



## **Comprehensive Sign Plan**

### **PROCESS GUIDE & APPLICATION**

(Can be used for original and amendments)

**City of Buckeye  
Development Services Department**

530 East Monroe Avenue  
Buckeye, Arizona 85326

Phone: 623.349.6211

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[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## APPLICATION PROCEDURES COMPREHENSIVE SIGN PLAN

### 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.**
- All multi-tenant commercial and mixed-use developments shall submit a Comprehensive Sign Plan (CSP) per Section 5 of the 2010 Development Code. CSPs can be approved administratively up to a 10% variation from the Development Code standards. At over 10%, the CSP must be approved by Planning & Zoning Commission.
- The fees for CSPs 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.

The following information is provided to assist in the preparation and submittal of an application for a Comprehensive Sign Plan ("CSP") as designated the City of Buckeye Development Code.

1. *Pre-Application Conference ("PAC") Process* – **Prior to filing an application for a Comprehensive Sign Plan, it is advisable 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](http://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 to appropriate City staff and agencies for review/comment. After this review, the assigned planner 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 and a hearing has been scheduled (if applicable), the assigned Planner will prepare a report describing and evaluating the proposed project and making a recommendation for action to the Planning and Zoning Commission or approving the case administratively.
5. *Planning and Zoning Commission Public Hearing* (if applicable) – Regular Planning and Zoning Commission hearings occur on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 6:00 p.m. Regular meetings are held at the City Council Chambers, located at 530 E Monroe Avenue. The applicant, owner, or appointed representative must be present at the hearing. The Planning and Zoning Commission, taking into consideration staff presentation, owner/applicant/project representative presentation, and public testimony, will approve, approve with modifications and/or stipulations, continue or deny the request. The public also has the option to email comments to [planningandzoning@buckeyeaz.gov](mailto:planningandzoning@buckeyeaz.gov) or complete a comment form to comment by phone on the Planning and Zoning Agendas, Motions and Minutes web page. The meeting will also be streamed on the City's YouTube channel for remote viewing.
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 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.

## **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. **Comprehensive Sign Plan** (24" x 36" flattened PDFs combined into one (1) PDF document) – Addressing, at minimum, the specifications of the following: type, materials, illumination, color, dimensions, and location.
4. **PAC Meeting Comments (if applicable)** (8.5" x 11" PDF)
5. **Additional Material** – The Development Services Department may request additional submittal items.

**Comprehensive Sign Plan 1<sup>st</sup> Submittal Checklist (PDF Format)**

(Please provide original list with formal submittal)

**REQUIRED MATERIALS (IN PDF FORMAT)**

	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completed Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>CSP</b> (flattened and combined into one (1) PDF document)	<input type="checkbox"/>	<input type="checkbox"/>
<b>PAC Comments</b> (if applicable) (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Materials</b> (as requested)	<input type="checkbox"/>	<input type="checkbox"/>



City of Buckeye  
**Planning and Zoning**  
**Project Application**

<b>DO NOT WRITE IN THIS AREA-OFFICIAL USE ONLY</b>	
Date: _____ Planner: _____ Case No: _____	
<b>PROPERTY INFORMATION:</b> Project Name: _____ Associated Cases: _____ Project Address/Location: _____ Current Zoning District: _____ Parcel Number(s): _____ Quarter Section: _____ Request: _____	
<b>CASE TYPE:</b>	<input type="checkbox"/> Comprehensive Sign Plan <input type="checkbox"/> Other: _____
<b>IMPORTANT NOTE ABOUT PROJECT CONTACT:</b>	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. <b>All contact for this project will be made through the applicant listed below.</b>
<b>APPLICANT/OWNER AUTHORIZED AGENT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address	<b>SECONDARY APPLICANT CONTACT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address
<b>OWNER CONTACT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address	<b>DEVELOPER CONTACT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address
<b>ARCHITECT CONTACT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address	<b>ENGINEER CONTACT INFORMATION:</b> Name: _____ Company: _____ E-mail: _____ Business Phone: _____ Home Phone: _____ Mobile Phone: _____ Other Phone: _____ Fax: _____ Address: _____ City: _____ State: _____ Zip: _____ Address Type: <input type="checkbox"/> Physical <input type="checkbox"/> Mailing Contact Preference: <input type="checkbox"/> Email <input type="checkbox"/> Business Phone <input type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Other Phone <input type="checkbox"/> Address

