2016 Submittal of Site Plan Review - 17 sets

10/20/2015

(this checklist is to be **completely filled out by applicant** before submittal)
Each set to contain all of the following:

- ☐ 1 (17) Drawings, folded to 10x12 or smaller
- ☐ 2 (17) Letter of requests, stating any waivers (one letter paper clipped to each set)
- ☐ 3 (17) Site Plan Review checklists (one checklist paper clipped to each set) (omission of any required items may cause postponement or refusal)

Title Block to include:

- ☐ 4 Title "Site Plan Review"
- ☐ 5 Name of subdivision
- ☐ 6 Lot and block numbers
- ☐ 7 Date of drawing

Required Items on all Site Plan Review

- ☐ 8 Graphic scale
- ☐ 9 North arrow
- ☐ 10 Legal description
- ☐ 11 Vicinity map
- ☐ 12 Engineers / Surveyors name and address
- ☐ 13 Developers name and address
- ☐ 14 Owners name and address
- ☐ 15 Names of abutting subdivisions/owners
- ☐ 16 Street names
- ☐ 17 Street centerlines with right-of-way widths
- ☐ 18 Boundary lines with dimensions
- ☐ 19 Utility easements
- ☐ 20 Building setbacks
- ☐ 21 Section corners or other monuments
- ☐ 22 Zoning within and around plat
- ☐ 23 FEMA Panel Number with 100 year elevation
- ☐ 24 Flood Plain / wetlands contours
- ☐ 25 Area in acres on each lot
- ☐ 26 Sign location, edge 5' from property line
- ☐ 27 Screened dumpster location
- ☐ 28 Sidewalk location
- ☐ 29 Building outline with square footage
- ☐ 30 Street trees, 40' on center
- ☐ 31 Shade trees, 1 per 6 parking spaces
- ☐ 32 Required landscaping and buffers
- ☐ 33 First floor elevation
- ☐ 34 Concrete driveways in right-of-way
- ☐ 35 Nearest fire hydrant(s)
- ☐ 36 Water / sewer lines
- ☐ 37 Parking lot layout

Required Items if applicable:

- ☐ 38 Fire flow / water pressure
- ☐ 39 Finished grading plan
- ☐ 40 Municipal, County or Section lines
- ☐ 41 Phase map, if staging is planned
- ☐ 42 Storm water detention easement
- ☐ 43 Other easements _____
- ☐ 44 Sidewalk waiver (signed)
- ☐ 45 Hillside cut proposal

Site Plan Review Fees = $100

City of North Little Rock
Engineering Department
500 West 13th Street, North Little Rock, AR 72114

Engineering Site Plan Review Checklist

Answer every question (Yes, No or Not Applicable).

1. Are storm drainage facilities designed (or will be designed) in accordance with not less than a one in 25-year rainfall design frequency, or in the Central Business District (CBD), where a one in 50-year rainfall design frequency is used?

   Circle: Yes or No or NA

2. Does Owner/Engineer plan to provide on-site detention of storm water run-off?

   Circle: Yes or No or NA

   If no, Owner/Engineer must either pay storm water in-lieu fee ($5000/acre for non-residential or $500/acre residential) or demonstrate to City Engineering that on-site detention is not required. Note: Stormwater in-lieu fee is subject to approval by City Engineering.

3. Is the on-site detention facility or other appropriate and approved means to control the increased runoff from development designed to accommodate the 25-year storm?

   Circle: Yes or No or NA

4. Is the proposed project property in a designated Federal Emergency Management Agency (FEMA) Special Flood Hazard Areas (SFHAs)?

   Circle: Yes or No

   If yes, provide FEMA Flood Insurance Rate Map (FIRM) with the proposed Project property located on map.

   For proposed project within FEMA floodplain Zone AE, provide elevation of FEMA 100-year floodplain _____.

   If proposed project is within Zone A, coordinate required FEMA 100-year floodplain elevation with City Engineer.

5. Is the first floor of any proposed buildings or building additions a minimum of 1' above FEMA 100-year floodplain?

   Circle: Yes or No or NA

6. Is the proposed project property in a previously undeveloped area?

   Circle: Yes or No

7. Are there any known wetlands located on this property?

   Circle: Yes or No

8. Do the existing or proposed sidewalks comply with CNLR regulations? (contact the City Engineer for regulations)

   Circle: Yes or No or NA

   If not, explain.

9. Are proposed driveways concrete in the City Right-of-Way?

   Circle: Yes or No or NA

10. Are proposed commercial/industrial driveways further than 40' from intersecting streets or 10' from adjoining property lines?

    Circle: Yes or No or NA

11. Are proposed commercial/industrial driveways further than 40 feet from other existing/proposed drives?

    Circle: Yes or No or NA

12. Are the location of driveways regulated by an Access Management Plan? (Refer to the Master Street Plan document for list and regulations for access plans).

    Circle: Yes or No

13. Are cross drains in the street Right-of-Way (ROW) reinforced concrete pipe (RCP) with concrete headwalls? (use of concrete flared end sections will be determined on a case by case basis with City Engineering)

    Circle: Yes or No or NA

14. Is a grading plan with proposed finished contours or spot elevations shown for the proposed development?

    Circle: Yes or No

15. Are utilities/mains (water, sewer, electric, etc) labeled and shown as existing or proposed improvements?

    Circle: Yes or No or NA

16. Are utility service lines to the proposed development shown?

    Circle: Yes or No or NA

17. Is the proposed project located in steep and rugged terrain where: (1) the slope is steeper than a vertical rise of 1 foot for each 4 feet of horizontal distance (4:1 slope) prior to the alteration; *or* (2) the final grade is steeper than a 4:1 slope between abutting lots or tracts of land?

    Circle: Yes or No

    If yes, Owner/Engineer shall follow the requirements of the "CNLR Regulation to Control Development and Subdivision of Land, Article 14 - Hillside Regulations" and coordinate with City Engineering prior to Subdivision Review Meeting.

18. For the proposed project, check applicable permits required for the proposed project:

    _____ CNLR Stormwater Permit (required for all proposed projects).

    _____ CNLR Floodplain Development Permit (required for all proposed projects in FEMA Special Flood Hazard Areas).

    _____ Arkansas Department of Environmental Quality (ADEQ) Stormwater Permit.

    _____ AHTD permit for driveway or utility work within the State Rights-of-Way (ROW).

    _____ Arkansas Department of Health approval for water and sewer facilities.

    _____ Corps of Engineers (COE) 404 Clearance/Permit.

    All applicable Permits checked above shall be obtained prior to receiving a Construction Building Permit.

    List any other applicable State or Federal permits required.

    Note to Owner:
    CNLR Excavation Permit is required for excavations/street cuts within the City's ROW.
    CNLR Barricade Permit is required for lane closures or maintenance of traffic within City's ROW.