City of Centerton

Large Scale Development Plan

Application & Checklist

Updated 08/13/2022

Project # DEV_____

Staff Use Only	Submittal Date _____Date Accepted as Complete_____ Tentative PC Meeting Date: _____ Application Fee Paid: R#_____ Date _____Paid By:_____ **$400: 0-25 Residential Units; 0-4,900 sf commercial** **$800: 26+ Residential Units; 5,000 sf+ commercial** **Includes three submittals and two final inspections. See Title 13 for re-submittal & re-inspection fees.** Planning Approval: Yes____ No____ Date_____ Fire Inspection Required: Yes____ No____ Conditions of Approval:_____

Fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished and complete and the application fee is paid. Submittal deadlines are according to the Planning Submittal Calendar.

Project Name_____
Site Address_____
Location Description_____
Acreage _____ **Parcel No(s).** _____ **S-T-R** _____
Lot _____**Blk** _____ **Subdivision** _____ **Located in:** ___ **City Limits** ___ **County** (Outside City Limits)

Current Zoning: _____ **Current Use:**_____
Proposed Zoning: _____ **Proposed Use:** _____
_____ **# of Lots** _____ **# of Structures** _____ **# of Common Lots** _____**# of Detention Lots** _____ **Other**

	APPLICANT	ENGINEER
Firm Name		
Contact		
Address		
Telephone		
Email		

	OWNER	DEVELOPER
Firm Name		
Contact		
Address		
Telephone		
Email		

Which of the above assumes responsibility for expenses incurred outside the initial application fee?
___ Applicant ___ Owner ___ Developer ___ Engineer/Surveyor ___ Other: _____

Printed Name and Signature of Owner/Applicant or Authorized Agent: (Need Proxy signed below if other than Property Owner Signature)

_____ _____ _____
Owner/Company/Partnership/Trust Name Property Owner / Authorized Signature Date

FOR OFFICE USE ONLY

Proof of Ownership Provided	☐Y	☐N	
Individual Authorization for Company Provided	☐Y	☐N	☐NA
If Multiple Owners, All Signatures Provided	☐Y	☐N	☐NA

AUTHORIZATION OF PROXY

TO: THE CENTERTON PLANNING COMMISSION:

I, _____ hereby authorize
(owner/trustee/managing partner/etc.**)

_____ to represent me and to
(Authorized representative)

make decisions on my behalf for _____
(List all affiliated projects)

which is to be presented to the Centerton Planning Commission / City Council for review and approval.

_____
Company/Partnership/Trust Name

_____ _____
Owner Date

_____ _____
Owner Date

State of Arkansas
County of _____

Sworn to and subscribed before me this _____ day of _____, 20___.

Notary Public _____

My Commission Expires_____

** If property is owned by multiple individuals, all owners must sign proxy form. If all owners sign simultaneously, one notary block may be provided. If owners sign at separate times, a notary block must be provided for each signature.

If property if owned by a corporation, LLC or other, provide documentation of individual signer's authority and their authorization to sign document(s) on business' behalf.

Checklist: (To be completed by Design Professional and included with Submittal)

The following is a summary of the items which constitute a large scale development plan submittal. This list is a summary of the regulations of the City of Centerton. It is required that the developer become familiar with all regulations pertaining to Developments adopted by and with all standard practices followed by the City in the Development Plan approval process.

☐ **Development Plan Application + Checklist** Pages 1-4, completed, and each item checked off indicating general compliance.

☐ **$400: 0-25 Residential Units; 0-4,900 sf commercial / $800: 26+ Residential Units; 5,000 sf+ commercial Application Fee** payable to the City of Centerton.

☐ **Submit to the City** the following number of copies of all drawings and drainage study days according to Planning Submittal Schedule. The Planning Department will make distribution to City Engineer, Public Works, Water & Sewer, Fire, and Police. The plans will be reviewed, and comments will be provided back to the project representative.

