approximately 8 business days, in which time the Planner will inform the applicant of any comments generated through a first review of the project; 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 of approximately 4 business days. In some cases, it is necessary to have several resubmittals before receiving Planning and Zoning approval.

SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed application)
2. **Project Narrative**
 - Description of request including address and parcel related to request
3. **Conceptual Site Plan** (Plan/overhead view of property showing location of house within property lines with setback lines indicated, as well as measurements between each property line and closest part of proposed structure)
4. **Architectural Elevations** (View of proposed structure from the front, rear, left, and right sides. Indicate materials used and colors of each architectural element)
5. **Additional Material** – The Development Services Department may request additional submittal items.

Single Lot Residential Design Review Submittal Checklist

(Please provide original list with formal submittal)

<u>REQUIRED MATERIALS</u>	Applicant Checklist	Staff Verification
Application	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Elevations	<input type="checkbox"/>	<input type="checkbox"/>
Additional Material	<input type="checkbox"/>	<input type="checkbox"/>



City of Buckeye
Planning and Zoning
Single Lot Residential Design Review

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:

Single Lot Residential Design Review

**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
 530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222