

INSTRUCTIONS FOR SITE PLAN REVIEW APPLICATION

1. The owner or agent, authorized in writing by the owner, is required to file an application in the Department of Planning and Development, 3200 Brown Street, Little Rock, Arkansas 72204; 501-340-8260. The following documents are to be submitted at the time of filing:
 - (a) Fifteen (15) copies of the site plan, **folded to legal size**, with the appropriate certificates and conforming to other requirements as indicated in Chapter 6 of the Subdivision and Development Code; fifteen (15) copies of a cover letter outlining the proposal; and fifteen (15) copies of utility, fire department, etc. approval letters.
 - (b) A completed checklist certifying that the required items are included.
2. Payment of a filing fee is required.
3. After properly filing the application and paying the fee, the applicant shall give notice as required below. The cost of these notices shall be borne by the applicant. (NOTE: This notice is not a petition of approval or disapproval.)

If a variance from the standards of the Subdivision and Development Code is requested, the petitioner for site plan review shall first give not less than fifteen (15) days written notice of the time, place, and date of public hearing thereon to all abutting record owners of property (see the Subdivision and Development Code, Section 1.10 for specifics).
4. Applicants or their agents are required to attend the Public Hearing. The exact date should be confirmed with the staff.
5. All items for filing must be submitted no later than the published docket closing date. Incomplete or inadequate filings will not be placed on the agenda.
6. Staff advice on how to prepare an application does not constitute a recommendation of approval of an application. Staff recommendations are based on field inspections, plans for the area, reports from other departments, and other information.
7. Noncompliance with the above may cause your application to be deferred or withheld from further consideration. It is the applicant's responsibility to comply with the relevant regulations and instructions.
8. Please do not hesitate to contact staff if you have questions about the process.

SITE PLAN REVIEW CRITERIA

The following list is the minimum criteria for submittal of a Site Plan Review issue, whether for Planning Board or Board of Adjustment approval. This information shall be included in all submittals on or before the docket closing date for the issue involved. It may be necessary for individual development applicants to contact either an Engineer or the utility companies for purposes of determining this information.

- a. All permanent buildings and structures proposed or existing with dimensions on the buildings and setbacks from property lines.
- b. All parking areas, whether existing or proposed, and the radius on all drive lanes, curves or turns.
- c. All points of ingress or egress to the site from adjacent streets or properties and dimensions of drives.
- d. All drives and streets intersecting all boundary streets across from the site are to be indicated and properly dimensioned.
- e. Availability of public utilities, indicating the line size and location.
- f. All on-site fire hydrants, both existing and proposed.
- g. All on-site water systems, both existing and proposed.
- h. All property lines with dimensions.
- i. Existing right-of-way dimensions on abutting streets and all street names clearly delineated.
- j. Areas within the development site to be devoted to landscaping.
- k. Provide the required number of handicap parking spaces.

The above material being a minimum criterion for submittal will be viewed as necessary in order to review an application. Failure to disclose any of this material or provide same on the site plan may be cause for withdrawal or deferral of your request.

Pulaski County Site Plan Checklist

**PLANNING AND DEVELOPMENT
3200 BROWN STREET
LITTLE ROCK, AR 72204
501-340-8260**

DATE: _____

DEVELOPMENT: _____

LOCATION: _____

ENGINEER/SURVEYOR: _____

PLANNING JURISDICTION: _____

Van McClendon

Planning & Development Director

The site plan shall indicate the following information (See the Pulaski County Subdivision and Development Code):

- 1) ___ 6.3 A. LETTER OF APPLICATION
- 2) ___ 15 COPIES OF THE PROPOSED SITE PLAN
- 3) ___ 6.3 B. PROPOSED NAME OF THE DEVELOPMENT
- 4) ___ 6.3 C. NAME AND ADDRESS OF OWNER OF RECORD
- 5) ___ 6.3 D. SOURCE OF TITLE
- 6) ___ 6.3 E. NAME AND ADDRESS OF DEVELOPER
- 7) ___ 6.3 F. DATE OF SURVEY, NORTH POINT, GRAPHIC SCALE AND TWO LAND
 CORNERS AND STATE PLANE COORDINATES FOR AT LEAST TWO POINTS
- 8) ___ 6.3 G. SEAL AND SIGNATURE OF A PROFESSIONAL LAND SURVEYOR
- 9) ___ 6.3 H. SEAL AND SIGNATURE OF A PROFESSIONAL ENGINEER (WHEN REQUIRED)
- 10) ___ 6.3 I. LOCATION OF PLAT/TRACT BY LEGAL DESCRIPTION GIVING ACREAGE
- 11) ___ 6.3 J. VICINITY MAP
- 12) ___ 6.3 K. BOUNDARY LINES OF TRACT WITH EXACT DIMENSIONS
- 13) ___ 6.3 L. CONTOURS OF NOT MORE THAN FOUR (4) FEET
- 14) ___ 6.3 M. NATURAL FEATURES
- 15) ___ 6.3 N. WATER COURSES ENTERING AND LEAVING THE TRACT
- 16) ___ 6.3 O. CULTURAL FEATURES
- 17) ___ 6.3 P. NAMES OF RECORDED ABUTTING SUBDIVISIONS

