**SITE PLAN REVIEW GUIDE AND APPLICATION**

***APPLICATION CHECKLIST:***

1. Letter of intent.

2.Nine (9) copies of a drawing to scale of the lot(s) involved, as well as a digital copy in AutoCAD format

and georeferenced in NAD83 Arkansas State Plane Coordinates, North Zone. **(Must be prepared by surveyor or professional engineer)**

3. Application fee $100.00 plus other applicable fees (engineering review fee for developments with street, drainage, and utility improvements, technical test, etc.).

4. Source of title to the property.

5. Application must be filed at least 15 days prior to a regular meeting of the planning commission.

7. Drainage Plan for development 10,000 SF or larger. **(Must be prepared by a professional engineer)**

8. Survey of the property on which the development will be placed.

9. All other documents as specified in the Site Plan Review Requirement Checklist **(see below).**

10. Completed Site Plan Review Worksheet **(see below).**

***PROCEDURE:***

1. The planning commission shall review the application at the next regularly scheduled meeting after receiving the completed application with all required attachments.

2. If the commission determines that the Site Plan meets the requirements of the zoning code and subdivision code, then the commission shall approve the application. After obtaining approval the developer may commence construction after pulling a building permit.

***SITE PLAN REVIEW REQUIREMENT CHECKLIST:***

* Name of development, type of activity, current zone
* Name and address of owner(s)
* Name and signed stamp of the engineer/surveyor preparing plans for the development
* Bearings and distances of boundary from an actual survey of the property
* Street names, class per Master Street Plan, rights-of-way, centerlines, and easements bordering or traversing the property
* Building outlines, sidewalks, curbs, drives, parking, and striping
* Exterior lighting quantity, direction, and pattern
* Exterior speaker location(s) and direction(s)
* Proposed curb cuts for development and curb cuts of adjacent properties, including those across the street, street intersections; these items shall be dimensioned relative to each other
* Identify all adjoining property by activity and business name, if applicable
* Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area. Not required for developments under 10,000 square feet.
* Utility plan and Health Department approval
* Green-spaces and landscaping
* Letter from the Trumann Public Works stating the status of water and sewer service
* Fire Hydrant placement
* Dimensions to indicate the relationship between buildings, property lines, parking areas, and other elements of the plan
* Any existing structures on the site that will be demolished or retained

***SITE PLAN REVIEW WORKSHEET:***

|  | ***YES*** | ***NO*** |
| --- | --- | --- |
| Site is compatible with Master Street Plan |  |  |
| Proposed structures are within building setbacks  Front \_\_\_\_\_ Side \_\_\_\_\_ Side-Street \_\_\_\_\_ Rear \_\_\_\_\_ |  |  |
| Parking Requirements are met  Required \_\_\_\_\_ Proposed \_\_\_\_\_ |  |  |
| Land and Improvements are outside 100 year floodplain |  |  |
| Will there be a dumpster located on site? |  |  |
| Will there be a construction site office? |  |  |
| Have you made “One Call”? |  |  |
| Structure and site complies with ADA (Americans with Disability Act) and ABA (Architectural Barriers Act) Accessibility Guidelines |  |  |
| Design complies with Arkansas Plumbing Code and National Electrical Code |  |  |
| Foundation and structure meet earthquake requirements for Zone 3 |  |  |
| Structure meets Arkansas Energy Code requirements |  |  |
| Complies with Arkansas Fire Prevention Code |  |  |
| Stormwater Drainage Plan is provided (Developments over 10,000 sf) |  |  |
| Are you seeking any variances? |  |  |

**I Certify** that the design of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the City of

Harrisburg, Arkansas complies with the above regulations, laws, and codes.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Development Representative/Engineer/Architect

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**SITE PLAN REVIEW APPLICATION**

Property Owner

Name/Signature:

Spouse

Name/Signature:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:

Development Description:

Legal Description:

Zoning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name Address City State Phone No.

Property Owner Signature Spouse Signature

Property Owner Mailing Address City State Zip

Phone: \_