



Ms. Donna James
Assistant Planning Director
City of North Little Rock
700 W 29th Street
North Little Rock, AR 72114

August 25, 2026

Re: ALTER Trailer Storage
Site Plan Review
Preliminary Plat to accompany Site Plan Review

Ms. James:

The existing site is currently an undeveloped parcel zoned I2. The intent of this application is to develop the tract into a trailer storage lot. The new lot would be gravel with a new fence, site lighting and new drive connecting to W Bethany Road.

- The applicant would like to request to pay the drainage in-lieu fee for stormwater.
- The new development will not have a primary structure, but the applicant is asking for a waiver to allow a fence to be placed around the storage yard along the property line.
- The new development will consist of a gravel yard for storing trailers. The applicant is asking for a waiver to allow a gravel surface for the storage yard.
- The gravel lot and perimeter fence are proposed to be within the landscape buffer. The applicant is asking for a waiver of the landscape buffer requirements.

Please find included in this package a check for \$200 to cover the review fees for the project. Crafton Tull has been authorized by Alter to act as their agent regarding this project for site plan review and replat.

Thank you in advance for your efforts and diligence in reviewing our application, and please feel free to call or e-mail if you have any questions or comments.

Sincerely,

Travis Tolley
Crafton Tull & Associates, Inc.

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:

- | | |
|--|---|
| ☐ 1 (8) Drawings, folded to 10x12 or smaller | ☐ 23 Zoning within and around plat |
| ☐ 2 (8) Letter of requests, stating any variance (one letter paper clipped to each set) | ☐ 24 FEMA Panel Number with 100 year elevation |
| ☐ 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) | ☐ 25 Flood Plain / wetlands contours |
| ☐ 4 (1) CD - Letter, checklist, & drawings should be combined into one .pdf file (not all separate files) | ☐ 26 Area in acres on each lot |
| | ☐ 27 Sign location, edge 5' from property line |
| | ☐ 28 Screened dumpster location |
| | ☐ 29 Sidewalk location |
| | ☐ 30 Building outline with square footage |
| | ☐ 31 Street trees, 30' on center |
| | ☐ 32 Shade trees, 1 per 6 parking spaces |
| | ☐ 33 Required landscaping and buffers |
| | ☐ 34 First floor elevation |
| | ☐ 35 Concrete driveways in right-of-way |
| | ☐ 36 Nearest fire hydrant(s) |
| | ☐ 37 Water / sewer lines |
| | ☐ 38 Parking lot layout |

Title Block to include:

- | |
|---|
| ☐ 5 Title "Site Plan Review" |
| ☐ 6 Name of subdivision |
| ☐ 7 Lot and block numbers |
| ☐ 8 Date of drawing |

Required Items on all Site Plan Review

- | |
|---|
| ☐ 9 Graphic scale |
| ☐ 10 North arrow |
| ☐ 11 Legal description |
| ☐ 12 Vicinity map |
| ☐ 13 Engineers / Surveyors name and address |
| ☐ 14 Developers name and address |
| ☐ 15 Owners name and address |
| ☐ 16 Names of abutting subdivisions/owners |
| ☐ 17 Street names |
| ☐ 18 Street centerlines with right-of-way widths |
| ☐ 19 Boundary lines with dimensions |
| ☐ 20 Utility easements |
| ☐ 21 Building setbacks |
| ☐ 22 Section corners or other monuments |

Required Items if applicable:

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

Site Plan Review Fees = \$200



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.



August 25, 2026

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Assistant Planning Director
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North Little Rock, AR 72114

Re: ALTER Trailer Storage
Preliminary Plat Review
Site Plan to accompany Preliminary Plat Review

Ms. James:

The existing site is currently an undeveloped lot zoned I2. The intent of this application is to plat lot 1 of the Alter Addition from the overall tract of land. Lot 1 will be the west property and will be developed into a trailer storage yard submitted for site plan review. Lot 2 will be to the east and remain undeveloped.

Please find included in this package a check for \$250 to cover the review fees for the project. Crafton Tull has been authorized by Alter to act as their agent regarding this project for site plan review and preliminary plat.

Thank you in advance for your efforts and diligence in reviewing our application, and please feel free to call or e-mail if you have any questions or comments.

Sincerely,

Travis Tolley
Crafton Tull & Associates, Inc.

Submittal of Preliminary Plat or Replat - 8 hard copy sets + a copy on a CD

01/02/2019

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

Each set to contain all of the following:

- | | |
|---|---|
| ☐ 1 (8) Drawings, folded to 10x12 or smaller | ☐ 23 Zoning within and around plat |
| ☐ 2 (8) Letter of requests, stating any waivers
(one checklist <u>paper clipped</u> to each set) | ☐ 24 FEMA Panel Number with 100 year elevation |
| ☐ 3 (8) Preliminary Plat checklists
(one checklist <u>paper clipped</u> to each set)
(omission of any required items may
cause postponement or refusal) | ☐ 25 Flood Plain / wetlands contours |
| ☐ 4 (1) CD - Letter, checklist & drawings should be
combined into one .pdf file (not all separate files) | ☐ 26 Area in acres on each lot |
| | ☐ 27 Total acreage of subdivision |
| | ☐ 28 Contour Intervals |

Title Block to include:

- | | |
|---|---|
| ☐ 5 Title "Preliminary Plat" or "Replat" | ☐ 29 Preliminary Engineers Certificate |
| ☐ 6 Name of subdivision | ☐ 30 Preliminary Surveyors Certificate |
| ☐ 7 Lot and block numbers | ☐ 31 Preliminary Plat Approval Certificate |
| ☐ 8 Date of drawing | |

Required Items on all Preliminary Plats

- ☐ 9 Graphic scale
- ☐ 10 North arrow
- ☐ 11 Legal description
- ☐ 12 Vicinity map
- ☐ 13 Engineers / Surveyors name and address
- ☐ 14 Developers name and address
- ☐ 15 Owners name and address
- ☐ 16 Names of abutting subdivisions/owners
- ☐ 17 Street names
- ☐ 18 Street centerlines with right-of-way widths
- ☐ 19 Boundary lines with dimensions
- ☐ 20 Utility easements
- ☐ 21 Building setbacks
- ☐ 22 Section corners or other monuments

Required Items if applicable:

- ☐ 32 Municipal, County or Section lines
- ☐ 33 Phase map, if staging is planned
- ☐ 34 Storm water detention easement
- ☐ 35 Other easements _____
- ☐ 36 Natural features
- ☐ 37 Cultural features
- ☐ 38 Linear feet of new streets

Preliminary Plat Fees = \$250

Replat Fees = \$250

