



RE-PLAT – ADMINISTRATIVE

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 ADMINISTRATIVE RE-PLAT

Important Information:

- An administrative re-plat is classified as follows:
 - Up to 10 percent change in the overall density of the plat;
 - Shift in internal lot line of no more than five feet provided the new lot sizes conform to the minimum zoning district standards; and
 - Any application that, in the Director's opinion, does not cause a fundamental change in the overall function of the plat.

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

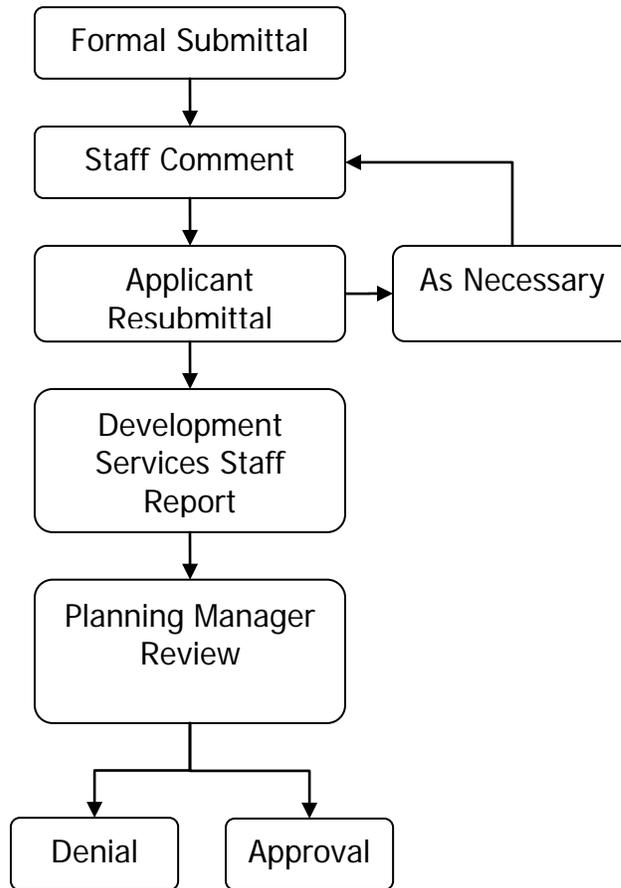
1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications 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 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.

Administrative Re-Plat Process



SUBMITTAL CONTENT REQUIREMENTS

1. Development Application

- Complete and signed application containing all information relative to a Re-Plat.
 - 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 lot split, current site conditions, and describe what each parcel will be used for in the future.

3. Maps/Graphics

- Plot plan, with dimensions, describing the original lot configuration; and
- Plot plan, with dimensions, describing the proposed lot configuration.

4. ALTA Survey

5. Maricopa County Assessor's Parcel Map

6. Approved Final Plat

7. Re-Plat

8. Additional Material – The Development Services Department may request additional submittal items.

Administrative Re-Plat 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"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Maps or Graphics – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
GIS/CAD Submittal -1 CD.....	<input type="checkbox"/>	<input type="checkbox"/>
ALTA Survey (conducted within the last 12 months):		
3 full size (24" x 36") copies folded to approximately 9" x 12".....	<input type="checkbox"/>	<input type="checkbox"/>
3 reduced (11' x 17") copies folded to approximately 8.5" x 11".....	<input type="checkbox"/>	<input type="checkbox"/>
Maricopa County Assessor’s Parcel Map:		
3 copies – 8.5" x 11" highlight project area and provide parcel numbers.....	<input type="checkbox"/>	<input type="checkbox"/>
Approved Final Plat – 3 copies (11" x 17").....	<input type="checkbox"/>	<input type="checkbox"/>
Re-Plat – 3 copies (24" x 36").....	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials (3 copies):		
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Subsequent Submittals:

- Submit three (3) copies of all requested materials to the Development Services Department.



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: _____
 Request: _____

CASE TYPE:

- | | | |
|---|--|---|
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Land Division / Lot Split | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> General Plan Amendment (major/minor) | <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Community Master Plan | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Area Plan | <input type="checkbox"/> Map of Dedication | <input type="checkbox"/> Variance |

**IMPORTANT
NOTE ABOUT
PROJECT
CONTACT:**

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.**

CONTACT INFORMATION:

Applicant Contact: _____ Company: _____
 E-mail: _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____

Owner Contact: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Developer Contact: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Architect Contact: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Engineer Contact: _____
 Company: _____
 Phone: _____ Fax: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____

PROPOSITION 207 WAIVER

The property owner acknowledges that the approval being sought by this application may cause a reduction in the existing rights to use, divide, sell or possess the private property that is the subject of this application. The property owner further acknowledges that it is the property owner who has requested the action sought by the filing of this application. Therefore, pursuant to A.R.S.§12-1132 through 1138, the property owner does hereby waive any and all claims for diminution in value of the property with regard to any action taken by City of Buckeye as result of the filing of this application.

 Owner Signature Date Applicant Signature Date

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

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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:

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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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