



**MINOR SUBDIVISION**

(Can be used for Land Splits/Combination and Maps of Dedication)

**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)

**APPLICATION PROCEDURES**  
**MINOR SUBDIVISION**

**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 the submittal contact found on the Planning and Zoning webpage.**
- A minor subdivision is a subdivision that creates ten or fewer lots, tracts, or parcels with or without dedications and easements, as defined in A.R.S. 9-463.U.
- A land split is the division of improved on unimproved land whose area is two and one-half acres or less into two or three tracts or parcels for the purpose of sale or lease, as defined in A.R.S. 9-463.
- A Map of Dedication is solely for the purpose of dedicating right of way for public use.
- The fees for Minor Subdivision are listed on the Use 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.

The following information is provided to assist in the preparation and submittal of an application for a minor subdivision, land split, or a map of dedication of property within the City of Buckeye.

1. *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.
2. *Notice of Application (only required for minor subdivisions with Right-of-Way - ROW dedication)* – 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

## MINOR SUBDIVISION

Revised July 2025

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.

3. *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 the 1st review (approx. 16 business days), the assigned Planner collects and consolidates the comments, which are then returned to the applicant. Any technical questions should be addressed with the assigned Planner who will facilitate any needed communications or meetings with the appropriate 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.

4. *Administrative Review (land splits and minor subdivisions w/o ROW)* – 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, or deny the request. The documents will then be recorded by the City.
5. *City Council Review (minor subdivisions w/ ROW and map of dedications)* – Once all staff comments have been addressed, the assigned Planner will schedule the request for a City Council meeting and prepare a report describing and evaluating the proposed project and making a recommendation for action. Council at a public meeting, taking into consideration staff recommendation, will approve, approve with stipulations, or deny the request. The documents will then be recorded by the City.
6. *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.

**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. **Project Narrative** (8.5" x 11" PDF) – State the purpose for the minor subdivision, land split or map of dedication, current site conditions, and describe what each parcel will be used for in the future. Include Assessor Parcel Map as exhibit.
4. **Minor Subdivision / Land Split** (24" x 36" combined and flattened PDF)
  - A. The Minor subdivision/Land Split shall be drawn on a sheet 24 inches by 36 inches and be suitable for recording. **All copies shall be collated, combined and flattened into one (1) PDF.**
  - B. A title sheet shall be required according to the details set forth below.
  - C. A Boundary sheet shall be required as part of the plat submittal, drawn to an accurate and legible scale according to the detail set forth below, and may be incorporated into the subdivision sheet.
  - D. Monuments shall be set according to the requirements set forth in below.
  - E. A Subdivision sheets shall be required as part of the submittal and may be included on the boundary sheet. The subdivision sheet shall include:
    - 1) Name and right-of-way boundaries of all public streets and alley ways showing:
      - a. Street widths
      - b. Courses and length of all tangent segments. (Courses rounded to 1 second, distances to one hundredth of a foot).
      - c. radii, arc lengths, and central angles of all curvilinear segments.
    - 2) The right-of-way for all proposed drainage ways, as approved by the City of Buckeye, shall be dedicated to the public;
    - 3) Location and all dimensions of all lots;

## MINOR SUBDIVISION

Revised July 2025

- 4) All lots shall be numbered consecutively throughout the plat. "Exceptions," and "Tracts," shall be so designated, lettered, or named and clearly dimensioned;
- 5) Location, dimensions, bearings, radii, arc lengths, and central angles of all curvilinear segments for all sites to be dedicated to the public with the use clearly indicated;
- 6) "Lot", areas to be shown on the plat; acres rounded to one hundredth of an acre; square feet rounded to one square foot.
- 7) A table of areas should include tracts and right of ways; acres rounded to the hundredth of an acre; Square feet rounded to one square foot.
- 8) Location of all adjoining subdivisions and un-subdivided properties adjacent to the subdivision, graphically shown, with date, book, and page number of recordation noted; or, if unrecorded, so marked;
- 9) Any proposed private deed restrictions to be imposed upon the plat, or any part or parts thereof pertaining to the intended use of the land shall be referenced on the plat once recorded;

