



# Preliminary Plat / Large Scale Development

**Fees:**  
**PP: \$425 + \$1/lot**  
**LSD: \$275**

## Application & Checklist

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

Property Information	Address	<input type="text"/>	Project Information	Project Type (select one): <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Large Scale Development	
	Subdivision	<input type="text"/>		Project Name	<input type="text"/>
	Parcel No.	<input type="text"/>		Proposed Use	<input type="text"/>
	Acreage	<input type="text"/>		Number of Lots	<input type="text"/>

Owner/ Developer	Name	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address	<input type="text"/>	Fax	<input type="text"/>	
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>	

Applicant / Representative	Name	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address	<input type="text"/>	Fax	<input type="text"/>	
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>	

Engineer / Surveyor	Name	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address	<input type="text"/>	Fax	<input type="text"/>	
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>	

**APPLICANT / REPRESENTATIVE:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, 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 City might not approve what I am applying for, or might set conditions on approval.

√ \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER / AUTHORIZED AGENT (As stated on the warranty deed):** I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

√ \_\_\_\_\_ Date: \_\_\_\_\_

<b>Staff Use Only</b>	Date Application Submitted	HTE Project No.	PC Meeting Date
	Date Accepted as Complete	Atlas page	Zone

Architect (LSD Only)	Name	<input type="text"/>	Phone	<input type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address	<input type="text"/>	Fax	<input type="text"/>	
	City, State, Zip	<input type="text"/>	E-mail	<input type="text"/>	

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## Preliminary Plat / Large Scale Development Checklist

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

- A. Application.** Completed application form.
- B. Fees.** Payment of application fees.
- C. Plat/Plan.** A plat or plan drawn in AutoCad or similar digital format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"=50') of all required information. Fifteen (15) copies of the plat or plan folded to page size with title information on the outside. 10 full sets + 5 partial sets (consisting of the cover sheet, site plan, and landscape plan only).
- D. Electronic Copy of site plan.** A .dwg must be submitted on a CD with the application for electric department design. The title of the project must on the CD.
- E. Electrical Service Information Sheet.** All requested information must be provided.
- F. Drainage Report.** One (1) drainage report, grading and soil erosion plan (sites over .5 acre).
- G. Warranty Deed.** Copy of the warranty deed showing ownership of property.
- H. Recorded Plat.** Copy of the recorded plat.

### Additional Items for Large Scale Developments only:

- I. Landscape Plan.** Including irrigation plan. Please refer to the Landscaping Ordinance in accordance with Article 1400, Landscaping and Screening.
- J. Lighting Cut Sheet.** The type of lighting fixture utilized must be a "cut-off" fixture.
- K. Detailed Architectural Elevations.** Submit one colored renderings showing each side of the structure to be in compliance with the commercial design standards, identifying architectural details. Should include a description of proposed materials and colors. Dimensions should be provided.
- L. Sample Material.** Provide a sample of the exterior materials to be used for the proposed structure that indicates the texture, color and material type.

# **Preliminary Plat / Large Scale Development Plan Specifications**

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**The following information shall appear on the plat or plan:**

## **General Information:**

1. Property lines of all property owners adjacent to the exterior boundaries of the project shall be located on the plat.
2. Names, addresses, telephone numbers, and fax numbers - if available, of all parties involved in project. Include registration and license number.
3. North arrow, scale, date of preparation, zoning classification, and proposed use.
4. Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, revisions, and atlas page.
5. Provide a complete and accurate legend.
6. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
7. Boundary survey of the property shown on the plat/plan or separate sheet. The Surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.
8. Written legal descriptions including area in square feet or acres that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.
9. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled.
10. Curve data for any street which forms a project boundary. Curve data shall include radius and arc distance.
11. Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be dimensioned.
12. Show 100 yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date.
13. Provide a benchmark (IF WITHIN 1/2 MILE) - clearly defined with an Accuracy of 1/100'. This Benchmark must be tied to USGS Datum.
14. Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.
15. A general vicinity map of the project with a radius of 1 mile from the project.
16. Existing and proposed topographic information with source of the information noted. Show:
  - (A) Two foot contour interval for ground slope between level and ten percent.
  - (B) Five foot contour interval for ground slope exceeding ten percent.
  - (C) Contours of adjacent land within 100 feet of the project shall also be shown.
17. The location of all existing structures. On large scale developments, show the location of proposed buildings and square feet, ICC construction type. Dimension building and setbacks from the building side to property lines.
18. Revision blocks.

## **Existing Utilities:**

19. Please show all known on-site and off -site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
20. Existing easements shall show the name of the easement holder and purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

## **Proposed Utilities:**

21. Regarding all proposed storm sewer structures and drainage structures:
  - A. Provide structure locations and types.
  - B. Provide pipe types and sizes.
22. Regarding all proposed sanitary sewer systems:

If you should have system design questions, please contact Water Department before submittal.

