



Planning Consultation

PROCESS GUIDE

**City of Buckeye
Development Services Department**

945 N 215th Ave

Suite 137

Buckeye, Arizona 85326

Phone: 623.349.6200

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.**
- A Planning Consultation meeting is available with a land use planner for general planning and zoning questions for properties in the City of Buckeye.
- Prior to scheduling a meeting, please note that much of the information on a property can be obtained without the assistance of a planner by utilizing the attached FAQs and references. Please note that if the meeting is over 30 minutes, then an hourly rate of \$160 per hour may be charged.
- To schedule a planning consultation meeting, please email the application form below to planningandzoning@buckeyeaz.gov, fax to 623-349-6222 or mail to 530 E. Monroe Avenue, Attn: Development Services Department - Planning Division, Buckeye, AZ 85326. A planner will be assigned and contact you within one business day for discussion and to schedule an appointment if needed.
- Other meetings are available with attendance from other city functions such as Pre Application Conferences as well as Due Diligence and Discovery Meetings and these application guidelines and fee schedule can be found on the Planning and Zoning webpage at www.buckeyeaz.gov/business/development-services/planning-zoning

FAQs and References

What can I do with my property?

All private property within the incorporated limits of City of Buckeye is subject to city zoning. The zoning district for a property can be found by looking up the property on the Maricopa County Assessor's online map or by looking at the City's zoning map. Once the zoning for the property has been determined, the list of allowable uses for the zoning district and related development and design standards can be found in the 2010 Development Code on the Planning and Zoning webpage.

What do I do if I want to development my property with a use not listed in the current zoning district?

Per Arizona State Law, all zoning must be consistent with the adopted General Plan. The first step would be to determine which zoning district allows the use desired and then determine what the General Plan land use designation is for the property. The General Plan land use map on the City's GIS webpage or the entire Imagine Buckeye 2040 General Plan can be found at on the Planning and Zoning webpage. If the zoning is consistent with the General Plan designation, then the zone change will likely be supported. An applicant should submit for a Pre Application Conference and the application guideline can be found on the Planning and Zoning webpage. If the zoning is not consistent with the General Plan designation, then a planning consultation meeting is advised.

When is a site plan required for development?

A site plan is required prior to submittal of building and civil permits for construction for all development in Buckeye except for single-family or duplex dwellings, internal Tenant Improvements on existing buildings, and zoning-exempt uses such as public schools. All non-residential development must go through design review either through a separate application or within the site plan approval. Many site plans and design review can be approved administratively.

Can I vary the development or design standards in my zoning district?

If a property meets certain statutory requirements under A.R.S. 462.06, then it may be possible to have a variance approved. The zoning administrator may also approve slight variations in development and equivalent differences in design standards. For more information, submit an application for a planning consultation meeting.

Can I subdivide my property?

All subdivision of property must meet minimum standards of the current zoning district and be memorialized through a formal city approved subdivision. Most minor subdivisions and some re-plats can be approved administratively. Preliminary and Final Plats are required for land division proposals over 10 splits and a State-approved assured water supply certificate is required for any land division of 6 or more splits. All subdivision application guidelines can be found on the Planning and Zoning webpage.

The following documents can be found on the Planning and Zoning webpage:

- Imagine Buckeye 2040 General Plan and Specific Area Plans
- Community Master Plans and Planned Area Developments
- 2010 Development Code
- Zoning interpretations
- Active Planning Cases
- All Planning Application guidelines

Planning and Zoning webpage:

www.buckeyeaz.gov/business/development-services/planning-zoning

Other Resources:

- GIS and Maps webpage: www.buckeyeaz.gov/business/engineering/maps
- General Property Information: <https://maps.mcasessor.maricopa.gov>
- Civil Permits: Engineering@buckeyeaz.gov
- Building Permits: permitcenter@buckeyeaz.gov
- Economic Development: www.growbuckeye.com/home
- Water Services: 623-349-6100
- Fire Marshal: 623-349-6759
- Business Licenses: 623-349-6165
- Code Enforcement: 623-349-6622



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: _____

Reason for Request: _____

CASE TYPE:

Planning Consultation

Other: _____

IMPORTANT NOTE ABOUT PROJECT CONTACT(S):

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