### 5. **Map of Dedication** (24" x 36" combined and flattened PDF)

- A. The map of Dedication shall be drawn on a sheet 24 inches by 36 inches and be suitable for recording.
- B. A title sheet shall be required according to the details set forth below.
- C. A boundary survey shall be required as part of the plat submittal, drawn to an accurate and legible scale according to the detail set forth below, and may be incorporated into the right of ways sheet.
- D. Monuments shall be set according to the requirements set forth below.
- E. Right of way sheets shall be required as part of the submittal and should be drawn to an appropriate scale including the following survey data and support documents.
  - 1) Boundaries ties for the right of way shall meet the requirements of the Arizona Boundary Survey Minimum Standards, fully balanced and closed, with detailed description of controlling monuments, showing all bearings and distances, determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof, areas shown, to the square foot, or hundredth of an acre;
  - 2) Existing right of way boundaries of all public streets, alley ways and easements which affect the right of way;

## MINOR SUBDIVISION

Revised July 2025

- 3) Project horizontal datum shall conform to the current Maricopa County Geodetic Densification and Cadastral Surveys with ties to at least two monuments as shown on the GDACS Surveys;
- 4) Preliminary Title Report;
- 5) FEMA Flood Maps;
- 6) Copies of pertinent reference documents that were used as a basis for the Survey, including but not limited to:
  - a. Records of Surveys.
  - b. Warranty Deeds.
  - c. Easement Deeds.
  - d. Final Plats
- 9) Name and right-of-way boundaries of public streets showing:
  - a. Street widths
  - b. Courses and length of all tangent segments. (courses rounded to 1 second, distances to one hundredth of a foot).
  - c. radii, arc lengths, and central angles of all curvilinear segments.
  - d. Closure calculations for right of way centerline and boundaries;
  - e. Summary of areas for all right of way.

### **Title Sheet**

All plats in this section shall be required to include a Title Sheet as part of each submittal and shall include the following data;

- A. The name of the subdivision;
- B. A vicinity map showing the location by number of section, township, range, and county;
- C. Name, address and registration number of the Arizona Registered Land Surveyor preparing the plat and certification by the Registered Land Surveyor that the plat is correct and accurate and that the monuments shown have been located as described. See **Figure 1**;
- D. Scale, north arrow, Legend of symbols, abbreviations and line types and date of plat preparation;
- E. A statement designating each FEMA Flood Zone for the subdivision. See **Figure 2**;
- F. A statement of dedication of all streets, alleys, drainage ways, pedestrian ways, and other easements for public use by the person holding title of record, by persons holding title as vendees under land contract and by

- spouses of said parties. If lands dedicated are mortgaged, the mortgagee shall sign the plat. If the plat contains private streets, public utilities shall be reserved the right to install and maintain utilities in the private street rights of way;
- G. Where there are temporary easements, landscaped easements and/or utility easements that are to be abandoned they can be shown on the plat and described as such. A roadway right-of-way or easement can be placed on the plat for abandonment only if the requirements of State law are met concurrently with Council approval;
- H. All plats dedicating public interests are required to obtain City Council, City Engineer and Development Services Director Approval on the face of the plat in preparation for execution of dedication acknowledged and certified by public notary. See **Figure 3**;

### **Boundary Survey**

All plats in this section shall be required to show the overall boundary of each subdivision. Boundary Surveys shall meet the requirements of the Arizona Boundary Survey Minimum Standards, fully balanced and closed, with a detailed description of controlling monuments, showing all bearings and distances determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof, with areas shown to the square foot, or hundredth of an acre and show:

- A. Existing right of way boundaries of all public streets and alley ways, and all easements which affect the property;
- B. Project horizontal datum shall conform to the current Maricopa County Geodetic Densification and Cadastral Surveys with ties to at least two monuments as shown on the GDAC Surveys;
- C. Location of all adjoining subdivisions and un-subdivided properties adjacent to the subdivision graphically shown, with date, book, and page number of recordation noted; or, if unrecorded, so marked;
- D. Sealed bound or electronic report of all materials involved in calculations for the boundary survey, including but not limited to:
- Closure calculations for perimeter boundary;
  - Closure calculations for lots, easements, right of ways, and tracts;
  - Traverse calculations with date of field survey where applicable;
  - Preliminary Title Report;
  - FEMA Flood Maps;
  - Copies of pertinent reference documents that were used as a basis for the Survey, including but not limited to;