- 18) _____ 6.3 Q. NAMES OF ABUTTING OWNERS OF UN-SUBDIVIDED PROPERTY
- 19) _____ 6.3 R. ZONING DISTRICTS, IF APPLICABLE
- 20) _____ 6.3 S. A SUMMARY OF THE PROPOSED DEVELOPMENT
- 21) _____ 6.3 T. EXISTING COVENANTS AND RESTRICTIONS
- 22) _____ 6.3 U. SOURCE OF WATER SUPPLY
- 23) _____ 6.3 V. PROVISIONS FOR SEWER DISPOSAL, DRAINAGE AND FLOOD CONTROL
- 24) _____ 6.3 W. LETTERS OF APPROVAL FROM GOVERNMENTS, UTILITIES, ETC.
- 25) _____ 6.3 X. STORM DRAINAGE PLAN
- 26) _____ 6.3 Y. OTHER INFORMATION AS REQUIRED
- 27) _____ 6.4 A. SITE SUITABILITY
- 28) _____ 6.4 B.1.a-b. ADDITIONAL DWELLING UNITS, SETBACKS AND PARKING
- 29) _____ 6.4 B.2.a-b. DUPLEX, TRI-PLEX AND QUADROPLEX, SETBACKS AND PARKING
- 30) _____ 6.4 B.3.a-b. MULTI-FAMILY, SETBACKS AND PARKING
- 31) _____ 6.4 B.4.a-b. NON-RESIDENTIAL DEVELOPMENT, SETBACKS AND PARKING
- 32) _____ 6.4 B.5. MEETS STANDARDS OF AMERICAN WITH DISABILITIES ACT
- 33) _____ 6.5 MULTIPLE BUILDING LOTS
- 34) _____ 6.6 SETBACKS ON UN-PLATTED PROPERTY
- 35) _____ 6.7 DEVELOPMENT WITHIN ETJ OF A MUNICIPALITY
- 36) _____ 6.8 COMPLIANCE WITH THE PULASKI COUNTY MASTER ROAD PLAN
- 37) _____ 6.9 A.1-7 SIDEWALKS AND PEDESTRIAN/BICYCLE CIRCULATION ROUTES
- 38) _____ 8.1 DEVELOPMENT IN WATERSHED OF PUBLIC WATER SUPPLY
- 39) _____ 8.2 A-C WASTEWATER DISCHARGE PLAN
- 40) _____ 8.3 STORMWATER DISCHARGE PLAN
- 41) _____ 8.4 A-G PERFORMANCE STANDARDS/BMP'S USED
- 42) _____ 8.7 A-B ADDITIONAL PLAT AND SITE PLAN APPLICATION REQUIREMENTS
- 43.) _____ 8.8 NPDES REQUIREMENTS
- 44) _____ 8.9A-D UNDISTURBED AREAS
- 45) _____ 8.10A-B CONSTRUCTION ON VERY HIGH SLOPES
- 46) _____ FEES PAID

INFORMATION SHEET FOR SITE PLAN REVIEWS

DATE _____

NAME: _____

LOCATION: _____

DEVELOPER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

ENGINEER: _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

AREA _____

NUMBER OF LOTS _____

FT. NEW STREET _____

PROPOSED USES _____

ZONING _____

VARIANCES REQUESTED

YES _____

NO _____

**NOTICE OF PUBLIC HEARING BEFORE
THE PULASKI COUNTY PLANNING BOARD
ON AN APPLICATION FOR SITE PLAN REVIEW**

To ALL owners of land **within 500’ of the property located at:**

Address: _____

General Location: _____

Owned by: _____

Zoning: _____

Proposed Use and Variance(s) Requested: _____

NOTICE IS HEREBY GIVEN THAT an application for Site Plan Review **with a variance request** has been filed with the Department of Planning and Development. A public hearing on said application will be held by the Pulaski County Planning Board in the Jeffrey Hawkins Conference Room, 501 West Markham Street, Little Rock, Arkansas, on _____, at _____ p.m.

ALL PARTIES IN INTEREST MAY APPEAR and be heard at said time and place, or may notify the Planning Board of their views on this matter by letter. All persons interested in this request are invited to call or visit the Department of Planning and Development, 3200 Brown Street, 501-340-8260 to review the application and discuss same with the Planning staff.

Notified Property Owner’s Name: _____

Signature: _____

Date: _____

Notified Property Owner’s Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

Notified Property Owner's Name: _____

Signature: _____

Date: _____

AFFIDAVIT

I hereby certify that I have notified all the property owners abutting the above property that subject property is being considered for Site Plan Review and that a Public Hearing will be held by the Pulaski County Planning Board at the time and place described above.

Applicant (owner or authorized agent) _____
(Name)

(Date)

AFFIDAVIT

I, _____ certify by my signature below that I hereby
authorize _____ to act as my agent regarding the
_____ of the below described property.

Property described as:

Signature of Title Holder

Date

VARIANCE REQUEST FORM

Date Filed _____

Site Plan Name _____
Owner: _____
Address: _____
Phone: _____

Engineer: _____
Address: _____
Phone: _____

Variance(s) Requested:

(1) Ch. and Section of Subdivision and Development Code variance is requested:

Description: _____

(2) Ch. and Section of Subdivision and Development Code variance is requested:

Description: _____

(3) Ch. and Section of Subdivision and Development Code variance is requested:

Description: _____

Justification: _____

Owner/Agent's Signature: _____

Date _____

PLANNING BOARD ACTION:

Approval () Date _____

Denial () Date _____

Basis for Decision: _____

