

TOWN OF HIGHFILL, ARKANSAS

APPLICATION & CHECKLIST FOR A SITE DEVELOPMENT

STAFF USE ONLY

Date Application Submitted _____
Date Accepted as Complete _____
Case Number _____

FEE:

APPLICATION:

Fill out this form completely, supplying all necessary information and documentation to support your request.
Incomplete applications will not be accepted.

PROJECT NAME: _____

CONTACT INFORMATION

Representative: _____ Day Phone: (____) _____
Business Name: _____ Fax No. (____) _____
Address: _____ Email: _____

Property Owner: _____ Day Phone: (____) _____
Contact Name: _____ Fax No. (____) _____
Address: _____ Email: _____

Engineer/ Surveyor/Architect: _____ Phone: (____) _____

Developer: _____ Phone: (____) _____

Indicate where correspondence should be sent:

_____ Applicant
_____ Representative
_____ Owner

PROPERTY DESCRIPTION: *Attach a brief explanation of the project.*

Site Address and Parcel No.: _____ Acreage: _____
Proposed Use: _____
Zoning Designation: _____

Developer / Representative: I certify that the statements made herein and that the data, information and documentation submitted herewith are, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination or approval. I understand that the Town might not approve this application or might set conditions on its approval.

_____ DATE: _____

Property Owner / Authorized Agent: I certify that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by an authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

_____ DATE: _____

SITE DEVELOPMENT: Your application will not be placed on the Planning Commission Agenda until this information is furnished.

Please attach the following documents to this Site Development Application:

1. A receipt from the town acknowledging payment of the application fee in accordance with the current Fee Schedule approved by the Town Council.
2. Written request to the Planning Commission describing the intended use of the property and formally requesting consideration by the Commission.
3. Twelve (12) copies of Site Plan prepared by a licensed and qualified engineer or architect drawn to a scale of not more than one hundred (100) feet to one (1) inch and containing or accompanied by the information set forth below.
4. Completed Site Development Application and Checklist.

When any site development of a tract of land is proposed to be made, the developer shall first submit to the Town Recorder’s Office at least thirty (30) calendar days prior to the Planning Commission meeting at which the development is to be considered, (a) this Application and (b) the site plan containing the following information:

Site Development Checklist:*

YES	NO	N/A	
€	€	€	1. Names, addresses, telephone numbers of all parties involved in the project, including owner, developer, engineer, architect and surveyor.
€	€	€	2. Name of development, date, graphic scale, north arrow on each page.
€	€	€	3. Boundary survey of the property.
€	€	€	4. Separate written legal descriptions for each tract, if more than one (1), including the area of the tract in square feet or acres that read clockwise.
€	€	€	5. Point-of-beginning (“POB”) from a permanent well-defined reference point; clearly label the POB on the Site Plan.
€	€	€	6. Vicinity map of the project with a radius of one (1) mile from the project showing relationship to existing street pattern including existing street names and class per Master Street Plan and 100 year floodplain boundary.

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|---|---|---|--|
| € | € | € | 7. Current zoning classification for the property and the proposed development. |
| € | € | € | 8. Current zoning classification for all adjacent properties and the names and addresses of all adjacent property owners as well as the county tax parcel number of each property. |
| € | € | € | 9. Topography at contour intervals of two (2) feet for ground slope between level and ten percent and at five (5) feet intervals for ground slope exceeding ten percent; contours of adjacent property within one hundred (100) feet of the project. |
| € | € | € | 10. Location of all physical features of the property including but not limited to creeks, ponds, drainage swales and wetlands, including those extending beyond the property line onto adjacent properties to show the relationship of the proposed development with adjacent properties. |
| € | € | € | 11. Location and description of all known potentially dangerous areas or conditions on the property including areas subject to flooding, slope instability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards |
| € | € | € | 12. Location and dimensions of all existing and proposed streets, rights-of-way, and center lines, include curve data for any street forming a project boundary. |
| € | € | € | 13. Location and dimensions of all existing and proposed structures indicating structures to remain and structures to be removed. |
| € | € | € | 14. Show 100 year floodplain and/or floodway and base flood elevations and reference the FIRM panel number and effective date. |
| € | € | € | 15. A note regarding wetlands, if applicable; note if Army Corps of Engineers determination is in progress. |
| € | € | € | 16. Site coverage note indicating the percentage of the site that is covered by an impervious surface, such as parking lots, and the Floor Area Ratio (size of building in square feet divided by net land area, expressed as a decimal number). |
| € | € | € | 17. Location and dimensions of open space areas. |
| € | € | € | 18. Location and dimensions of all setbacks from property lines and between structures. |
| € | € | € | 19. Location, dimensions and purpose (i.e. water, sewer, access, etc.) of all easements on or affecting the property. |
| € | € | € | 20. Location and size of any property to be dedicated or reserved with special conditions for special uses. |
| € | € | € | 21. Copies of all existing and/or drafts of any proposed covenants, conditions or |

restrictions, if any.

