



# Commercial Large-Scale Development Application \$200.00

## Application Requirements and Checklist

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.

**P.O. Box 10 • 975 Weston Street • Pea Ridge, AR 72751 • P: 479.451.1122 • F: 479.358.9126 • Jessica.grady@cityofpearidge.com**

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	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Applicant/ Representative	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Engineers/ Surveyor	Name:	Phone:(Please select if this is the primary contact)	
	Address:	Fax:	
	City, State, Zip:	Email:	

Developer	Name:	Phone:(Please select if this is the primary contact)	
	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)

- 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.*
- Letter. *A description of the proposed scope of work.*
- Deed. *If applicable, a copy of warranty deed.*
- Development Plan. *Three (3) 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 Ch. 11.06.05; Ch. 11.06.06.; Pea Ridge Drainage Manual (Ord. No. 811)*
- 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.*
- Authorization to Apply Form. *(for in office use)*  
**ONCE ALL DEPARTMENTS HAVE SIGNED THE AUTHORIZATION TO APPLY FORM, APPLICANTS CAN PROCEED WITH THEIR APPLICATION SUBMISSION.**
- Required Documents. *If applicable; 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 Planning Director for residential development, not to exceed four (4) single family dwellings, and non-residential development for any additions, alteration, or extension, submitted pursuant to 11.05.02, not exceeding the greater of \$100,000.00 or twenty percent (20%) of the assessed 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 Planning Director.

*\*Assessed 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 Planning Director shall disapprove, approve, or approve conditionally. Disapproval by the Planning Director shall be sent to the applicant by a written statement of the reason for disapproval. Approval by the Planning Director, the Planning Director will notify the Building Official. The Building Official\* shall issue a building permit to the applicant, if applicable.

If administratively approving a request for final acceptance, the Planning Director shall notify the appropriate city staff and elected officials of any decisions; note administrative decisions in the Planning Commission minutes; and calendar the development on upcoming meeting agendas, if needed, to complete final acceptance or dedication of proposed public assets. Conditional approval, by the Planning Director, shall be sent to the applicant, 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 Planning Director 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. (Ord. No. 818 sec. 1)

\*Building Official - Tony Townsend; [tony.townsend@cityofpearidge.com](mailto:tony.townsend@cityofpearidge.com)

Planning Commission Action, the Planning Director shall review and approve pursuant to 11.05.03 or refer the Large-Scale Development request to the Planning Commission if the conditions of administrative approval are not met. If Planning Commission review is necessary, The Planning Commission shall have forty-five (45) days from the date of submission to approve, disapprove, or approve conditionally, using the same schedule and review criteria outlined in 11.05.03.B.2 and 11.5.03.C. If assets are to be dedicated to the public, the proposed dedication must be placed on the city council agenda for approval. The Planning Commission or City Council may disapprove any submission where material, unapproved deviations, were made from the previously approved development plan. (Ord. No. 738 sec. 2; Ord. No. 818 sec. 3)

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

*Also, please note if public assets are dedicated, the developer shall record the FDP with the Benton County Recorder and send a filed copy to the Planning Department within two (2) weeks after the City Council's approval and acceptance.*

**Final Development Plat (FDP):** (Refer to code 11.05.04)

Final acceptance is required on all large-scale developments prior to occupancy. When the requirements of 11.05.02 and 11.05.03 have been satisfied, and all city and state inspections passed, the developer may submit to the Planning Department an application for final acceptance. 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 ("FDP") with Benton County Recorder. (Ord. No. 738 sec. 2; Ord. No. 818 sec. 3)

**Submission Requirements:** The developer or its agent shall submit an application package to the Planning Department containing the following:

*(Please note the following fees, as applicable, are required for approval under the provisions of Ord. No. 738; Ord. No. 818 sec. 3)*

- **Fees.** Application fee \$400.00  
Please also note (when applicable):
  - Site Inspection fee \$250.00
  - Water/Sewer Utilities Inspection fee \$250.00
  - Reinspection fee \$250.00
- **Two (2) 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.
- **One (1) copy of the Final Development Plat** in Adobe Portable Document ("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 [mike.nida@cityofpearidge.com](mailto:mike.nida@cityofpearidge.com). [Christopher.schmidt@cityofpearidge.com](mailto:Christopher.schmidt@cityofpearidge.com) & Community Development Director [dustin.phy@cityofpearidge.com](mailto:dustin.phy@cityofpearidge.com).  
*Please note two copies of the FDP, one electronic PDF of the FDP, and one electronic copy of the FDP in CAD or georeferenced is only required if easements, utilities, other assets, or public improvements are being dedicated.*
- **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 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 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 (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 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.**

**City of Pea Ridge Commercial Large-Scale Development  
Authorization to Apply Form (for in office use only)**

Date:  
Location of Project:  
Project Name:

Architect/Engineer:  
Owner:  
Contact:

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

**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: \_\_\_\_\_

## 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 and Submission.** Applicant prepares and submits plans that are compliant with the 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 Review

- **Planning Commission Review.** Applicant submits the Large-Scale Development plan sets 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 plan sets, 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 Official and Fire Marshal for review of compliance with fire and building codes. Preliminary acceptance is required before a pre-con meeting can be scheduled.
  - \*Please note you must submit a completed building permit application with contractor's license and insurance information to [tony.townsend@cityofpearidge.com](mailto:tony.townsend@cityofpearidge.com)
- **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.
  - \*Please note water/sewer infrastructure must have ADH approval before any work can begin.

## Construction & Inspections

- **Building Permit Issuance.** Building Official and Fire Marshal complete the review and approval of the permit. Customer pays permit fees and the Building Inspector issues the permit.
- **Site Inspections.** Schedule with the appropriate departments.
- **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.
  - \*Please note water/sewer is subject to random site inspections. Testing must be scheduled per PRWU specifications. [mike.nida@cityofpearidge.com](mailto:mike.nida@cityofpearidge.com) &/or [christopher.schmidt@cityofpearidge.com](mailto:christopher.schmidt@cityofpearidge.com)

## 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 Department. The Building Official and Fire Marshal 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.