



# Commercial Large-Scale Development Application

## \$200.00

### Application Requirements and Checklist

City of Pea Ridge  
975 Weston Street  
P.O. Box 10  
Pea Ridge, Ar. 72751  
T. 479-451-1122 ex. 107

Please fill out this form completely, supplying all necessary information and documentation to support your request. Your request will not be considered until the application is completed and required information provided to the Planning Department by the submission deadlines. Attached you will find the following information needed to assist you with your Large-Scale Development request:

- Application
- Frequently Asked Questions
- Checklist
- Large-Scale Development Process

Property Info.	Address:	Project Info.	Project Name:
	Parcel #		Will a variance be submitted with this application? Yes    No
	Acreage:		If yes, please attach the variance application.

Owner  Primary Contact?  Yes    No	Name:	Phone:
	Address:	Fax:
	City, State, Zip:	Email:

Applicant/ Representative  Primary Contact?  Yes    No	Name:	Phone:
	Address:	Fax:
	City, State, Zip:	Email:

Engineers/ Surveyor  Primary Contact?  Yes    No	Name:	Phone:
	Address:	Fax:
	City, State, Zip:	Email:

Developer  Primary Contact?  Yes    No	Name:	Phone:
	Address:	Fax:
	City, State, Zip:	Email:

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.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner/ Authorized Agent: 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.)

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only:**

Date of Concept Meeting: Date Completed Application was Submitted: Planning Commission Meeting Date: Pre-Con Meeting Date: Engineering Final Site Inspection Approval Date: Final Site Inspection Approval Date: Date Certificate of Occupancy was Issued:	Date of Technical Review: Date Accepted as Complete: Final Plat Review Date: Planning _____ Council _____ Building Permit Issue Date & Number: _____ /# Fire Inspections Approval Date: Building Final Inspection Approval Date:
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## **Large-Scale Development Submission Checklist:**

(Refer to Code 11.05)

**ONCE ALL DEPARTMENTS HAVE SIGNED THE AUTHORIZATION TO APPLY FORM, APPLICANTS CAN PROCEED WITH THEIR APPLICATION SUBMISSION.** (Please see the attached "Application to Apply" Form)

- **Application.** Completed application required at time of submittal.
- **Fee.** Payment of the application fee. *Please note additional charges, all out-of-pocket costs and expenses incurred by the city for review of and recommendations concerning submitted plans by appropriate professional consultants. Conditional Approval, within three (3) weeks after the Planning Commission's decision, the Planning Department shall send the applicant a signed copy of the of the development plans along with a written statement of any required changes and/or additions. A signed copy of the development plans, to the letter by the applicant, shall be submitted to the Building Official before a building permit may be issued. (Ord. No. 471, Sec. 1)*
- **Letter of Transmittal.** A narrative describing the proposed scope of work.
- **Deed.** Copy of warranty deed.
- **Development Plan.** Twelve (12) copies of a scaled black line drawing a minimum size of 18" by 24". It must include the following:
  - Show Existing Items
  - Natural Features
  - Proposed Improvements/Proposed Design
  - Correct Legal Description of the Property
  - Correct Legal Description located within the Large-Scale Development
  - All Dedications and Easements, including Street Right-of-Way Dedications and Vacations Along Utility and Drainage Easements
  - Vicinity Map with location and Name of Any Street That Abuts or Intersects the Proposed Development. Also, Include Location and Name of Any Other Street, Building or Landmark Necessary to Clearly Indicate the Location of the Proposed Development. (Should include a one (1) mile radius indicating North/South streets and East/West streets, as well as North arrow.)
  - Provide the State of Arkansas Contractor's License.  
(Please note they must be in good standing with the State of Arkansas.)
  - Flood plain information
- **Preliminary Street Plan.** Plans are required only when new streets or alterations to existing streets are proposed. Please include the alignment of streets in relation to topography.
- **Preliminary Drainage Plans.** Plans shall show the direction of flow of stormwater, the impact of the development on other property in the immediate area and downstream. For drainage criteria and erosion control please refer to Code 11.06.05 and Code 11.06.06.
- **Landscape Plans.** Plans shall show the type, variety and general design of installation of trees, plants and other landscaping features. For landscape regulations please refer to Code 11.07.
- **Application to Apply Form.** Please see the attached form.
- **Required Documents.** All other requested documents.

## **Large-Scale Development Review Process:** (Refer to Code 11.05.03)

Please also see Exhibit "A" located at the end of this packet.

*Administrative Approval* may be done by the Building Official for residential development not to exceed four (4) single family dwellings and non-residential development for any additions, alteration or extension not exceeding twenty percent (20%) of the fair market value\* of the existing building or structure. Please note, only one (1) such addition, alteration or extension to a building or structure may be approved by the Building Official.

\*Fair market value shall mean the most recent assessment for the subject property made by the Benton County Assessor.