- (5) Full Size Sets of Drawings (Includes Site Plan) ♦*See site plan requirements below*♦
- (1) Drainage Studies / Reports ♦*Refer to Online Drainage Manual requirements*♦
- (1) Digital format or electronic/email copy of above documents to planning@centertonar.us

☐ **Submit plans to all franchise utility companies** for review and comment according to their requirements; notify of scheduled meeting date. (*Utility Contact link on Page 7*)

☐ **Public Notice:** Owner/Developer or Representative of the project will be required to post one or more Public Notice signs, provided by the City, on the property being developed, upon notification that the sign is ready to pick up. The sign must be viewable to the public and may be displayed on a fence with zip ties, in the ground in front of the property where the development applies, or in a visible easement area, with visibility to both sides of the sign. A picture shall be taken of the placed sign and emailed to planning@centertonar.us. The same shall be responsible for the removal & disposal of the sign within one day following the Planning Commission date issued at time of submittal.

☐ **Site Plan:** All Surveys shall comply with the latest revision of "Arkansas Standards of Practice for Property Boundary Surveys and Plats". Site plans shall be drawn at a scale not smaller than 1"=60' and shall include the following information.

- ☐ Property lines and Parcel I.D. labels including owners of all properties adjacent to the exterior boundaries of the project.
- ☐ Name, address, telephone numbers, and fax numbers, if available, of the record owners, applicant, design professional that prepared the plans, and utility companies.
- ☐ North arrow with basis of direction and bar scale. When the basis of direction is referenced to the Arkansas Coordinate System, NAD83 Grid, a note shall be included to list Convergence Angle at a specified point. If distances have been converted to ground, the Combination Adjustment Factor at a specified point shall be noted.
- ☐ Date of preparation, zoning classifications, setbacks, and proposed use.

- ☐ A general vicinity map showing the location of the project within the City/county with a radius of about 1 mile, indicating subject in relation to Section-Town-Range.
- ☐ Notes regarding wetlands and flood areas, *if applicable*. Flood areas shall include base flood elevation, *if applicable*, and reference FIRM panel number and effective date and method of location.
- ☐ Title Block, indicating the name and type of project and name of firm and/or individual who prepared the drawing, with revision block.
- ☐ A complete and accurate legend.
- ☐ Location of existing and known razed (visible), or to be razed structures and fences.
- ☐ Location and notes regarding existing well and/or septic systems, and their respective proposed use or abandonment.
- ☐ Written boundary or survey description, reading clockwise, for parent tract tracts involved in the subdivision including area in square feet or acres.
- ☐ Boundary survey, shown on the Site Plan drawing or a separate drawing. The Surveyor shall seal, sign and date the survey. Boundaries shall show distances in feet and directions by bearings reading clockwise. When circular curves are platted, the following four (4) curve elements shall be shown: radius, arc length, chord bearing, and chord distance. Monuments or references bearing the license number of the responsible surveyor to be set at all parent tract corners.
- ☐ Point of Beginning from a permanent well defined reference point, Quarter section corner desired as the starting point.
- ☐ If known, Arkansas State Plane, North Zone, NAD83 Grid coordinates shall be labeled on at least two corners of the Parent Tract.
- ☐ Ties to corners, monuments, corner accessories and other relevant witness information, which control the location of a boundary or corner, the surveyor's basis for acceptance thereof, and the originating source of monuments or accessories.
- ☐ Easements: Show width, location, and purposes of all existing and proposed easements for drainage, utilities, flood control, conservation, and all other public purposes within and adjacent to the project. If an easement is blanked or indeterminate in nature, a note to this effect shall be placed on the survey or plan. Copy of an Abstract or signed statement by licensed surveyor stating the found recorded easements with their stated purpose or dedications of record affecting subject parcel.
- ☐ Reasonably observed encroachment and possession lines.
- ☐ Label type and dimension of monuments found or set during the course of the survey.
- ☐ Site Benchmark tied to a specific, defined point, referenced to NAVD-88 Datum.
- ☐ Existing & Planned Street right-of-way lines, including City-County-AHTD with centerlines dimensioned. Show the location, widths, and names or designations of all existing or proposed streets and other rights-of-way, whether public or private, **within and adjacent to the project**, and the radius & curve data of each centerline curve. Private streets shall be clearly indicated. Identify if existing streets have curb & gutter or shoulder & ditches, roadway surfacing type and thickness of asphalt or other material, if used.
- ☐ Layout of what is proposed to be constructed, including: building footprints; driveways; parking lots; lighting; dumpster area; and other surface improvements.
- ☐ Signature Block for City Approval: Planning Chairperson, City Engineer, Water & Sewer Dept., Street Dept and Fire Dept.

