



## **TEMPORARY USE PERMIT**

### PROCESS GUIDE & APPLICATION

**City of Buckeye**  
**Development Services Department**  
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## APPLICATION PROCEDURES TEMPORARY USE PERMIT

### Important Information:

- A Temporary Use Permit shall be valid for the time period stated on the permit unless otherwise authorized by the Development Code.
- A maximum of two 30-day extensions may be granted by the Planning Manager.

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

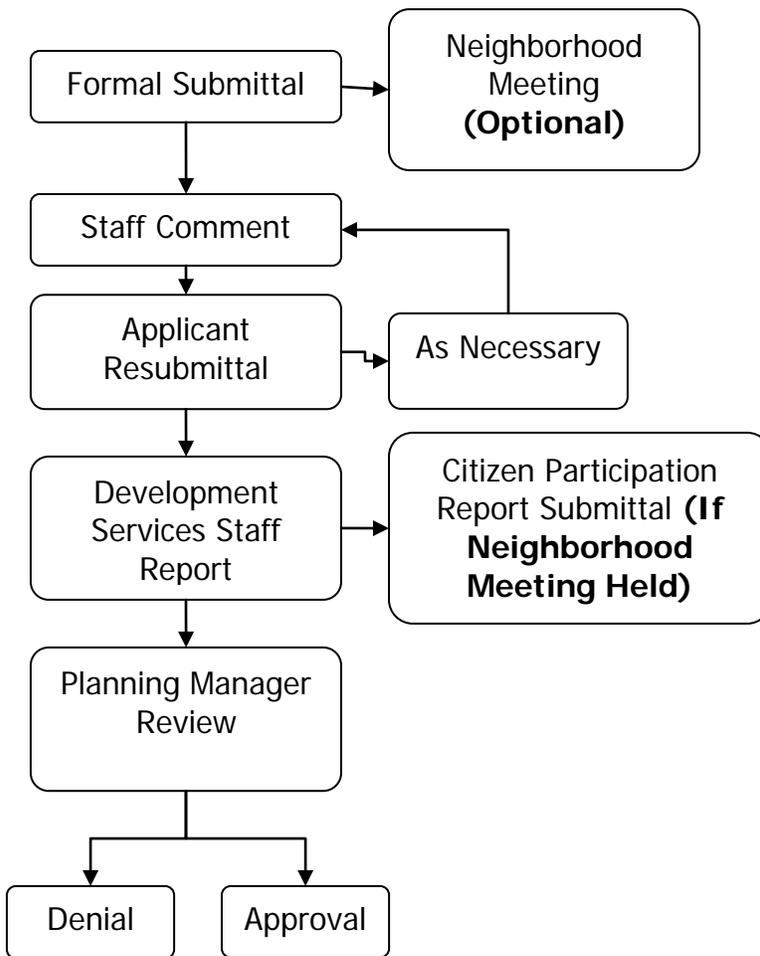
1. *Application Filing* – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. It shall be the responsibility of the applicant to ensure the accuracy and completeness of the request. Applications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

### Temporary Use Permit 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;
  - Water, Sewer, Refuse providers;
  - Fire and Police protection;
  - Impact on local schools, parks, etc.
  - Proposed percentage and acreage of Parks and Open Space
  - Include the following as exhibits: vicinity map, current general plan designation, current zoning designations, adjacent zoning districts, land uses, and adjoining lot lines within three hundred (300) feet
  -
4. **Conceptual Layout Plan** – Submit a conceptual illustration, to scale and with dimensions, demonstrating the compatibility of the request with surrounding uses.
5. **Additional Material** – The Development Services Department may request additional submittal items.

### Temporary Use Permit 1<sup>st</sup> Submittal Checklist

(Please provide original list with formal submittal)

**REQUIRED MATERIALS**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet w/ Appropriate Fee</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project Narrative</b> – 3 copies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Concept Layout Plan</b> .....	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials (3 copies):</b>		
	<input type="checkbox"/>	<input type="checkbox"/>
	<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.