- i. Records of Surveys;
- ii. Warranty Deeds;
- iii. Easement Deeds;
- iv. Final Plats;

**Survey Monuments**

The plats in this section shall be required to set survey monuments marking the lots, tracts and right of way created by the Plat and shall meet the following requirements;

- A. All new monuments placed at subdivision corners, easement corners and lot corners, shall conform to the requirements of the Arizona Boundary Survey Minimum Standards, including the surveyor’s Arizona registration number thereon and shall provide a degree of permanency consistent with that of adjacent terrain and physical features.
- B. Survey markers for public roads, section corners and subdivision corners shall be marked in accordance with the Maricopa Association of Governments (MAG) Survey Marker Detail 120.

**Figure 1 Certification by Registered Land Surveyor**

<p>CERTIFICATION</p> <p>I, _____, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF ARIZONA, THAT THIS PLAT CONSISTING OF _____ SHEETS CORRECTLY REPRESENTS A BOUNDARY SURVEY MADE BY ME DURING THE MONTH OF _____, 20___. THAT THE SURVEY IS TRUE AND CORRECT AS SHOWN, THAT ALL MONUMENTS EXIST OR WILL BE SET AND, THAT THEIR POSITIONS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.</p> <p>ARIZONA REGISTERED LAND SURVEYOR # _____</p>
--

**Figure 2 Flood Zone Designations**

<p>FLOOD ZONE DESIGNATION</p> <p>THE PROPERTY IS LOCATED WITHIN AN AREA DESIGNATED AS HAVING FLOOD ZONE BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, ON FLOOD INSURANCE RATE MAP NO. _____, WITH A REVISION DATE OF _____ FOR COMMUNITY NO. _____, IN THE CITY OF BUCKEYE, COUNTY OF MARICOPA, STATE OF ARIZONA, WHICH IS THE CURRENT FLOOD INSURANCE RATE MAP FOR THE COMMUNITY IN WHICH SAID PROPERTY IS SITUATED.</p>
---



**Figure 6 Public Utility Dedications**

OWNER HEREBY GRANTS TO THE CITY OF BUCKEYE A NON-EXCLUSIVE EASEMENT OVER, UPON AND ACROSS THE AREAS DESIGNATED AS PUBLIC UTILITY EASEMENTS AS SHOWN ON THE PLAT FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, MAINTAINING, REPAIRING, REPLACING AND UTILIZING PUBLIC UTILITIES.

**Figure 7 Site Visibility Triangles**

OWNER HEREBY GRANTS TO THE CITY OF BUCKEYE A NON-EXCLUSIVE EASEMENT OVER, UPON AND ACROSS THE AREAS DESIGNATED AS SIGHT VISIBILITY TRIANGLES FOR THE PURPOSE OF ENSURING THAT THESE AREAS REMAIN FREE OF SIGHT VISIBILITY OBSTRUCTIONS AS PER THE ENGINEERING DESIGN STANDARDS.

**Figure 8 Private Well**

THE OWNER OR SUBSEQUENT OWNERS OF THE WELLS LOCATED WITHIN THIS PLAT WILL BE REQUIRED TO SIGN A WELL IMPACT WAIVER(S) WITH THE CITY OF BUCKEYE. IN ADDITION, OWNER SHALL PROVIDE WELL IMPACT WAIVERS FOR FUTURE CITY WELLS THAT ARE CONSTRUCTED.

**Figure 9 Ingress and Egress**

OWNER HEREBY GRANTS TO THE ULTIMATE OWNER OF EACH PARCEL CREATED BY THIS PLAT, AN EASEMENT, OVER, UPON AND ACROSS THE ENTIRE PLAT FOR THE PURPOSE OF PROVIDING CONTINUOUS AND UNINTERRUPTED INGRESS AND EGRESS TO EACH PARCEL CREATED BY THIS PLAT.