☐ **<u>Grading and Drainage Plan:</u>** At a scale not smaller than 1" =60', showing the following items. The amount of detail required for this plan varies greatly from project to project.

- ☐ For projects one acre or smaller, show at least 50' of topography beyond the project limits. More than one acre show at least 100' of topography beyond the project limits.
- ☐ Plan and profile of storm drainage systems including structure and pipe type, size, elevation and details, swales, ditches, detention ponds, etc. These must be shown in sufficient detail for the City to verify that

what is included in the drainage report is shown to be constructed, and physically can be constructed on the site, including any proposed off-site drainage improvements.

- ☐ Proposed grading.
- ☐ Width, location, and purpose of all proposed easements for drainage.
- ☐ Location and details of all construction erosion control methods.

☐ **Utility Construction Plans:** At a scale of not smaller than 1" =60', showing the following items.

- ☐ Show all existing utilities on or adjacent to the project.
- ☐ Plan and profile for all proposed sanitary sewer systems, including pipe locations, sizes, rim and invert elevations, materials and details.
- ☐ Plan for all proposed water systems, including pipe, fire hydrants, meters, valves, and related appurtenances locations, sizes, materials and details. Water profiles will be required where significant cuts or fills are involved, or where, in the opinion of the City, a profile will be needed to assure successful construction.
- ☐ Widths, locations, and purposes of all utility easements.
- ☐ Plan for all franchise utilities including location of pedestals, poles, structures, and conduits.
- ☐ Signature block for Centerton Water & Sewer Department. ***Note: Centerton Water & Sewer must sign drawings before developer submits them to Arkansas State Health Department.***

☐ **Site Lighting Plan:** Plans shall depict size, location, height specifications, illumination, lamps, poles or other supports and shielding devices which may be provided as catalogue illustrations from the manufacturer.

☐ **Landscape Plan:** (Centerton Municipal Code Chapter 12.08.09) For all new development, the City Planning Commission shall review landscaping plans and may require street trees to be planted in any of the streets, parking lots, parks and other public places abutting land henceforth developed and/or subdivided.

- ☐ Provide a Landscape Plan showing all proposed landscaping, including a planting schedule.

☐ **Tree Preservation Plan:** (Centerton Municipal Code Chapter 12.08.09) Developments shall be designed to preserve natural vegetation areas as much as possible. Streets, parcels, structures and parking areas shall be laid out to minimize the destruction of wooded areas or outstanding tree specimens. Developers of land are encouraged to designate wooded areas as park reserves or wildlife habitat.

- ☐ Provide Tree Preservation Plan indicating which trees are to remain and which are to be removed.

☐ **Drainage Report:** In accordance with the City of Centerton Stormwater Management and Drainage Manual dated June 2009, or latest revision. Download of manual available at www.centertonar.us/planning-and-development by clicking on the *"Drainage Manual"* box.

- ☐ Drainage Design Checklist from Centerton Stormwater Management Drainage Manual, Figure 1.1.
- ☐ Include pre-developed and post-developed analysis, with detention pond design.
- ☐ Include design tables and/or calculations for the design of all elements of the drainage structure, such as inlets, pipes, flumes, open channels.
- ☐ Indicate effects, if any, on upstream, adjacent, and downstream areas (up to ½ mile as appropriate), including topographic map of these offsite areas.
- ☐ Include exhibits to indicate the type of soils at the site and the location of the site relative to regulated flood zones.

☐ Inspection Division: Any and all commercial buildings must submit plans required by the Building Safety Division prior to issuance of permits. These plans include, but are not limited to, plumbing, electrical, mechanical, engineering/architectural requirements, structural – erection/footing, and fire. Contact Building Safety Division: Cherie Matherly or Robert Coffelt, phone (479) 795-2750 Ext 23, email buildingsafety@centertonar.us, or weblink https://centertonar.us/building-safety for submittal requirements.

☐ Additional Information: Verify if any additional information is required based on the latest regulations or practices.

- After comments from staff, written responses to staff's comments will need to be submitted along with the revised plan submittal to the City Planning Department. These will be reviewed by City Staff and a new set of comments will be given to the engineer/developer.