*Staff Action* reviews shall be within two (2) weeks of receipt of the development plans and required documents, the Building Official shall disapprove, approve, or approve conditionally. *Disapproval* by the Building Official shall be sent to the applicant by written statement of the reason for disapproval. *Approval*, by the Building Official, shall issue a building permit to the applicant. *Conditional approval*, by the Building Official, shall be sent to the applicant, as a written statement, of any required changes and/or additions. A signed copy of the letter by the applicant shall be submitted to the Building Official before a building permit may be issued. Should additional reviews be needed, the Building Official will deem it necessary for an outside source to review the plans of the proposed development, the applicant will be notified, in writing during the fourteen (14) day review period the reason for outside review and an expected date for the decision. If the developer objects to an extension of review time, the objection shall be heard at the next regularly scheduled Planning Commission meeting.

*Planning Commission Action*, the Planning Commission shall review all Large-Scale Developments except those listed in Code 11.05.03 Sec. A. The review process for the Planning Commission, they have forty-five days from the date of submission to disapprove, approve, or approve conditionally. The Planning Commission's *disapproval* of the submission shall be sent within two (2) weeks, in writing with a detailed statement with the reasons for disapproval, to the applicant. *Approval* of the submission, by the Planning Commission, will need to be received by the applicant within two (2) weeks of the Planning Commission's decision. *Conditional Approval*, by the Planning Commission, shall be sent to the applicant, as a written statement, of any required changes and/or additions within three (3) weeks after the Planning Commission's decision. A signed copy of the development plans, to the letter, by the applicant shall be submitted to the Building Official before a building permit may be issued.

Please note development plans may be disapproved for any of the reasons listed in Code 11.05.03 Sec. C.

## **Final Development Plat (FDP):**

Acceptance and Dedication: If easements, utilities, other assets, or public improvements are involved in the development, final acceptance and dedication must be officially accepted by the City Council prior to recording the Final Development Plat with Benton County Recorder. All requirements of code 11.05.02 & 11.05.03 must be satisfied, and all city and state inspections passed, the developer may submit the application to the Planning Department and application for Final Acceptance and Dedication for review and approval by the Planning Commission.

**Submission Requirements:** Applicant must submit at least fifteen (15) days prior to the regularly scheduled Planning Commission meeting. The application packet should include:

- **Fees.**

Application fee	\$400.00
Street Final Inspection fee	\$250.00
Water/Sewer Utilities Inspection fee	\$250.00
Reinspection fee	\$250.00
- **Six (6) copies of the Final Development Plat** on 24 x 36 paper that reflect dedications of any and all easements, as built utilities, as built public improvements, lands for public use, and any other asset dedications to be dedicated to the City of Pea Ridge.
- **Six (6) copies of the Final Development Plan** in PDF format emailed to the Planning Department at [Jessica.grady@cityofpearidge.com](mailto:Jessica.grady@cityofpearidge.com).
- **One (1) electronic copy of the Final Development Plan** in CAD file format, georeferenced, and emailed to Pea Ridge Water Utilities at [ken.hayes@cityofpearidge.com](mailto:ken.hayes@cityofpearidge.com). & Community Development Director [dustin.phy@cityofpearidge.com](mailto:dustin.phy@cityofpearidge.com).
- **Certificate of completion.** The developer shall submit to the city a certificate stating that all required improvements and installations to the development are completed.
- **Maintenance Bonds.**
- **Maintenance Bond for Street Improvements.**

If streets are dedicated, prior to acceptance by the City Council, and before the Final Plat is recorded with the Benton County Clerk and Recorder's office, the city must receive a bond guaranteeing the work performed upon all street improvements, including, but not limited to the street base, the pavement, the curb and gutter, and streetlights. The amount of the bond will be equal to, or greater than fifty percent (50%) of the total cost of all street improvements and will be for a period of eighteen (18) months. The cost of these improvements will be certified to the city by the developer's engineer. The bond must be payable to the City of Pea Ridge and must meet the City Attorney's approval as to form, sufficiency, and manner of execution. The bond must be secured by collateral that is acceptable to the city. Should a warranty or maintenance issue with the street improvements arise, the city may present the developer with the opportunity to make the necessary repairs to the improvements. The city retains the right, at all times, to collect the specified amount from the bond and perform the necessary repairs itself.
- **Maintenance Bond for Water and Sewer Improvements.**

If water and sewer improvements are dedicated, prior to acceptance by the City Council, and before the Final Plat is recorded with the Benton County Clerk and Recorder's office, the city must receive a bond guaranteeing the work performed upon all water and sewer improvements. The amount of the bond will be equal to, or greater than fifty percent (50%) of the total cost of all water and sewer improvements and will be for a period of eighteen (12) months. The cost of these improvements will be certified to the city by the developer's engineer. The bond must be payable to the City of Pea Ridge and must meet the City Attorney's approval as to form, sufficiency, and manner of execution. The bond must be secured by collateral that is acceptable to the city. Should a warranty or maintenance issue with the water and sewer improvements arise, the city may present the developer with the opportunity to make the necessary repairs to the improvements. The city retains the right, at all times, to collect the specified amount from the bond and perform the necessary repairs itself.
- **Walk through inspections and bond release.**

Thirty (30) days prior to the expiration of term of the maintenance bonds, described in the code, the applicable City Inspectors, including representatives from the Planning/Community Development, Street, Water and Sewer Departments, shall conduct walk-through inspections of all street, water and sewer improvements. Should maintenance issues be discovered during this walk-through inspection, the developer will be notified and given the opportunity to correct those issues. The City retains the right, at all times, to collect the specified amount from the bond and perform the necessary repairs itself. No bond or security shall be released by the city until a successful walk-through inspection has been completed. Upon satisfactory completion of the walk-through inspections by the city and after the specified bond term has expired, the bond shall be voided, and any unused amount from the bond shall be refunded to the developer.

