



**DISCOVERY OR DUE DILIGENCE MEETING**

PROCESS GUIDE & APPLICATION

**City of Buckeye**  
**Development Services Department**  
945 N 215<sup>th</sup> Ave  
Suite 137  
Buckeye, Arizona 85326

Phone: 623.349.6200

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

## Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage.**
- Discovery and Due Diligence meetings consist of requests for current status of development projects. Information requested at these meetings generally include overall completion status, utility service availability including water and sewer capacity, request for documents, and other due diligence items related to development. A Due Diligence meeting requires two (2) or less Department reviews where a Discovery meeting requires three (3) or more Department reviews.
- Given the extensive research and coordination required to obtain meeting material, applicants should expect two (2) to four (4) weeks between formal application and meeting.
- The fees for Discovery/Due Diligence Meetings are listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

## SUBMITTAL CONTENT REQUIREMENTS (PDF FORMAT)

1. **Application** (8.5" x 11" PDF, completed and signed)
2. **Fee Worksheet** (8.5" x 11" PDF, completed and signed)
3. **Request Letter** (8.5" x 11" PDF) – A letter describing the requested meeting in detail.
4. **Site Exhibit** (PDF format) – An exhibit or map illustrating the property.

**Discovery / Due Diligence Meeting Submittal Checklist  
(PDF Format)**

**REQUIRED MATERIALS (IN PDF FORMAT)**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Request Letter</b> (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Exhibit</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>



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: \_\_\_\_\_
- Discovery Meeting
- Due Diligence Meeting

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.**

APPLICANT/OWNER AUTHORIZED AGENT INFORMATION:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type:  Physical  Mailing  
Contact Preference:  Email  Business Phone  Home Phone  
 Mobile Phone  Other Phone  Address

SECONDARY APPLICANT CONTACT INFORMATION:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Address Type:  Physical  Mailing  
Contact Preference:  Email  Business Phone  Home Phone  
 Mobile Phone  Other Phone  Address

OWNER INFORMATION:

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Address Type:  Physical  Mailing Preferred Contact Method:  Email  Business Ph.  Home Ph.  Mobile Ph.  Other Ph.  Address

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