

# 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.

## Notice of Public Hearing on Application for a Zoning Amendment

NOTICE IS HEREBY GIVEN THAT an application by

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for a zoning amendment has been filed with the Sherwood Planning Commission. The request is made to change the zoning classification of the property located at

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from " \_\_\_\_\_ " \_\_\_\_\_ zoning to " \_\_\_\_\_ " \_\_\_\_\_ zoning.

A PUBLIC HEARING on said application will be held by the Sherwood Planning Commission at \_\_\_\_\_ p.m. on \_\_\_\_\_, 20\_\_\_\_ at the Sherwood Municipal Complex located at 2201 East Kiehl Avenue, Sherwood, AR 72120 in the City Council Chambers..

ALL PARTIES INTERESTED MAY BE HEARD at the same time and place or may notify the Planning Commission by letter of their views on this matter five days prior to the hearing.

THE PLANS FOR THE PROPOSED REZONING are on file for public inspection at the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR 72120.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

# Zoning Amendment Requirements

## Planning Department

501.835.4753

1. Determine the Zoning classification you need. Sherwood Planning Staff can show you a list of businesses for each class according to the Schedule of Uses.
2. A change in Zoning classification requires a public hearing before the Sherwood Planning Commission. The Sherwood Planning Commission meets the second Tuesday of each month at 5:00 p.m. in the Sherwood Municipal Building located at 2201 East Kiehl Avenue, Sherwood, AR in the City Council Chambers.
3. The Planning Staff, located at 31 Shelby Road, Sherwood, AR, must receive complete submittal requesting a Zoning Amendment by the fourth Tuesday of the month. Please refer to the Sherwood Planning Commission Deadlines and Dates (2022) attachment.
4. The fee for a Zoning Amendment is \$150.00, which includes a notice in the newspaper
5. A sign for the Zoning Amendment must be placed on the property spaced at every 100 feet of road frontage at least 15 days before the public hearing and must remain on the property until final action of the City Council. A \$30.00 CASH sign deposit is required per sign. Signs can be picked up at the Permits and Planning Department. If signs are not returned within 30 days after final action, the deposit shall be forfeited.
6. 11 copies of a letter requesting the Zoning Amendment shall be submitted to the Permits and Planning Department and must contain the following:
  - a. A legal description by an engineer or surveyor emailed to [permits@cityofsherwood.net](mailto:permits@cityofsherwood.net) in an editable format
  - b. Street addresses or Parcel ID
  - c. Names and addresses of all owners
  - d. The present and proposed zoning classifications
  - e. The present use of the property
7. 11 copies of a map to scale, which show the dimensions of each property line and adjoining right of way and the location of any existing structures on the property shall be submitted to Staff.
8. Electronic submission in both PDF and .DWG.
9. Proof of ownership (warranty deed) of subject property (1 copy) is required. If the applicant is not the owner, a signed letter from the owner(s) allowing the applicant to act on their behalf is required.
10. Notification letters must be sent to all property owners within 300 feet of the proposed Zoning Amendment. The letters must inform the person of the date, time, and location. Letters must be sent certified and the names must be obtained from a bonded abstract company. Certified Receipts from the Post Office must be provided to the Planning Commission Secretary at least 5 days prior to the hearing.
11. If the Planning Commission recommends the Zoning Amendment to the City Council, an ordinance will be drafted and sent to the City Council, which meets on the 4<sup>th</sup> Monday of each month at 6:00 p.m. in the Sherwood Municipal Building located at 2201 East Kiehl Avenue, Sherwood, AR in the City Council Chambers. The Sherwood City Council has final approval of all zoning requests.

