



**ANNEXATION**

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  
ANNEXATION**

**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.**

- When applying for annexation of property into the City of Buckeye, please contact surrounding property owners to discuss the possibility of annexing additional properties simultaneously. This ensures consistency with State Statutes and promotes the awareness of the possible creation of County islands.
- The fees for Appeals 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 annexation of property into the City of Buckeye Municipal Planning Area.

1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for an Annexation, it is highly recommended that the applicant complete the PAC review process.** Forms to apply for a PAC review are available through the Development Services Department or on the City's website ([www.buckeyeaz.gov/business/development-services/planning-zoning](http://www.buckeyeaz.gov/business/development-services/planning-zoning)).
2. *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.
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 this review, comment are then returned to the applicant. Any technical questions should be addressed

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with the assigned Planner who will facilitate any needed communications or meetings with the appropriate city departments.

4. *Staff Reports* – Once all staff comments have been addressed and a hearing has been scheduled, the Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action to the City Council. Copies of the staff report will be made available to the public and sent to the applicant prior to each hearing.
5. *Public Notification* – Upon the scheduling of public hearing, which is to be held during the last ten (10) days of the mandatory thirty (30) day waiting period after the date of filing, and no later than fifteen (15) days prior to its occurrence, it is the responsibility of the applicant to notify surrounding property owners. See 2010 Development Code Section 8.16.2.F Step 6 (Notice). Failure to submit the requested information will result in the postponement of the public hearing item.
6. *City Council Public Hearing* – Regular City Council hearings occur on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of each month at 6:00 p.m. Regular meetings are held at the City Council Chambers, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The public also has the option to complete a public comment form for comment by email or phone on the City Council Meetings, Agenda & Minutes web page or can remotely view meetings that are streamed on the City's YouTube channel.
7. *Petition Signing & Submittal* – After the first City Council Hearing, the Applicant circulates the recorded blank petition among property owners subject to the annexation. Upon signing the petition, the property owner is agreeing to annex into the City of Buckeye. Once all signatures are collected, the petition must be submitted to the Planner within one (1) year of the expiration of the filing date thirty (30) day waiting period. Failure to do so will necessitate the restarting of the annexation process.
8. *Staff Review* – Once a signed annexation petition is submitted, the information will be reviewed by the Planner for completeness and accuracy. The Planner may require the submittal of additional or corrected information. Once all information is complete and accurate, the request will be placed on a City Council hearing agenda.
9. *City Council Public Hearing* – Regular City Council hearings occur on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Tuesday of each month at 6:00 p.m. Regular meetings are held at the City Council Chambers, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The City Council will adopt, adopt with modifications and/or

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conditions, or deny the annexation ordinance. The annexation will become effective approximately thirty (30) days from City Council approval.

### **SUBMITTAL CONTENT REQUIREMENTS (PDF FORMAT)**

1. **Application** (8.5" x 11" PDF, completed and signed). If the applicant is not the property owner, the applicant must provide authorization from the property owner that the application is being filed with their permission.
2. **Project Narrative** (8.5" x 11" PDF) – Please address, at minimum, the following:
  - Description of the intent for development of the property;
  - Preliminary plans for water and sewer;
  - Intended access points to the property;
  - Which school districts will be affected by the development; and
  - Proximity to Police and Fire stations.
3. **Maps/Graphics**
  - Exhibit, with dimensions as obtained from a survey, identifying all parcels, with parcel numbers, subject to the annexation.
4. **Maricopa County Assessor's Parcel Map**
5. **Legal Description**
6. **Additional Material** – The Development Services Department may request additional submittal items.

**Annexation 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>Maps or Graphics</b> (PDF format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maricopa County Assessor's Parcel Map:</b>		
8.5" x 11" PDF: highlight project area and provide parcel numbers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Legal Description:</b>		
1 Digital Copy	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials (as requested):</b>	<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: \_\_\_\_\_

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

## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

The City of Buckeye Development Code requires that a public hearing notice be published and mailed to adjacent property owners prior to a public hearing.

Prior to the public hearing the applicant shall be responsible for completing a minimum 15 day notification of the public hearing including:

1. A public hearing notice to be published in a newspaper of general circulation within the City of Buckeye; and
2. A public hearing notice to be posted on the property.

The applicant shall secure a public hearing date from the Development Services Department and shall complete the notice of public hearing by filling in the blanks of a standard Development Services Department form and delivering the public hearing notice to the newspaper within their time frame so that the public hearing notice is published at least 15 days prior to the public hearing date.

Proof of publication shall be supplied by the applicant to the Development Services Department prior to the public hearing date.

The applicant 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 the public hearing notice to each said owner no less than 15 days prior to the public hearing date.

The applicant shall provide a notarized Affidavit of the mailing list and said mailing to the Development Services Department prior to the public hearing date.

The applicant shall post the property per the City of Buckeye Development Services Site Posting Requirements.

The applicant shall submit a notarized Affidavit of Posting and photographs of the posting (see next page) to the Development Services Department prior to or on the fifteenth day prior to the public hearing date. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available public hearing date.

The signs must be maintained and updated with amended information until after the final public hearing.

The signs must be removed and disposed of within 10 days after the final public hearing.

You may use a sign vendor of your choice

## Public Hearing Notice Sign Specifications

- The sign shall be a minimum of 3ft x 3ft in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case.
- The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

<p style="text-align: center;"><b>City of Buckeye</b></p> <p style="text-align: center;"><b>PUBLIC HEARING</b></p> <p style="text-align: center;"><b>City Council: [Date and Time]</b> <b>Planning and Zoning Commission: [Date and Time]</b> <b>City Council: [Date and Time]</b></p> <p style="text-align: center;"><b>LOCATION OF HEARINGS:</b> <b>REQUEST:</b> <b>PROPOSAL:</b> <b>GENERAL LOCATION:</b> <b>SIZE:</b> <b>CASE #:</b> <b>APPLICANT/CONTACT:</b> <b>PHONE #:</b> <b>Development Services Department: 623-349-6211</b></p> <p style="text-align: center;">Posting Date:</p>
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## Format for Publication

### City of Buckeye

**NOTICE IS HEREBY GIVEN** that the City of Buckeye (*City Council or Planning and Zoning Commission, whichever is appropriate*) will hold a public hearing on (day of week), (month) (date), 20\_\_\_to be held at the City Council Chambers, located at 530 E Monroe Avenue at 6:00 p.m., for the purpose of hearing all persons for or against the following request:

**Case No. \_\_\_\_\_(insert case number):** Request by (name of applicant) for the approval of a (name of application type and general description) located at (general location of subject property by street location and brief township/rage/section legal description).

For additional information, please contact the Development Services Department at (623) 349-6211

## Affidavit of Sign Posting

**Case Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_  
**Location:** \_\_\_\_\_

In order to assist in providing adequate notice to interested parties and to meet Arizona State Statute, the **applicant** for public hearings in the City of Buckeye shall post signs as prescribed by the "City of Buckeye Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within ten (10) days after the final disposition of the case.**

I confirm that the site has been posted as detailed by the City of Buckeye Site Posting Requirements for the case above and the site was posted at least fifteen (15) but not more than thirty (30) days prior to the \_\_\_\_\_ hearing.

See attached date stamped photo exhibit of posted signs.

Applicant's / Representative's signature: \_\_\_\_\_

SUBSCRIBED AND SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by:

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_