



Residential Design Review

(Can be used for original or Amendments)

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

Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning Webpage. Resubmittals can be directed to the submittal contact found on the Planning and Zoning webpage.**
- Per the City of Buckeye Development Code, Section 5.7 certain design criteria are required for all residential developments. Residential Design Review must be completed prior to submittal of standard plans.
- The following information is provided as a guideline for Design Review Submittal. Additional information may be submitted for clarification purposes.
- The fees for Residential Design Review are listed on the Use Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

SUBMITTAL CONTENT REQUIREMENTS (PDF FORMAT)

1. **Application** (8.5" x 11" PDF, completed and signed)
2. **Fee Worksheet** (8.5" x 11" PDF, completed and signed)
3. **Project Narrative** (8.5" x 11" PDF) – A letter describing the request in detail. Include Builder name, address, and contact information.
4. **Full Color Elevations** (24" x 36" combined into one (1) flattened PDF) – Showing front, rear and side elevations for each proposed house plan (minimum of three per house plan)
 - Each house shall include at least a two-car garage; carports are prohibited.
 - Home builders shall de-emphasize garage fronts as the most prominent architectural feature of the dwelling front by incorporating, e.g., side access garages, "in-line" garages, L-shape floor plans, etc., into their product mix. Porches may encroach up to five (5) feet into the front yard setback.
 - Home builders shall emphasize distinctive architectural details in the front elevations, e.g., covered front entries, covered front porches, door and window details, roof overhangs, parapet walls with cap features, etc.

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5. **Roof Ridge Elevations** (24" x 36" combined into one (1) flattened PDF) – Elevations showing altering roof ridge lines
6. **Streetscapes** (24" x 36" combined into one (1) flattened PDF) – Front and rear streetscapes showing at least four elevations
7. **Floor Plans** (24" x 36" combined into one (1) flattened PDF) – For each house plan with: forward living areas, large s.f. product, side entry garages, etc.
 - Each house shall include at least a two-car garage; carports are prohibited.
 - Home builders shall de-emphasize garage fronts as the most prominent architectural feature of the dwelling front by incorporating, e.g., side access garages, "in-line" garages, L-shape floor plans, etc., into their product mix. Porches may encroach up to five (5) feet into the front yard setback.
 - Home builders shall emphasize distinctive architectural details in the front elevations, e.g., covered front entries, covered front porches, door and window details, roof overhangs, parapet walls with cap features, etc.
 - All air conditioning units/mechanical equipment shall be ground mounted and shall not be nearer than five (5) feet to the property line within a required side yard. Roof mounted air conditioning units may be permitted provided they are architecturally screened with a parapet and are perceived as an integral part of the building. Roof mounted mechanical equipment shall require approval from the Land Use Administrator.
8. **Landscaping Plan Options** (11" x 17" combined into one (1) flattened PDF) – Showing landscaping options for each house plan.
9. **Color & Materials Palette Packages** (8.5" x 11" combined and flattened PDF)
 - Minimum of six (6) color combinations (include color palette for each)
 - Minimum of three (3) tile colors
 - Minimum of two (2) tile types
 - Roof material for residential developments, excluding flat roofs, shall be either all tile or all composition shingles. A combination of the two within the same development shall be prohibited. Wood shake shingles are prohibited.
10. **Options** (PDF Format)
 - Diversity of garage style is required
 - Upgrade options which effect exterior architecture (Required for rear and side elevations along arterial or collector streets and open space areas)
 - Stone or porch options to make one elevation unique
11. **Typical Plot Plans** (PDF Format) – Showing all required information. Setbacks, adjacent property setbacks, adjacent streets or open space, mechanical equipment.
12. **Final Plat** (reduced to 8.5" x 11" or 11" x 17" PDF) – Indicate builder assigned lots
13. **Sight Line Exhibits** (PDF Format, if applicable) – To demonstrate full screening of mechanical units.
 - All air conditioning units/mechanical equipment shall be ground mounted and shall not be nearer than five (5) feet to the property line within a required side yard. Roof mounted air conditioning units may be permitted provided they are architecturally screened with a

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parapet and are perceived as an integral part of the building. Roof mounted mechanical equipment shall require approval from the Land Use Administrator.

14. **Proposed Model Home Layout** (PDF Format, if applicable) – This information must include parking layout, access, fencing, and handicap accessibility.
15. **Proposed Sales Trailer Layout** (PDF Format, if applicable) – This information must include parking layout, access, fencing, and handicap accessibility.

Residential Design Review – Submittal Checklist (PDF Format)

<u>REQUIRED MATERIALS (IN PDF FORMAT)</u>	Applicant Checklist	Staff Verification
Application (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
Fee Worksheet (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
Project Narrative (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Full Color Elevations (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Roof Ridge Elevations (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Streetscapes (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping Plan Options (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Color & Materials Palette Packages (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
Sight Line Exhibits (PDF Format, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Model Home Layout (PDF Format, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Sales Trailer Layout (PDF Format, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>



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:

Residential Design Review Residential Design Review Amendment Other: _____

IMPORTANT NOTE ABOUT 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

PROPERTY OWNER AUTHORIZATION

I (property owner) _____ authorize (owner's Agent) _____
To file this application on matters related to this request with the City of Buckeye. By signing this form as the property owner, I hereby agree to abide by any and all stipulations that may be assigned by the City of Buckeye as part of any approval of this request.

Owner Signature Date

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

Development Services Department

530 East Monroe Ave, Buckeye AZ 85326 Phone 623.349.6211 Fax 623.349.6222