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|---|---|---|---|
| € | € | € | 22. Existing and proposed sidewalks. |
| € | € | € | 23. Existing and proposed storm drainage improvements and drainage runoff quantities (cubic feet per second). |
| € | € | € | 24. Existing and proposed driveways and curb cuts, including driveway widths, radius and distance from other property lines and street intersection(s). |
| € | € | € | 25. Identify and show the location, size, surfacing, landscaping and arrangement of parking spaces, handicapped parking spaces and ramps, loading areas and indicate the pattern of traffic flow. |
| € | € | € | 26. Provide a table indicating the total number of general parking spaces required (based on zoning classification of the project) and the total number provided, the total number of handicapped parking spaces required and the total number provided. |
| € | € | € | 27. Location, dimension and description of screening or landscape buffers where proposed and/or required by Town. |
| € | € | € | 28. Location of proposed dumpsters and screening in accordance with the zoning code. |
| € | € | € | 29. Location and description of existing and proposed streetlights. |
| € | € | € | 30. For residential development, provide a description of commonly held areas, if applicable, and provide a table of the following information:

(A) the total number of dwelling units and the gross floor area of the building; and

(B) the total number of each type of unit (by number of bedrooms, for example) and the floor area for each type of unit. |
| € | € | € | 31. For non-residential development, provide a table of the following information:

(A) the gross floor area of the building, and if for multiple uses;

(B) the floor area for each type of use. |
| € | € | € | 32. Location and description of existing and proposed signage. |
| € | € | € | 33. Location, dimensions and purpose of all known on-site and off-site existing and proposed utilities. |
| € | € | € | 34. A written description of any waivers from the foregoing requirements that are requested and the reason(s) justifying such waiver. |

- € € € 35. Engineering, Surveyor's and Site Plan Approval Certificates on Site Plan.
- € € € 36. Architect's or engineer's stamp on the drawings when building cost is seventy-five thousand dollars (\$75,000.00) or greater (not including the value of the land) or on multi-family housing that contains five (5) or more units.
- € € € 37. Copy of Arkansas Contractor' License, when the project cost ([not] including value of land) exceeds twenty thousand dollars (\$20,000.00).

A pre-application conference is strongly encouraged to review the proposed project and discuss the checklist requirements.

Other Requirements:

- € € € 1. Any such other data and information that may be required by the Town or the Planning Commission.

*** Applicant shall positively certify each item. Where "no" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.**

FAILURE OR REFUSAL TO SUBMIT A REQUIRED ITEM OR FAILURE TO COMPLY WITH THE PROVISIONS, CODE, OR ORDINANCES OF THE TOWN SHALL CONSTITUTE A REASON TO DENY THIS APPLICATION.

Planning Commission Review Meeting Outcome and Comments
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Date of Meeting: _____

- Approved

 Conditionally Approved

 Disapproved

Comments:

Notify developer of outcome in writing within five (5) days of the meeting.

Date of notification: _____

Approval of Site development does not constitute approval of sewer, water or utility plans. The developer is responsible for obtaining approval of these systems from the agencies listed below. The developer must provide the Planning Commission with written documentation of approval from outside agencies.

Prior to the construction of any streets and utilities, the developer shall obtain approval, in writing of the street and utilities plans and specifications. The developer shall furnish the town with two (2) complete sets of written plans and specifications and one (1) digital set of plans and specifications in GIS format prepared in accordance with Section 3-6 of the Subdivision Code of the Town of Highfill.

Plan	Agency	Date/Results of Preliminary Inspection	Date/Results of Final Inspection
Streets and Drainage	Planning Commission		
Sanitation	Planning Commission/State Department of Health		
Water	Water Department		
Electric	Electric Company		
Gas	Gas Company		
Telephone	Telephone Company		
Fire	Fire Department		