

# Submittal of Site Plan Review - 8 hard copy sets + a copy on a CD

12/2/2020

(this checklist is to be **completely filled out by applicant** before submittal)

Each set to contain all of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> 1 (8) Drawings, folded to 10x12 or smaller  | <input type="checkbox"/> 23 Zoning within and around plat             |
| <input type="checkbox"/> 2 (8) Letter of requests, stating any variance (one letter paper clipped to each set)   | <input type="checkbox"/> 24 FEMA Panel Number with 100 year elevation |
| <input type="checkbox"/> 3 (8) Site Plan Review checklists (one checklist <u>paper clipped</u> to each set) (omission of any required items may cause postponement or refusal) | <input type="checkbox"/> 25 Flood Plain / wetlands contours           |
| <input type="checkbox"/> 4 (1) CD - Letter, checklist, & drawings should be combined into one .pdf file ( <b>not</b> all separate files)                                       | <input type="checkbox"/> 26 Area in acres on each lot                 |

## Title Block to include:

- |   |   |
|---|---|
| <input type="checkbox"/> 5 Title "Site Plan Review" | <input type="checkbox"/> 27 Sign location, edge 5' from property line |
| <input type="checkbox"/> 6 Name of subdivision      | <input type="checkbox"/> 28 Screened dumpster location                |
| <input type="checkbox"/> 7 Lot and block numbers    | <input type="checkbox"/> 29 Sidewalk location                         |
| <input type="checkbox"/> 8 Date of drawing          | <input type="checkbox"/> 30 Building outline with square footage      |

## Required Items on all Site Plan Review

- |  |   |
|--|---|
| <input type="checkbox"/> 9 Graphic scale                           | <input type="checkbox"/> 31 Street trees, 30' on center         |
| <input type="checkbox"/> 10 North arrow                            | <input type="checkbox"/> 32 Shade trees, 1 per 6 parking spaces |
| <input type="checkbox"/> 11 Legal description                      | <input type="checkbox"/> 33 Required landscaping and buffers    |
| <input type="checkbox"/> 12 Vicinity map                           | <input type="checkbox"/> 34 First floor elevation               |
| <input type="checkbox"/> 13 Engineers / Surveyors name and address | <input type="checkbox"/> 35 Concrete driveways in right-of-way  |
| <input type="checkbox"/> 14 Developers name and address            | <input type="checkbox"/> 36 Nearest fire hydrant(s)             |
| <input type="checkbox"/> 15 Owners name and address                | <input type="checkbox"/> 37 Water / sewer lines                 |
| <input type="checkbox"/> 16 Names of abutting subdivisions/owners  | <input type="checkbox"/> 38 Parking lot layout                  |

## Required Items if applicable:

- |   |  |
|---|--|
| <input type="checkbox"/> 17 Street names                                | <input type="checkbox"/> 39 Fire flow / water pressure         |
| <input type="checkbox"/> 18 Street centerlines with right-of-way widths | <input type="checkbox"/> 40 Finished grading plan              |
| <input type="checkbox"/> 19 Boundary lines with dimensions              | <input type="checkbox"/> 41 Municipal, County or Section lines |
| <input type="checkbox"/> 20 Utility easements                           | <input type="checkbox"/> 42 Phase map, if staging is planned   |
| <input type="checkbox"/> 21 Building setbacks                           | <input type="checkbox"/> 43 Storm water detention easement     |
| <input type="checkbox"/> 22 Section corners or other monuments          | <input type="checkbox"/> 44 Other easements _____              |
|   | <input type="checkbox"/> 45 Hillside cut proposal              |

**Site Plan Review Fees = \$200**



## City of North Little Rock

Engineering Department

500 West 13<sup>th</sup> 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.