



ADMINISTRATIVE SITE PLAN

PROCESS GUIDE & APPLICATION

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

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www.buckeyeaz.gov

**APPLICATION PROCEDURES
ADMINISTRATIVE SITE PLAN**

Important Information:

- In accordance with Section 8.9.2.A of the Development Code, the following types of projects are considered Administrative Site Plans:
 - A single use proposed in a structure that is less than 10,000 square feet in building size for that use, not including a single-family detached dwelling;
 - A combination of uses proposed in a single structure, such as a shopping center or a multi-building development, that is less than 20,000 square feet in building size, not including single-family detached or duplex dwelling; and
 - Antenna co-location on existing tower, non-concealed freestanding towers, and concealed antennae and towers.
- Site Plans are approved for a period of two (2) years, in accordance with Section 8.9.4.L of the Development Code.

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

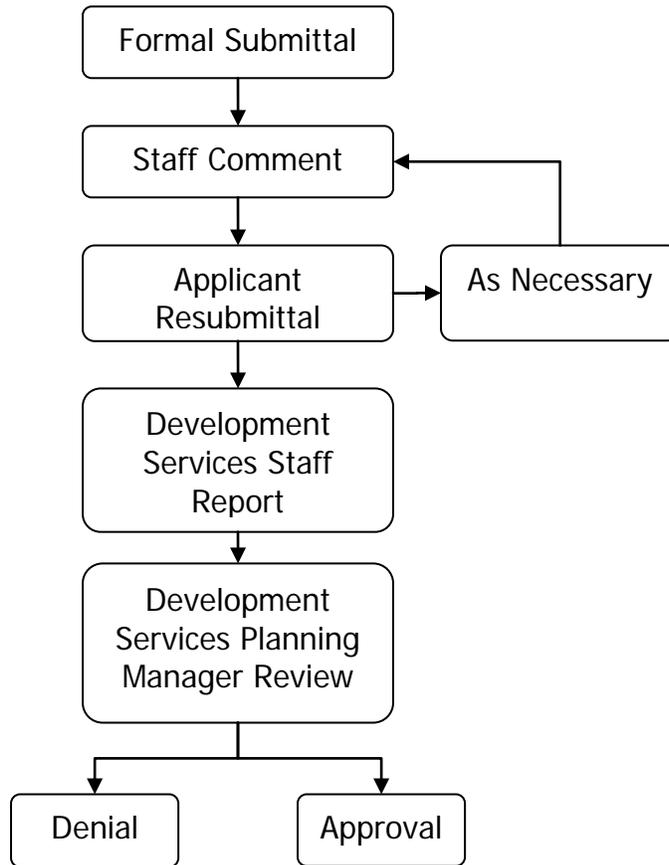
1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for an Administrative site plan, it is highly recommended that the applicant complete the PAC review process.** Forms to apply for a PAC review are available through the Development Services Department or on the City's website (www.buckeyeaz.gov).
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 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.

4. *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.
5. *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.
6. *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 Site Plan Process



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. **Fee Worksheet with appropriate fee**

3. **Project Narrative** – Addressing, at minimum, the following:

- Title page (include project name, general location, tracking # & vicinity map);
- Description of request
- Design and Landscaping
- Current and proposed site conditions;
- Relationship to surrounding properties;
- Accessibility and Circulation;
- Phasing;
- Water, Sewer, Refuse providers;
- Fire and Police protection;
- Impact on local schools, parks, etc.
- Proposed percentage and acreage of Parks and Open Spaced

4. **PAC Meeting Comments**

5. **ALTA Survey**

6. **Site Plan** - These requirements apply to all commercial, industrial, and multi-family residential projects:

General Information:

1. Name of project
2. Legal description
3. Address or location
4. Parcel number
5. Zoning of subject property and adjacent properties
6. Key map showing location of parcel
7. North Arrow
8. Legend
9. Scale (of a standard engineering scale not less than 1"=20')
10. Title Block indicating the person(s) and/or firm(s) that prepared plan with address and phone number along with date of original preparation and date(s) of subsequent revision(s)
11. Owner information including address and phone number
12. City approval block

SITE PLAN (ADMIN)

Revised November 2014

Site Development Information:

1. Dimensions of the area in square footage and acreage
2. Required setbacks
3. Existing and proposed land uses on site and surrounding site
4. Proposed intensity (units per acre and/or buildings per lot)
5. Existing and proposed structures (including number, square footage, dimensions, and location)
6. Street information with location, label, width, and functional class
7. Driveway information with number, location, distances from other streets and driveways
8. Show all slopes in excess of 15% marked in increments of 5% (15%, 20%, 25%, etc.)
9. Parking (must be paved with hard surface)
 - a. Proposed parking, handicapped accessible parking, and loading
 - b. Paving setbacks
 - c. Curbing (curb blocks or wheel stops not permitted)
 - d. Fire lanes and fire hydrant locations (subject to Fire Department approval)
10. Utilities
 - a. Utility easements
 - b. Existing and proposed utilities
11. Phasing plans (if applicable) (included with site plan but as a separate sheet/s)
12. Architecture (included with site plan but as a separate sheet/s)
 - a. Four-sided color elevations including dimension
 - b. Color scheme
 - c. Materials
 - d. Provide copy of actual paint chips
 - e. Light reflective volume (LRV)
13. Conceptual Landscaping layout (included with site plan but as a separate sheet/s)
 - a. Proposed landscaping
 - b. Proposed screening (including locations of mechanical equipment and trash enclosures being screened)
 - c. Proposed finished ground contours and on-site drainage system
 - d. Service walks and internal sidewalks
 - e. Exterior storage areas
 - f. Walls and fences with type and height
 - g. List of all plants and method of plant salvage and maintenance (including the nursery where they will be stored, if applicable)
 - h. Proposed conceptual lighting plan
14. Conceptual Grading and Drainage (included with site plan but as a separate sheet/s)
 - a. Place "concept" label in seal location
 - b. Proposed contour lines
 - c. Proposed floor elevation
 - d. Elevation (existing and proposed) of street at driveway
 - e. Length and slope of steepest portion of driveway

SITE PLAN (ADMIN)

Revised November 2014

- f. Show all cut/fill slopes including approximate maximum height of cut/fill slopes
- g. Show all proposed retaining walls with maximum height
- h. Show location of FEMA floodplains and other flood-prone areas
- i. Arrow diagram showing flow of drainage and how it is being altered
- j. Show all washes
- k. Must state "All finish floor elevations are a minimum of one (1) foot above the 100-year storm water surface elevation"
- l. Detail all drainage structures including culverts, channels, berms, etc.
- m. An engineered drainage plan with calculations and retention may be required by the City Engineer

Information in Table Form:

- 1. Development data:
 - a. Square footage and percentage of lot area
 - b. Square footage and percentage of paving area
 - c. Square footage and percentage of open area
 - d. Square footage and percentage of coverage area
 - e. Square footage and percentage of maximum permitted coverage area
 - f. Number of buildings
 - g. Number of units per building
 - h. Total number of units
- 2. Parking data:
 - a. Parking ratio
 - b. Number of parking stalls required
 - c. Number of parking stalls provided
 - d. Number of handicapped-accessible stalls required
 - e. Number of handicapped-accessible stalls provided
 - f. Number of loading spaces required
 - g. Number of loading spaces provided
- 3. Planting data (on separate sheet if necessary):
 - a. Name of vegetation
 - b. Type of vegetation
 - c. Size of vegetation (at both planting and maturity)
 - d. Amount of vegetation

General Notes:

- Sign regulations, parking regulations, and additional requirements shall generally conform to the City of Buckeye Development Code

- All commercial and industrial site plans shall comply with the Commercial & Industrial Design Standards and Guidelines.

SITE PLAN (ADMIN)

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7. **Supporting Engineering documents** - (Conceptual Drainage Report, Water letter, Sewer letter, Traffic Impact Analysis, and Environmental Study as requested by the City at PAC)
8. **Additional Material** – If requested by the City at PAC.

Administrative Site Plan 1st Submittal Checklist

(Please provide original list with formal submittal)

REQUIRED MATERIALS

	Applicant Checklist	Staff Verification
Application – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
Completed Fee Worksheet w/ Appropriate Fee	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
PAC Meeting Comments – 6 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
ALTA Survey (conducted within the last 12 months):		
6 full size (24" x 36") copies folded to approximately 9" x 12".....	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan – 6 copies (24" x 36").....	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Engineering documents – 2 copies (if required at PAC)	<input type="checkbox"/>	<input type="checkbox"/>
Additional Materials 6 copies (if required at PAC).....		

Subsequent Submittals:

Submit six (6) 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

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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