- **Filed Copy of Final Development Plan.** Within two (2) weeks after the City Council's approval of the Final Acceptance and Dedication, the developer shall record the Final Development Plan with the Benton County Recorder and send a filed copy to the Planning Department.

**Please refer to Code 11.05.05 and 11.05.06 for Enforcement and Penalties for any person violating any of the provisions of Code 11.05.**

*Please note the Planning Commission has forty-five (45) days from the date of submission to approve, disapprove, or approve conditionally, using the same schedule and review criteria outlined in Code 11.05.03 Sec. B (2) and Code 11.05.03 Sec. C. The Planning Commission or City Council may disapprove any Final Development Plan submission if unapproved deviations were made from the previously approved plan.*

## Plan Prep

- **Concept Meeting/Pre-application Conference.** Schedule with the Planning Department. Planning will analyze the proposal and will summarize the City of Pea Ridge's review process.
- **Applicant Plan Preparation.** Applicant prepares plans that are compliant with Pea Ridge development codes.
- **Technical Review.** Schedule with the Planning Department. Please also refer to the Pea Ridge Meeting and Submission Deadline Schedule. Staff will sign the Authorization to Apply form once all feedback & requirements have been met and plans are ready for submittal. This must be complete before moving forward with the Planning Commission review.

## PC Approval

- **Planning Commission Application.** Applicant submits the Large-Scale Development application and the Authorization to Apply to the Planning Department according to the Pea Ridge Meeting and Submission Deadline Schedule.
- **Comments & Resubmittals.** (If applicable) Applicants must follow the Pea Ridge Meeting and Submission Deadline Schedule for all resubmittals. The resubmission will be placed on the Planning Commission agenda when all departments agree all comments and any additional requirements have been met.
- Once the application has completed the Technical Review process, the Authorization to Apply has been received, and the Planning Commission has approved the Large-Scale Development application, the applicant may proceed to the pre-con phase. **DO NOT BEGIN CONSTRUCTION.**

## Pre-Con

- **Construction Review.** Applicant works with staff to address outstanding comments. Grading or Construction cannot begin until after the Pre-Con meeting. Applicant pays fees if non-compliant.
- **Building Permit Application.** Submit to Building Department. Applicant submits building permit application to the Building Inspector and Fire Chief for review of compliance with fire and building codes. Preliminary acceptance is required before a pre-con meeting can be scheduled.
- **Pre-Con Meeting.** Schedule with the Planning Department. Staff will approve plans. Stamped plans are the official record to keep on site. This must be complete before moving forward with permitting.

## Construction & Inspections

- **Building Permit Issuance.** Building Inspector and Fire Chief complete the review and approval of the permit. Customer pays permit fees and the Building Inspector issues the permit.
- **Site Inspections.** Schedule with the Community Compliance Director. Pass/Fail results and comments will be communicated with a written statement. Re-inspection fees may apply.
- **Building and Fire Inspections.** Schedule with each department. Pass/fail results and comments will be communicated with a written statement. Re-inspection fees may apply.

## Project Completion

- **Site Final Inspection.** Schedule with each department. Pass/fail results and comments will be communicated with a written statement. Re-inspection fees may apply. A Site Final must pass before a Building Final can be scheduled.
- **Building Final Inspection.** Schedule with the Building Department. Applicants pay impact fees and should schedule a final with the Building Inspector. The Building Inspector and Fire Chief will conduct the Building Final.
- **Certificate of Occupancy.** A C of O certifies the structure meets code and is approved for human occupancy. A C of O is needed to change utilities into the new occupants name.

**City of Pea Ridge Commercial Large-Scale Development  
Authorization to Apply Form**

Date:  
Location of Project:  
Owner:

Architect/Engineer:  
Contact:

Planning Department Notes:       Signature: _____	Water & Sewer Department Notes:       Signature: _____
Engineering Notes:       Signature: _____	Fire Department Notes:       Signature: _____
Building Department Notes:       Signature: _____	Community Compliance Notes:       Signature: _____
Street Department Notes:       Signature: _____	<u>Additional Comments:</u>       

**Applicant Certification:**

I certify I was present at the Technical Review meeting with the City of Pea Ridge. I understand all requirements as set forth by each department and that the comments received at the Technical Review meeting are not all inclusive and that additional comments may be generated after review of the full application submittal. Further, I understand that until all conditions set forth in the Technical Review meeting are satisfied, I am not eligible to submit my project for approval. I understand and agree that this development must comply with all Pea Ridge codes and regulations.

Signature: \_\_\_\_\_