



Commercial 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 5.8 and Section 5.9 certain design criteria are required for all commercial, office and industrial buildings
- The following information is provided as a guideline for Design Review Submittal. Additional information may be submitted for clarification purposes.
- This application is required for all commercial, office, and industrial requests which modify the exterior of the site/building but do not require administrative, minor, or major site plan review.
- The fee for Commercial Design Review is 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 – NEW BUILD (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 building and structure on the project site.
 - Elevations shall not show vegetation and must show all building-mounted utilities, drain-pipes, lighting, and architectural features.
5. **Black & White Elevations** (24" x 36" combined into one (1) flattened PDF) – showing front, rear and side elevations for each building/structure on the project site.

COMMERCIAL DESIGN REVIEW

Revised May 2021

- Elevations shall not show vegetation and must show all building-mounted utilities, drain-pipes, lighting, and architectural features.
6. **Floor Plans** (24" x 36" combined into one (1) flattened PDF)
 7. **Site Plan** (24" x 36" combined into one (1) flattened PDF) – Showing all required information (setbacks, adjacent streets, landscaping, parking, mechanical equip, trash enclosures).
 8. **Conceptual Landscaping Plan** (24" x 36" combined into one (1) flattened PDF) – If landscaping is proposed to be modified, provide a conceptual landscaping plan showing trees, shrubs, labeled groundcover, turf area, etc. Plan must include a plant legend identifying total trees, shrubs, species, quantities and size. All proposed landscaping must be in conformance with the Development Code, Section 5.4.
 9. **Sight Line Exhibits** (PDF Format) – To demonstrate full screening of rooftop mechanical units.
 10. **Color & Materials Palette Packages** (8.5" x 11" combined into one (1) flattened PDF)
 - Exhibit of with labeled photographs of all proposed exterior materials (no materials samples unless requested)
 - Exhibit of actual paint chips, label to identify brand, color, and pantone color if available.
 11. **PDF of 11" x 17" Plans** – One (1) set of all submittal plans materials reduced to an 11" x 17" combined and flattened PDF.

Commercial Design Review – New Build 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"/>
Black & White Elevations (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"/>
Site Plan (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Conceptual Landscaping Plan (24" x 36" combined and flattened PDF)	<input type="checkbox"/>	<input type="checkbox"/>
Sight Line Exhibits (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
Color & Materials Palette Packages (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
PDF of 11" x 17" Plans (combined and flattened)	<input type="checkbox"/>	<input type="checkbox"/>

COMMERCIAL DESIGN REVIEW

Revised May 2021

Commercial Design Review – Repaint Submittal Checklist (PDF Format)

REQUIRED MATERIALS (IN PDF FORMAT)

Application (8.5" x 11" PDF, completed and signed)
Fee Worksheet (8.5" x 11" PDF, completed and signed)
Project Narrative (8.5" x 11" PDF)
Full Color Elevations (24" x 36" combined and flattened PDF)
Site Plan (Combined and flattened PDF)
Color & Materials Palette Packages (Combined and flattened PDF)

Applicant Checklist

☐
☐
☐
☐
☐
☐

Staff Verification

☐
☐
☐
☐
☐
☐



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:

☐ Commercial Design Review ☐ Commercial 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