

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.

Printed Name	Signature
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Date Accepted & Recorded by Planning Dept. _____

****For questions, please contact the Planning Department at 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 2nd Tuesday of each month.
- All meetings are held in City Hall Council Chambers at 2201 E. Kiehl Avenue.

Preliminary Plat Application Check List

Planning Department

501.835.4753

- Need a Certificate of Preliminary Plat approval prior to beginning construction
- Submit an Application of Preliminary Plat approval by the fourth Tuesday of the month. Please refer to submittal chart.
 - Letter of Request (10 copies)
 - Preliminary Plat per specifications (10 copies)
 - Proposed type and layout of development (i.e. Commercial, Industrial, Mobile Home Park, or Residential)
 - Payment of filing fees
- Filing Fees
 - At the time of filing an application for Preliminary Plat approval, the subdivider shall pay to the Permits and Planning Department fees according to the following schedule:
 - Twenty-five (\$25.00) dollars, plus
 - One (\$1.00) dollar per lot, plus
 - One (\$1.00) dollar per acre for all parcels or lots larger than one (1) acre in size
- An application for an extension of a Certificate of Preliminary Plat approval will require five (\$5.00) dollars for each one (1) year period for which the extension is requested.
- No fees shall be charged for land to be dedicated to the public
- The Staff (Planner and City Engineer) shall review the Preliminary Plat and their comments and recommendations shall be forwarded to the Developer's Engineer within fourteen (14) days of the Planning Commission meeting
- Ten copies of the corrected Preliminary Plat shall be provided to the Planning Commission Secretary seven (7) days before the Planning Commission meeting (held on the second Tuesday of every month)
- The subdivider shall be notified as soon as possible as to the Planning Commission's approval or disapproval of said plat
- One copy of the signed and recorded Preliminary Plat and recorded Bill of Assurance shall be filed at the Permits and Planning Office
- The subdivider shall provide copies of letters of approval from utility companies, prior to construction of said utilities:
 - 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
 - If the plat is in Pulaski County, please confer with the Pulaski County Planning Department about the proposed development. However, plats where waivers are requested within the City of Sherwood's Planning jurisdiction shall be required to go through the Sherwood Planning Commission.

Subdivision Plat Review

Preliminary Plat Checklist

Included	Requirements	Control of Development & Subdivision of Land Rules & Regulations
	Payment of Fees [\$25 base fee + \$1 per lot/\$1 acre]	10.A
	Five (5) copies, 24"x36" folded into 8 1/2"x11" size	
	Proposed name of subdivision	4.1.A (1)
	Proposed type of subdivision [residential, commercial, industrial, PUD]	4.1.A (2)
	Name and address of owner of record	4.1.A (3)
	Source of title, giving deed record book and page, or instrument number	4.1.A (4)
	Name and address of subdivider	4.1.A (5)
	Linear feet in streets	4.1.A (6)
	Average size of lots and minimum lot size and number of lots	4.1.A (7)
	Location by legal description, acreage to nearest 1/10th of an acre	4.1.A (8)
	Existing and proposed covenants and restrictions	4.1.A(9)
	Source of water supply	4.1.A (10)
	Indicate wastewater disposal method	4.1.A (11), 4.1.A (12)
	Any additional information provided by Subdivider	4.1.A (13)
	Vicinity map; 1"=2,000', 1 mile radius - showing major features	4.1.B
	Electronic Submittal: pdf and Autodesk .dwg OR ESRI Shapefile/geodatabase format	4.1.C
	Contours: 5' + intervals for slope >4%, 2' intervals for slope <4%	4.1.C.1
	Proposed design - streets, alleys, street names, lot lines with approximate dimensions, service easements, land to be reserved, land to be used for purposes other than residential	4.1.C.2
	Front yard setback lines [all setback lines for zero lot line apartment and townhouse development]	4.1.C.3
	Natural features within and surrounding subdivision: drainage channels [showing direction of flow], bodies of water, wooded areas, significant features on watercourses leaving the tract [showing direction of flow], watercourses entering the tract [show drainage area above the point of entry]	4.1.C.4
	Storm drainage analysis	4.1.C.5
	Date of survey, north point arrow, and graphic scale	4.1.C.6
	Portion of property in 100-year floodplain as defined by FEMA	4.1.C.7
	Cultural features: existing and platted streets, bridges, culverts, utility lines, easements, park areas, structures, city and county lines, section lines [public land survey system], and other significant information	4.1.C.8
	Names of abutting subdivisions - plat book and page number or instrument number	4.1.C.9
	Names of owners of unplatted tracts abutting the proposed subdivisions and the names of all owners of platted tracts in excess of 2.5 acres	4.1.C.10
	Exact boundary line - heavy line with bearings and dimensions	4.1.C.11
	Zoning Classification(s) with the plat and abutting areas	4.1.C.12
	Plat note indicating direction and linear feet along street with most direct access to nearest fire hydrant and size of water line supplying hydrant	4.1.C.13
	Proposed locations of street lights (Subdivision only)	4.1.C.15
	Correct Certificates	
	Draft Bill of Assurance	
	Other information as may be required by the City Engineer	4.1.C.14