

DISCOVERY / DUE DILIGENCE MEETING

Revised April 2021



DISCOVERY OR DUE DILIGENCE MEETING

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.**
- Discovery and Due Diligence meetings consist of requests for current status of development projects. Information requested at these meetings generally include overall completion status, utility service availability including water and sewer capacity, request for documents, and other due diligence items related to development. A Due Diligence meeting requires two (2) or less Department reviews where a Discovery meeting requires three (3) or more Department reviews.
- Given the extensive research and coordination required to obtain meeting material, applicants should expect two (2) to four (4) weeks between formal application and meeting.
- The fees for Discovery/Due Diligence Meetings are listed on the User 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. **Request Letter** (8.5" x 11" PDF) – A letter describing the requested meeting in detail.
4. **Site Exhibit** (PDF format) – An exhibit or map illustrating the property.

**Discovery / Due Diligence Meeting Submittal Checklist
(PDF Format)**

REQUIRED MATERIALS (IN PDF FORMAT)

	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"/>
Request Letter (8.5" x 11" PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Site Exhibit (PDF Format)	<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:

- Other: _____
- Discovery Meeting
- Due Diligence Meeting

**IMPORTANT NOTE
ABOUT PROJECT
CONTACT:**

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

ACKNOWLEDGEMENT:

Owner Signature

Date

Applicant Signature

Date

Development Services Department

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