**SHERWOOD PLANNING COMMISSION**  
**Application for Planned Unit Development**

FEE: \$150

Short Form  Long Form

Please complete this form and provide all attachments as required. Failure to provide complete and accurate information may result in processing delays. *Note that this application must be satisfactorily completed and accepted for further processing by the fourth Tuesday of the month. Please refer to submittal chart. Your application will not be placed on the Planning Commission agenda and public hearing scheduled until all required documentation is provided and determined to be complete.*

**Proposed Title of Development:** \_\_\_\_\_

**Developer**

Name: \_\_\_\_\_

d.b.a. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact Person/Agent**

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Threshold Requirements**

Zoning  Land Use Plan  Infill  Consistent with area uses

Describe in detail how the proposed development meets one or more of the above use requirements

**Proposed Distribution of Uses**

Type Use	Acreage*	% of Site	DUA	Description
Single Family Residential				
Multi-Family Residential				
Duplex				
Townhouse/Condominium				
1-2 story				
3+ story				
With mixed use				
Commercial				
Open Space				
Other				
<b>TOTAL</b>				

\* minimum size for residential or mixed use is three (3) acres; for commercial and/or industrial one (1) acre

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**Required Attachments** (see instructions for further information)

- \_\_\_ Site Plan in dwg and pdf format, plus 5 printed copies
  - \_\_\_ Detailed explanation of how threshold requirements are met if exceeding available space on page 1
  - \_\_\_ Narrative description explaining how project design meets Planning Commission approval requirements
  - \_\_\_ Confirmation of notification of nearby property owners, in compliance with 14.02.09
  - \_\_\_ Architectural renderings and descriptions of general design and proposed use of materials for all structures
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**Certification**

By signing this application, I declare that, to the best of my knowledge and understanding, the information contained herein is accurate and a truthful representation of the facts involved in this matter. I further understand that if any material misrepresentation of the facts contained herein is discovered, the application will be withdrawn from further consideration.

Owner/Developer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed

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FOR OFFICIAL USE ONLY	
Date of Pre-application conference: _____ Date Application Received: _____ Filing Fee Received: _____ Date of PRC Review: _____ Fire Marshal Review Date: _____ Public Works Review: _____ Parks/Recreation Review: _____ Date to PC: _____ Date of PC: _____ Date of Action: _____ Date to CC: _____ Date of CC final action: _____	Comments:

Instructions for completing  
**Application for Planned Unit Development**

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- NOTE: All required submission documents, charts, drawings of any kind must be submitted in digital format (dwg and/or pdf). Files may be delivered via compact disc (CD), thumb drive, or attached to an email (check with staff to determine the appropriate email address to use.) It is in the applicant's best interest to submit a completed application well in advance of the deadline for placement on the Planning Commission agenda.
- Purpose ✓ This form can be used for either a short form or long form zoning plan application. Check the appropriate box at the top of the form. If the proposed development will be on a single parcel and **will not be further subdivided** into more than one lot, check the "short form" box. If the proposed development **will require a subdivision of the property** in order to develop and sell separate lots within the overall development, check the "long form" box.
- Name of development ✓ Type or legibly print the proposed name of the development (e.g. "Woodland Commons")
- Developer ✓ Type or legibly print the name and complete address of the developer. If the developer/owner is doing business as (d.b.a.) a corporation, provide the name of the corporation or business.
- Contact Person ✓ Indicate the name of person/agent who is responsible for answering questions regarding this application.
- Threshold Requirements ✓ Indicate which of the threshold use requirements are applicable to this development. The explanation should be as complete as possible. Attach extra pages, if necessary, to fully document how the proposed uses meet one or more of the required criteria. (*See section 14.08.03, subsection A. of the Sherwood Zoning Code for further details*)
- Required Attachments ✓ Site Plan (*see requirements in chart at pages 4-5; it is highly recommended that applicants also review the requirements in the Sherwood Zoning Code at 14.08.03*)
- ✓ Narrative explanation should clearly indicate how the design of the proposed development will meet the findings required for the Planning Commission to approve. These include:
- How does the PUD provide public benefits that would not be achievable through the normal zoning regulations?
  - Are adequate public utilities already in place to service the property, or the developer has sufficient plans and private financial commitment in place to ensure adequate public utilities will be available to service the property?
  - Will the development not impose substantial negative external impacts on or prevent the orderly development of adjacent property?
  - Does the development's proposed use meet threshold requirements?
  - Does the development not endanger the public health, welfare or safety?
  - Is the development's design and intent consistent with the purpose of the PUD regulations as detailed in Section 14.08.01?
- (*See Sherwood Zoning Code, section 14.08.05, subsection B.5.*)
- ✓ Attach a copy of any proposed Bill of Assurance, Restrictive Covenants, or other legal instruments
- ✓ Applicants are required to notify owners of all lands in the vicinity of the proposed development that approval of the Planning Commission for the development will be requested by the developer. Notification consists of either certified or registered mail or a petition. (*See 14.02.09 of the Sherwood Zoning Code for detailed requirements.*)
- ✓ Applicant must provide an explanation of the materials to be used and architecture to be employed for all structures in the project. This does not require detailed architectural drawings, but must indicate the kinds of materials to used and general design as represented in renderings. (*See section 14.08.03, subsection G. of the Sherwood Zoning Code for further details.*)
- ✓ While a formal floodplain analysis is not required, an analysis of significant drainage features is required. It is advisable to note on the site plan if any portion of the property is suspected to be flood prone. This analysis will become much more serious if the zoning plan is approved and a full-scale development plan is authorized.
- Certification ✓ The Developer must sign and date the certification.