**Figure 10 Landscape Maintenance by HOA**

THE MAINTENANCE OF LANDSCAPING WITHIN THE OPEN SPACES, LANDSCAPED TRACTS, RETENTION BASINS AND PARKS SHALL BE THE RESPONSIBILITY OF THE OWNER OR THE ASSOCIATION FORMED BY THE OWNER.

**Figure 11 Landscape Maintenance by Homeowner**

THE MAINTENANCE OF LANDSCAPING WITHIN THE ADJACENT PUBLIC RIGHT-OF-WAYS, INCLUDING; LANDSCAPED MEDIANS WITHIN COLLECTORS AND LOCAL STREETS AND LANDSCAPED AREAS BETWEEN THE CURB AND THE DETACHED SIDEWALK, SHALL BE THE RESPONSIBILITY OF THE ADJACENT PROPERTY OWNER OR THE PROPERTY ASSOCIATION FORMED BY THE ADJACENT PROPERTY.

**Figure 12 Avigation Easement**

OWNER HEREBY GRANTS TO THE UNITED STATES OF AMERICA DEPARTMENT OF THE AIR FORCE (“USAF”) AN AVIGATION EASEMENT OVER AND ACROSS THIS PLAT AND EVERY LOT AND PARCEL THEREOF, WHICH EASEMENT SHALL INCLUDE, BUT NOT BE LIMITED TO; THE RIGHT OF FLIGHT OF AIRCRAFT OVER THIS PLAT, TOGETHER WITH ITS ATTENDANT NOISE, VIBRATIONS, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON LUKE AIR FORCE BASE AND AUXILIARY FIELD.

**Figure 13 Right of Way Indemnification**

*(INSERT: APPLICANT’S FULL LEGAL CORPORATE NAME)* (“OWNER”) DOES HEREBY; (1) RELEASE AND DISCHARGE THE CITY OF BUCKEYE, AND (2) INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF BUCKEYE, OF AND FROM ANY LIABILITY FOR ANY AND ALL CLAIMS FOR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY THAT MAY ARISE AT ANY TIME IN THE FUTURE OVER, OR IN CONNECTION WITH THE AREAS LOCATED WITHIN THE NEWLY DEDICATED RIGHT-OF-WAY AS DEPICTED ON THIS PLAT UNTIL SUCH TIME THE RIGHT-OF-WAY IS IMPROVED TO CITY STANDARDS AND THOSE IMPROVEMENTS ARE APPROVED AND ACCEPTED BY THE CITY COUNCIL. THE MAINTENANCE OF THE AREA WITHIN ANY NEWLY DEDICATED RIGHT-OF-WAY AS SHOWN ON THIS PLAT SHALL BE THE RESPONSIBILITY OF THE ADJACENT OWNER/OR SUBSEQUENT ADJACENT OWNERS WITHIN THE BOUNDARY OF SAID PLAT UNTIL SUCH TIME THAT THE AREA WITHIN THE RIGHT-OF-WAY IS IMPROVED TO CITY STANDARD AND ACCEPTED BY THE CITY OF BUCKEYE.

**Figure 14 Improvement Acceptance**

ALL IMPROVEMENTS, FOR STREETS AND PUBLIC UTILITIES OWNED AND OPERATED BY THE CITY, INSTALLED OR CONSTRUCTED BY OWNER WITHIN THE PUBLIC RIGHT-OF-WAYS, THE EASEMENTS, OR ANY TRACTS OR PARCELS HEREBY DEDICATED TO THE CITY OF BUCKEYE SHALL BE DEEMED TO HAVE BEEN DEDICATED BY OWNER TO THE CITY UPON THEIR COMPLETION; HOWEVER, SUCH TRANSFER SHALL NOT OCCUR UNTIL THE CITY COUNCIL FOR THE CITY OF BUCKEYE MANIFESTS ITS ACCEPTANCE BY SEPARATE FORMAL COUNCIL ACTION.