- After approval of the Development Plan, it is the responsibility of the Developer to deliver five (5) copies plus one (1) electronic copy (plus the number of copies needed by the developer) of the approved Development Plan to the City of Centerton for signatures or this can be done at the Pre-Construction meeting.

- Submit plans to private utility companies according to their requirements.

- Schedule a Pre-Construction Meeting – This meeting can only be scheduled after the utility plans have been approved by the Arkansas State Health Department and after any contingencies of approval by the Planning Commission have been satisfied.

- For sites required to have an NPDES storm water discharge permit, a copy of the Storm Water Pollution Prevention Plan prepared for the site must be submitted to the City.

PROCEDURES FOR COMPLETION OF PROJECT:

- Submittals at Completion of Project: The following information must be submitted at the end of construction before a Certificate of Occupancy will be issued.

  - ☐ Certificate of Completion: The Engineer of Record shall submit a signed and sealed letter certifying that all improvements and installations have been completed in accordance with the approved construction documents and City specifications (a template can be provided upon request). This letter should be submitted with or prior to the first submittal of Record Documents.

  - ☐ Record Drawings of as-built improvements for changes made from approved plans or upon the request by any City department head.

  - ☐ If needed, any Easement Plat or recording document for dedication of utility and drainage easements.

  - ☐ As-built survey and calculations for the detention pond, if required, and as-built drainage analysis report.

- Final Inspections and Approvals: The following will be required before a Certificate of Occupancy will be issued by the building inspector's office. Normally, the City engineer will not make regular inspections of the project site but will instead respond to requests for inspections either from the contractor, the developer, the developer's engineer, or another City department head. If the developer, the developer's engineer, or the contractor requires the assistance of the City engineer, charges will be incurred at the expense of the developer.

  - ☐ Record Drawings of all site improvements by paper and digital format, PDF and AutoCAD (dwg), shall be submitted to the City prior to final inspections. GPS and coordinates of drainage system and water & sewer are to be provided on record drawings.

    Deliver to: City of Centerton – 290 Main St., PO Box 208, Centerton, AR 72719
    - (5) Full size set paper copies of Final Approved Drawings
    - (5) Digital copies of all Final Approved documents, pdf & dwg (CD)

  - ☐ Final inspection shall be conducted by the City of all site improvements, including any public improvements. Any corrections or deficiencies noted must be corrected. The developer will be charged for actual cost of inspections and any follow-up inspections for final approval.

  - ☐ Inspections by the Fire Chief may be made while the building is being constructed. A final inspection by the Fire Department will be required before occupancy is allowed. The final fire inspection will include, but not be limited to, fire safety codes for the structure(s) and the site itself.

  - ☐ Normally the Building Inspector makes frequent inspections during construction. A final inspection of the structure will be conducted by the Building Inspector.

  - ☐ Developer shall have an As-built Survey conducted for any stormwater detention basin included in the project. The Survey shall be as defined in the Centerton Drainage Manual. Check the Centerton Drainage Manual or with the City Engineer for complete requirements. The Engineer of Record shall model the As-built detention basin information and Certify by written letter that the detention facilities were constructed in accordance with the approved construction plans and drainage report. Any corrections or deficiencies must be completed. [Note: Contact City Engineer 48 hours prior to survey in order for City Engineer to schedule attendance. City Engineer will notify Public Works Director.]

- **Certifications and Bonds:** Maintenance bonds will be required before a Certificate of Occupancy will be issued by the building inspector's office. Bonds apply only to public street, water and sewer improvements associated with the project.

  - ☐ Street Maintenance Bond - 100% for 2 years.
  - ☐ Drainage Maintenance Bond -100% for 2 years.
  - ☐ Water & Sewer Maintenance Bond (50% for 1 year).
  - ☐ Signed Certificate and Affidavit for the Water & Sewer Department from the Centerton Water and Sewer Commission Standard Specifications and Standard Details, Page 80 Certificate of Completion. The Engineer of Record shall submit a statement certifying that all drainage improvements and installations have been completed in accordance with the approved construction documents and City specifications.
  - ☐ Payment of outstanding engineering review charges for the project billed by the City.