Requirement of Zoning Plan	Short Form	Long Form
<b>Documents/Attachments</b>		
Letter of Transmittal: Name of Development; Names, addresses, and contact information of the owner, authorized agent, and developer; Written description of the character and intent of the development.	✓	✓
Proposed/Final Bill of Assurance, Restrictive Covenants, or other legal instruments	✓	✓
Architectural elevation renderings for the front, side, and rear facades for all structures, excluding single-family residential. List of façade materials.	✓	
Narrative explanation of how proposal meets Planning Commission approval criteria	✓	
<b>Site Plan(s)</b>		
Vicinity Map	✓	✓
Names, addresses, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lot across streets and rights-of-way).	✓	✓
North arrow, scale, date of preparation, and existing zoning classification.	✓	✓
Boundary Survey of the property and written legal description of the property.	✓	✓
Source of title to property giving deed record book page number or instrument number	✓	✓
Location of all existing and proposed easements.		✓
Area and dimensioned length and width for each lot in the proposed development.		✓
Proposed building footprint(s) with all proposed setbacks dimensioned.	✓	✓
Architectural elevation renderings for the front, side, and rear facades for all structures, excluding single-family residential. List of façade materials.	✓	✓
Lighting plan showing street lighting and exterior lighting quantity, direction, and pattern.		✓
Proposed permitted uses and location of permitted uses.	✓	✓
Proposed Density	✓	✓
Proposed setbacks and buffer areas shown with dimensions.	✓	✓
Existing structure(s) and general indication of any significant vegetation.	✓	✓
Existing and proposed topographic information including two-foot contour interval for areas with a slope of less than 10%, five-foot contour interval for areas with a slope of more than 10%.		✓
Existing significant drainage features on the site.	✓	✓
Location of all flood hazard areas within a 100-year floodplain and/or floodway. Reference the FIRM panel number and effective date. Note regarding wetland, if applicable. Note if Corps of Engineers determination is in progress.		✓
Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area.		✓
Soil tests, as may be required or requested.		✓
Location, size, and materials of all proposed utilities.		✓
Location of parking areas, vehicle maneuvering areas, and any proposed access drives.	✓	✓
Location of access drives for adjacent properties, including those across the street, street intersections. Items dimensioned relative to each other.	✓	✓
Proposed sidewalks and streets.	✓	✓



Requirement of Zoning Plan	Short Form	Long Form
Street names, class per Master Street Plan, rights-of-way (existing and proposed), centerlines, and easements bordering or traversing the property.	✓	✓
Open Space Plan indicating the size and proposed use for common useable open space areas.	✓	✓
Landscaping Plan indicating the size, location, and proposed types of plantings on the site.	✓	✓
Certificate of Owner	✓	✓
Certificate of Surveying Accuracy	✓	✓
Certificate of Engineering Accuracy		✓
Static pressure and flow of the nearest hydrant		✓
As-built drawings		✓

# Sherwood Land Subdivision and Development Code

## 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
	Other information as may be required by the City Engineer	4.1.C.14
	Proposed locations of street lights (Subdivision only)	4.1.C.15
	Correct Certificates	

# 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