

Single Lot Residential Design Review

Revised July 2025



Single Lot Residential Design Review

PROCESS GUIDE & APPLICATION

(Can be used for Design Review Amendments)

City of Buckeye
Development Services Department

945 N 215th Ave
Suite 137
Buckeye, Arizona 85326

Phone: 623.349.6200

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 the submittal contact found on the Planning & Zoning webpage.**
- 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 grading and building permits.
- The Single Lot Residential Design Review (original and amendment) fee is 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 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 (PDF FORMAT)

1. **Application** (8.5" x 11" PDF, completed and signed) – Signed by applicant and owner
2. **Fee Worksheet** (8.5" x 11" PDF, completed and signed)
3. **Project Narrative** (8.5" x 11" PDF) – Description of request including address and parcel related to request.
4. **Conceptual Site Plan** (PDF Format) – 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.
5. **Architectural Elevations** (PDF Format) – View of proposed structure from the front, rear, left, and right sides. Indicate materials used and colors of each architectural element.
6. **Additional Material** – The Development Services Department may request additional submittal items.

Single Lot Residential Design Review Submittal Checklist (PDF Format)

(Please provide original list with formal submittal)

REQUIRED MATERIALS (IN PDF FORMAT)

	Applicant Checklist	Staff Verification
Application (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
Fee Worksheet (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Site Plan (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Elevations (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
Additional Material (PDF Format, if requested)	<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 Resi
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 Single Lot Resi
 Single Lot Residen

IMPORTANT NOTE ABOUT PROJECT CONTACT(S):

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.**

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 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

DEVELOPER 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

ARCHITECT 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

ENGINEER 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

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