**Figure 15 Easement Dedication Statements**

THE EASEMENTS GRANTED WITHIN THIS DEDICATION ARE PERMANENT AND PERPETUAL AND SHALL RUN WITH THE LAND AND BE BINDING UPON OWNER AND ITS HEIRS, ASSIGNS, AND SUCCESSORS IN INTEREST TO THIS PLAT OR ANY PARCEL OR LOT THEREOF.

**Figure 16 Owners Signature**

IN WITNESS WHEREOF, OWNER HAS HEREUNTO CAUSED ITS CORPORATE NAME TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY THE UNDERSIGNED, DULY AUTHORIZED OFFICER THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

*(INSERT: APPLICANT'S FULL LEGAL CORPORATE NAME)*

BY \_\_\_\_\_

ITS \_\_\_\_\_

**Figure 17 General Notes**

1. THE LOTS DEPICTED ON THIS PLAT ARE LOCATED WITHIN THE VICINITY OF LUKE AIR FORCE BASE AND MAY BE SUBJECT TO OVERFLIGHTS BY JET AIRCRAFT.
2. *(INSERT: APPLICANT'S FULL LEGAL CORPORATE NAME)* ("OWNER") DOES HEREBY (1) RELEASE AND DISCHARGE THE USAF AND THE CITY OF BUCKEYE, AND (2) INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF BUCKEYE, OF AND FROM ANY LIABILITY FOR ANY AND ALL CLAIMS FOR DAMAGES OF ANY KIND TO PERSONS OR PROPERTY THAT MAY ARISE AT ANY TIME IN THE FUTURE OVER, OR IN CONNECTION WITH AIRCRAFT OVERFLIGHTS FROM AIRCRAFT UTILIZING LUKE AIR FORCE BASE, WHETHER SUCH DAMAGE SHALL ORIGINATE FROM NOISE, VIBRATION, FUMES, DUST, FUEL AND LUBRICANT PARTICLES, AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT, OR TAKING OFF FROM, OR OPERATING AT OR ON LUKE AIR FORCE BASE. THIS INSTRUMENT SHALL RUN WITH THE LAND AND BE BINDING UPON OWNER AND ITS HEIRS, ASSIGNS, AND SUCCESSORS IN INTEREST TO THIS PLAT OR ANY PARCEL OR LOT THEREOF. THIS INSTRUMENT DOES NOT RELEASE THE USAF FROM LIABILITY FOR DAMAGE OR INJURY TO PERSON OR PROPERTY CAUSED BY FALLING AIRCRAFT OR FALLING PHYSICAL OBJECTS FROM AIRCRAFT, EXCEPT AS STATED HEREIN WITH RESPECT TO NOISE, FUMES, DUST, FUEL, AND LUBRICANT PARTICLES.
3. THE PROPERTY OWNERS, OR ANY SUBSEQUENT OWNERS SHALL NOT PROCEED WITH ANY ON SITE GRADING OR EXCAVATION WITHOUT FIRST OBTAINING A PERMIT FROM THE CITY OF BUCKEYE.

## MINOR SUBDIVISION

Revised July 2025

4. THE ROADS DESIGNATED AS “PRIVATE” AND ANY APPURTENANCES INCLUDING BUT NOT LIMITED TO ROAD SIGNS, STRIPING, CURB AND GUTTER, AND SIDEWALKS ARE PRIVATE; SUCH ROADS AND APPURTENANCES ARE OWNED, MAINTAINED AND REPAIRED BY OWNER OR THE ASSOCIATION FORMED BY OWNER. THE CITY OF BUCKEYE SHALL NOT MAINTAIN OR REPAIR ANY ROAD DESIGNATED AS “PRIVATE.”
5. IN ACCORDANCE WITH ARS § 9-461.07, THE CITY OF BUCKEYE HAS DETERMINED THAT ALL DEDICATIONS OCCURRING WITH THIS PLAT ARE IN CONFORMANCE WITH THE GENERAL PLAN.
6. PURSUANT TO A.R.S. § 42-11102, THE CITY OF BUCKEYE, A POLITICAL SUBDIVISION OF THE STATE OF ARIZONA, IS EXEMPT FROM ALL TAXES AND ASSESSMENTS BASED ON ASSESSED VALUE EXCEPT FOR SPECIAL DISTRICTS #14751 AND 14710, WHEN APPLICABLE.

