



MINOR SUBDIVISION

PROCESS GUIDE & APPLICATION

City of Buckeye
Development Services Department
530 East Monroe Avenue
Buckeye, Arizona 85326

Phone: 623.349.6211

Fax: 623.349.6222

www.buckeyeaz.gov

**APPLICATION PROCEDURES
MINOR SUBDIVISION**

Important Information:

- A minor subdivision is a subdivision that creates three or fewer lots, tracts, or parcels with no limitations on size.

The following information is provided to assist in the preparation and submittal of an application for a minor subdivision of property within the City of Buckeye. The request will be considered and a final decision will be made by the Planning Manager.

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. *Staff Review* – Once a complete application is received and processed, the submitted information will be assigned to a Planner and routed by a Plans Coordinator to appropriate City staff and agencies for review/comment. After this review, the Plans Coordinator 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. In some cases, it is necessary to have several resubmittals before moving the request forward in the process.

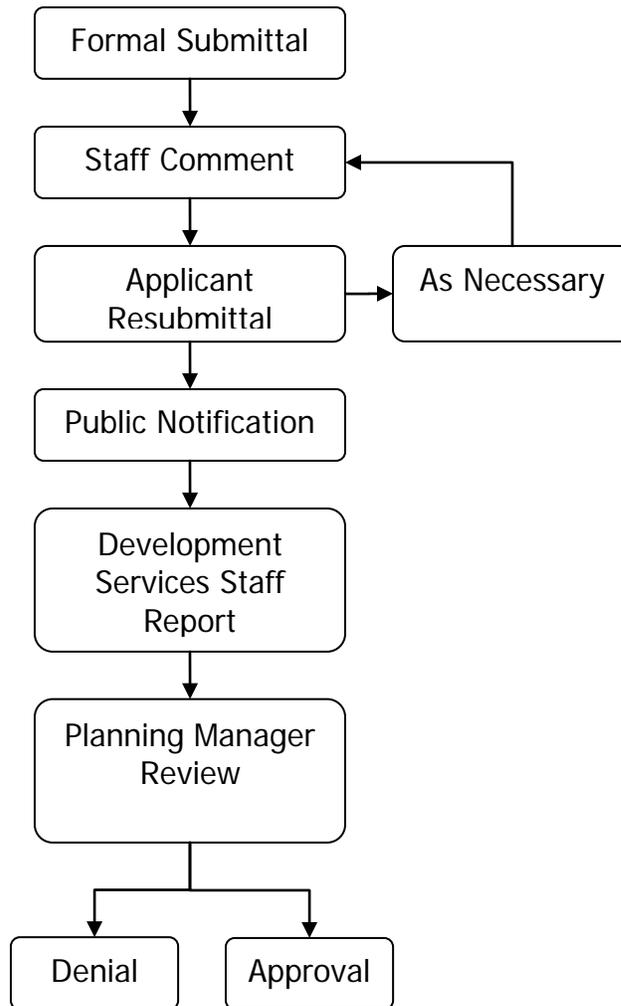
3. *Staff Reports* – Once all staff comments have been addressed, the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action.
4. *Planning Manager Review* – As delegated to by the Development Services Director, the Planning Manager, taking into consideration staff recommendation, will approve, approve with modifications and/or stipulations, or deny the request.
5. *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

MINOR SUBDIVISION

Revised November 2014

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 Development Services 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.

Minor Subdivision & Administrative Re-Plat Process



MINOR SUBDIVISION SUBMITTAL CONTENT REQUIREMENTS

1. **Application** (Complete and signed application containing all information relative to a site plan. 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** – State the purpose for the minor subdivision, current site conditions, and describe what each parcel will be used for in the future. Include Assessor Parcel Map as exhibit.
3. **ALTA Survey**
4. **Minor Subdivision** - must be to scale (Engineer's Scale) addressing, at minimum, the following:
 - Identification by name, location, tracking #, and general legal description
 - Subdivision dimensions/boundaries, including reference by dimension and bearing to section and quarter section corners
 - Clearly identify boundary of parcel (s) to be subdivided
 - Complete legal description
 - Date of subdivision and revision dates
 - Vicinity map and location of subdivision
 - North arrow and scale (written and graphic)
 - Street names and right-of-way dimensions, existing and proposed
 - Name, address, phone, and email for property owner, developer, and engineer/surveyor
 - Site Summary Table with size (gross, net), number of tracts and lots, zoning district, Tax assessor parcel numbers
 - Notes section indicating project description, school district, utility service, maintenance responsibilities etc.
 - Lot table (lot numbers, area, width, total square footage)
 - Tract table (tract identification and usage)
 - Typical lot detail for interior and street-side lots
 - Location of all utilities and recorded/proposed easements,
 - Location of all proposed and existing fire hydrants, water supply, storage and pressures
 - Name and address of owner of all adjacent unsubdivided property along with respective parcels numbers
 - Name, book, and page number of all adjacent subdivisions
 - Existing and proposed contours (extending 25' beyond perimeter)
 - Identification of all water and drainage features, existing and proposed
5. **Additional Material** – The Development Services Department may request additional submittal items.

Minor Subdivision & Re-plat – Admin 1st Submittal Checklist

(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
ALTA Survey – 3 copies (24" x 36").....	<input type="checkbox"/>	<input type="checkbox"/>
Minor Subdivision – 3 copies (24" x 6").....	<input type="checkbox"/>	<input type="checkbox"/>
GIS/CAD Submittal – 1 CD.....	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Version of application materials – 1 CD...	<input type="checkbox"/>	<input type="checkbox"/>
Additional Material – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>

Subsequent Submittals:

- Submit in kind number of copies of all requested materials to the Development Services Department and one (1) digital copy.



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: _____

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

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PUBLIC HEARING NOTIFICATION REQUIREMENTS

The City of Buckeye Development Code requires that a notice be given to adjacent property owners prior to the approval of a minor subdivision. The applicant shall be responsible for completing a minimum 15 day notification including:

1. A notice to be posted on the property.

- 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 Development Services Director taking action on the project. Failure to provide such documentation in a timely manner will result in continuance of the action.
- The signs must be maintained and updated with amended information until final action has been taken
- The signs must be removed and disposed of within 10 days after the final action.
- You may use a sign vendor of your choice

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;">City of Buckeye</p> <p style="text-align: center;">MINOR SUBDIVISION</p> <p style="text-align: center;">REQUEST:</p> <p style="text-align: center;">PROPOSAL:</p> <p style="text-align: center;">GENERAL LOCATION:</p> <p style="text-align: center;">SIZE:</p> <p style="text-align: center;">CASE #:</p> <p style="text-align: center;">APPLICANT/CONTACT:</p> <p style="text-align: center;">PHONE #:</p> <p style="text-align: center;">Development Services Department: 623-349-6211</p> <p style="text-align: center;">Posting Date:</p>

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 ten (10) days prior to the public 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:
