

# CITY OF SHERWOOD REQUEST FOR PLANNING COMMISSION ACTION

Submittal Date: \_\_\_\_\_

Address of Property/Parcel(s) ID: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

IF YOU ARE NOT THE PROPERTY OWNER, THE OWNERS SIGNATURE IS REQUIRED BELOW.	
I am the property owner and hereby appoint _____ to act as my legal agent in pursuing the requested action.	
Owner's Signature	Date

ACTION REQUESTED	
RE-ZONE	FROM _____ TO _____
PLAT REVIEW	TYPE _____
CONDITIONAL USE PERMIT	_____
OTHER (PLEASE SPECIFY)	_____

I have received a copy of the application packet and understand that all items listed on the attached requirement checklist must be submitted to the Planning Dept. on or before the 15th day of the month.

My item will be heard on \_\_\_\_\_, 20\_\_\_\_\_.

I understand that if the information required is not submitted with the initial application, it is considered incomplete and will not be placed on the Planning Commission agenda.

\*\*\*All responses to Staff comments must be submitted in DWG, PDF, and paper copy formats.

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Printed Name	Signature
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Date Accepted & Recorded by Planning Dept. \_\_\_\_\_

**\*\*For questions, please contact the Planning Department at [planning@cityofsherwood.net](mailto:planning@cityofsherwood.net)\*\***

Application Deadline	Plan Review Meeting (by Applicant Request)	Staff Report Published	Revisions Deadline	Digital Packets Posted	Planning Commission Meeting
15-Nov	23-Nov	14-Dec	23-Dec	4-Jan	11-Jan
15-Dec	28-Dec	11-Jan	21-Jan	1-Feb	8-Feb
15-Jan	25-Jan	8-Feb	18-Feb	1-Mar	8-Mar
15-Feb	22-Feb	8-Mar	18-Mar	5-Apr	12-Apr
15-Mar	7-Apr	12-Apr	22-Apr	3-May	10-May
15-Apr	5-May	10-May	20-May	7-Jun	14-Jun
15-May	2-Jun	14-Jun	17-Jun	5-Jul	12-Jul
15-Jun	7-Jul	12-Jul	22-Jul	2-Aug	9-Aug
15-Jul	4-Aug	9-Aug	19-Aug	6-Sep	13-Sep
15-Aug	1-Sep	13-Sep	23-Sep	4-Oct	11-Oct
15-Sep	6-Oct	11-Oct	21-Oct	1-Nov	8-Nov
15-Oct	3-Nov	8-Nov	18-Nov	6-Dec	13-Dec

Application Deadline – Complete and accurate submittal due date.

Plan Review Meetings – Meetings set up with applicants and Staff to discuss item (by request only)

Staff Report Published – Final Staff Report emailed to applicants based on submitted revisions and inserted into Digital Planning Packet.

Revisions Deadline – Applicants resubmit items requested based on Final Staff Report prior to Planning Commission meeting.

Digital Packets – Planning Commission documents saved into one file and uploaded onto the City’s website and sent out to Commissioners.

Planning Commission Meeting – A meeting in which a determination is made/recommended to Council regarding a submitted application.

- All applications are due by 4:30 p.m. on Application Deadline date listed in the chart above.
- Late and/or Incomplete applications will be deferred to the following month’s agenda.
- All applicants are encouraged to attend Planning Commission meetings. Failure to attend may result in the item being postponed to the following month’s meeting pending questions brought up by Commissioners.
- Sherwood Planning Commission meetings are held at 5:00 p.m. on the 2<sup>nd</sup> Tuesday of each month.
- All meetings are held in City Hall Council Chambers at 2201 E. Kiehl Avenue.

# Final Plat Application Check List

## Planning Department

501.835.4753

- At the time of filing of the Final Plat, the subdivider shall submit a Certificate of Completion to certify that all improvements are complete
- A performance guarantee (Maintenance Bond) shall be filed with the Permits and Planning Office prior to approval of the Final Plat
- Final cost of construction for infrastructure improvements on streets, drainage, sidewalks, etc. except utilities
- Letters of acceptance for each utility
  - Central Arkansas Water (CAW)
  - Sherwood Waste Water, North Little Rock Waste Water, Runyan Acres, or Gravel Ridge Sewer
  - Arkansas Department of Health
  - North Little Rock Electric, Entergy, or First Electric
  - CenterPoint Energy
- Prior to the Certificate of Final Plat approval, a complete set of As-Builts Street and Drainage Plans, Sewer As-Builts and a letter from a professional engineer certifying that all installations have been made in accordance with approved plans and specifications.
- A letter (10 copies) of application requesting review and final approval of the plat
- Submittal of Final Plat (10 copies) and related documents per specifications
- If the Final Plat is disapproved, the applicant shall be notified in writing within five (5) business days and the reasons therefore shall be enumerated
- The Planning Commission shall execute a Certificate of Final Plat approval after the receipt of the Certificate of Completion
- Five (5) copies of the signed and recorded Final Plat and one (1) copy of the signed and recorded Bill of Assurance shall be filed at the Permits and Planning Office

# Sherwood Land Subdivision and Development Code

## Final Plat and Replat Checklist

Included	Requirements	Source
	No fee required	
	Five (5) copies, 24"x36" folded into 8 1/2"x11" size	
	Name of subdivision	4.2.D.1
	Name and address of owner of record	4.2.D.2
	Name and address of subdivider	4.2.D.3
	Date of drawing, north point arrow, and graphic scale	4.2.D.4
	Location of tract by legal description giving acreage	4.2.D.5
	Vicinity map [as specified in Section 4.1.B]	4.2.D.6
	Key map when more than one sheet is required to present plat	4.2.D.7
	Courses and distances to the two nearest established section corners or bench marks or other recognized permanent monuments which shall accurately describe the location of the plat	4.2.D.8
	Exact boundary lines of the tract or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) foot to five thousand (5,000) feet.	4.2.D.9
	Municipal, county or section lines accurately tied to the lines of the subdivision when such lines traverse or are reasonably close to the subdivision.	4.2.D.10
	Street, alley and other rights-of-way with location, width, and street name and, if required, source of dedications.	4.2.D.11
	Street centerlines showing radii, length of tangents	4.2.D.12
	Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords and tangent or radii of rounded comers	4.2.D.13
	When lots are located on a curve or when side lot lines are at angles other than ninety degrees (90°), the lot width at the building line shall be shown when required by the Commission	4.2.D.14
	Building setback lines with dimensions	4.2.D.15
	Lot and block numbers	4.2.D.16
	Easements and public service or utility right-of-way lines giving dimension, location and purpose.	4.2.D.17
	Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common uses of all property owners	4.2.D.18
	Accurate location and description of all monuments	4.2.D.19
	Certificate of engineering accuracy	4.2.D.20
	Certificate of owner	4.2.D.21

	Certificate of Final Plat Approval	4.2.D.22
	Certificate of recording	4.2.D.23
	Other information as may be required by the City Engineer	4.2.D.24
	Electronic Submittal: pdf and Autodesk .dwg OR ESRI Shapefile/geodatabase format	4.2.B
	Certification of approval of water supply and sanitary sewage disposal by the appropriate agency, when not connected to the municipal system	4.2.E.2
	Bill of Assurance	4.1.E.2
	Correct Certificates	4.1.E.2