  - A. Provide pipe locations, sizes and types
  - B. Manhole locations of rim and invert elevations
  - C. Profiles including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity.
  - D. Provide plan and route for access to all manholes.
  - E. If lift-station is proposed, submit plan to Wastewater Treatment Plant supervisor.
  - F. Show off-site plans (if applicable) for gravity sewer and force mains.
23. Note the occurrence of any previous overflow problems on-site or in the proximity of the site. (Contact Water Superintendent at 271-3134).
24. If a septic system is proposed, note it on the plat or plan. Show proposed location of septic tank and lateral fields including detail of leachate pipes and drain fill material.
25. Regarding all proposed water systems, on or near the site.
  - A. Provide pipe locations, types and sizes
  - B. Note the static pressure and flow of the nearest hydrant.
  - C. Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.
  - D. Design water and sewer utilities in a manner to minimize conflict with other underground utilities.
26. Regarding all proposed underground or surface utility transmission lines: (Note: This category includes, but is not limited to telephone, electrical, natural gas, and TV cable).
  - A. Locations of all related structures (pedestals, poles, etc.)
  - B. Locations of all lines (note whether the line is below or above ground).
  - C. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
27. The width, approximate locations, and purposes of all proposed easements or rights of way for utilities, drainage, sewers, floor control, ingress/egress or other public purposes within and adjacent to the project.

## **Standard Electric Requirements:**

28. All developments shall meet the City of Bentonville Developer Guidelines. A copy may be obtained from the city website ([www.bentonvillear.com](http://www.bentonvillear.com)) under the Electric Department page.
29. Meter location shall be shown on utility plan.
30. Conduit placement and streetlight foundation locations shall be installed per BEUD's electrical design layout.
31. Any landscaping must maintain proper distances away from buried power lines, electric devices, or overhead power lines.
32. For any primary power that crosses the property to serve a pad mounted transformer, a minimum 15' wide public utility easement must be granted for our wire.
33. For preliminary plans, show phase lines.
34. Provide BEUD with current billing address.

## **Proposed and Existing Streets, Rights-Of-Way, and Easements:**

35. The location, widths, grades, and names (avoid using first names of people for new streets) of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Curve/arc of streets should include radius and arc distance data on survey or plat. Private streets shall be clearly indicated and named. **\*Street names must clearly be indicated with quadrant prefix.** Names are subject to change.
36. A layout of adjoining property (within 300') in sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the master street plan, aerial photos, and the City Atlas Books located in the Planning Office.

### **Easement Plan - (LSD Only):**

37. A preliminary easement plat may be required by Planning Staff depending on the number and location of easements. After construction of the approved large scale development, a final easement plat must be submitted to the Planning Office (seven (7) blue line copies).

### **Subdivision of Land:**

38. The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. \*Lots shall be numbered consecutively for all phases. These numbers shall be associated with each phase of subdivision. Avoid using blocks. The total number of lots shall be indicated on the plat.
39. The designation of all "outlots" and anticipated uses, if known.
40. For phased development, a plat showing ALL phases is required.

### **Site Specific Information:**

41. Provide a note of any known existing erosion problems on-site or within 100' downstream of the property.
42. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundment's, and underground structures within the project.
43. The location of known existing or proposed ground leases or access agreements. (e.g. shared parking lots, drives, areas of land that will be leased).
44. The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)
45. The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
46. For large scale residential development, indicate the use and list in a table the number of units.
47. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use (large scale developments only).
48. The location and size of existing and proposed signs, if any.
49. Location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side property line and surrounding intersections.
50. Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces. (large scale developments only).
51. Location of buffer strips, fences or screen walls, where required (check with Community Development Director and Zoning Ordinance.)
52. Indicate location of garbage service, which must have screening on three sides (large scale developments only).
53. A description of commonly held areas, if applicable.
54. Draft of covenants, conditions, and restrictions, if any.
55. A written description of requested waivers from any city requirement.
56. Show required building setbacks in the form of a table for large scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
57. Preliminary drainage plan as required in the City Engineer's Office.
58. Location of proposed and existing light fixtures. Description of each illuminating device, fixture, lamp support and shield. The description shall include, but is not limited to, manufacturer's catalog cuts, illustrations and initial lumen outputs. If required, documentation of compliance with cutoff requirement shall be provided.



# Electric Service Information

## Preliminary Plat / Large Scale Development

### Service Size and Demand: (Required)

#### Preliminary Plat:

Number of lots:

Number of phases:  Number of lots per phase:

Approximate House SF:

Will the development be all electric?  Yes  No

Will a lift station be installed with this development?  Yes  No

Will single or three-phase power be required for a park, sign, or pool complex? If so, please indicate on drawing.  Yes  No

#### Large Scale Development:

Will the development be all electric?  Yes  No

Will the development have multiple meters?  Yes  No

#### Single Meter:

Service Voltage:  Volts  Phase Total Service Size:  Amps

#### Multiple Meters:

Number of electric meters:  Number of meter packs:

If multiple meters, must submit catalog sheets for meter pack / tapboxes along with drawings.