6. **Additional Materials** – The Development Services Department may request additional submittal items.

### Notes:

- 1) If the City will be acquiring real property interests (rights-of-way or easements), then please provide a) Condition of Title and b) Environmental Site Assessment and Report upon which the City can rely.
- 2) If the development will increase the projected number of students for a school district/s within the boundaries of the development, then a Certification of Adequate School Facilities will be required per Section 8.15 of the Development Code.

**Minor Subdivision – 1<sup>st</sup> Submittal Checklist (PDF Format)**

(Please provide original list with formal submittal)

**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>Project Narrative</b> (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minor Subdivision/Land Split/MOD</b> (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> (if requested)	<input type="checkbox"/>	<input type="checkbox"/>

**Subsequent Submittals:**

- **All plan sets shall be 24" x 36" combined and flattened into one (1) PDF.**

## **DOCUMENT RECORDATION REQUIREMENT CHECKLIST**

---

All items listed below must be adhered to or our request to record the document will be rejected by the Maricopa County Recorder's office:

- All customer signatures and dates are required
- All notaries must be stamped, signed and dated
- NO mylars, velums or other transparent style media will be accepted
- Submit for recording on bond paper only
- All documents are to be an **original print** (not a copy) with the original signatures
- All large format prints are to be machine cut at 24 inches by 36 inches
- Documents cannot be folded. If it is a large format, they are to be rolled-no staples.
- All seals must be signed
- All stamps added after the printing of the document must not conflict with any text
- NO signatures shall cause text to be illegible

Submittals that do not meet the requirements listed above, will not be accepted by the City. Applicant will be required to bring their submittal into conformance with the requirements listed above and then resubmit.

---





City of Buckeye  
Planning and Zoning  
Project Application

DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ 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:**

Development Services Department

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



City of Buckeye  
**Planning and Zoning**  
**Project Application**

**DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Planner: \_\_\_\_\_ Case No: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

<b>TO BE COMPLETED BY APPLICANT</b>		<b>CALCULATIONS</b>	<b>TO BE COMPLETED BY CITY</b>
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			

Development Services Department

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

## 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](mailto: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:  
\_\_\_\_\_



## CERTIFICATE OF ADEQUATE SCHOOL FACILITIES

An application for \_\_\_\_\_ has been submitted to the City of Buckeye Planning and Zoning Division, for review. This application will increase the projected number of students for the school district/s within the boundaries of the development. The school district/s applicable to this development are: \_\_\_\_\_

Case No: \_\_\_\_\_ Planner: \_\_\_\_\_  
Request: \_\_\_\_\_ Acreage/Parcel Size: \_\_\_\_\_  
Current Density Allowed: \_\_\_\_\_ Density Proposed: \_\_\_\_\_  
Total number of residential units proposed: \_\_\_\_\_

As an authorized representative of the District, please complete the questionnaire below.

***Does the District have adequate school facilities existing, or planned to be constructed in time, to accommodate the projected number of students from the proposed development?***

Yes  No

***If answered no to the previous question, please summarize the needs of the district as they relate to serving the students generated by the proposed development.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Is a school site within the proposed development needed?*** Yes  No

***If answered yes, how many acres is needed for the school site?*** \_\_\_\_\_

***Is the district currently working with the developer to provide or help meet the needs identified above through an agreement?*** Yes  No

***If answered yes, please explain below:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*If additional writing space is needed, please attach pages to this form\*\***

Date Reviewed: \_\_\_\_\_

School District: \_\_\_\_\_

District Superintendent: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

*Per Section 8.15 of the City of Buckeye Development Code, prior to or within 15 days of application, the applicant must provide a request letter to the superintendents of all applicable school districts to discuss the school district's required certification. This form can be utilized to assist with this requirement.*