

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

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.

Site Plan Review Check List

Planning Department

501.835.4753

- Survey boundary and legal description
- Topographic survey with contours and existing features clearly and accurately shown to scale
- Type of development (Commercial, Office, Multi-Family, etc.) along with a statement of proposed use of land and structures
- Graphic scale
- North Arrow
- Vicinity Map
- Name and address of Owner
- Zoning information for the proposed development and surrounding areas
- Show lot lines with setbacks and easements of rights-of-ways
- Location of ingress and egress along with dimensions and type of paving materials (including a detail of the driveway)
- Show perimeter treatment of property such as berms, fencing, or other recognized improvement
- Show detailed Landscaping Plan according to Zoning Code
- Location and dimensions of all existing infrastructure and utilities on site and immediately adjacent to the development including drainage, sidewalks, streets, etc.
- Location and dimensions of proposed infrastructure and utilities improvements on site and including the services to the building(s)
- Dimensions of buildings and structures in relation to the property lines, setback lines, and other permanent structures
- Finished floor elevation of the proposed structures
- Floodplain/floodway areas shall be shown and improvements shall comply with the City of Sherwood's Floodplain ordinance
- Complete drainage plans including profile sheets showing the grades, type of pipes and size of pipes
- Complete hydraulic calculations for each inlet, grate, or point of discharge for the drainage facilities. Calculations shall include the area runoff, runoff coefficients, time of concentration, intensity of rainfall event and hydraulic grade lines of the proposed improvements
- Statement or calculations showing the downstream facilities are within the capacity to handle the proposed runoff
- Engineer's Stamp and Signature
- Data for the proposed development including parcel size, proposed building coverage of principle and accessory buildings, proposed floor area of principle and accessory buildings
- Data to show the number of parking spaces, area of paved surfaces, area of landscape islands, number of shrubs and number of trees
- Location and treatment of the dumpster area including screening and heavy paving
- Location showing the proposed freestanding sign including the height and dimensions to the property lines

- Show details for curb and gutters, grate inlets, curb inlets, parking and driveway paving, manholes, junction boxes, pipe excavation and bedding, sidewalks, street improvements (if necessary), drainage ditches or flumes, retaining walls, etc.
- Indicate lighting plan for the parking lot areas and exterior of the buildings, which include the height of the poles, type of lighting, and wattage

Site Plan Checklist

Included	Requirements	Source
	Electronic Submissions: .DWG with reference files and PDF document	
	Paper Submission: Five (5) copies, 24"x36" folded into 8 1/2" x 11" size	
	Graphic scale	14.02.11.E.2.A.1
	Proposed lot lines	14.02.11.E.2.A.2
	Existing and proposed vehicular and pedestrian circulation systems (alleys, walkways, service areas and loading areas)	14.02.11.E.2.A.3
	Location and arrangement of off-street parking areas	14.02.11.E.2.A.3
	Points of vehicular ingress and egress	14.02.11.E.2.A.3
	Proposed perimeter treatment of the property's screening materials (fences, walls, plant materials) with a description of uses, setbacks and their proposed relationship to surrounding areas	14.02.11.E.2.A.4
	Schematic landscape plan showing proposed treatment of the areas designated as either buffers or private common open space	14.02.11.E.2.A.5
	Location and dimension of all existing and proposed utility drainage, and street easements within the site.	14.02.11.E.2.A.6
	Proposed location of structures and structural dimensions, dimension distances between buildings, and distances from structures to property lines.	14.02.11.E.2.A.7
	A topographical cross section map of the site and the location of the one hundred (100) year floodplain and elevation if involved on the parcel of land.	14.02.11.E.2.B
	Proposed building coverage of principle and accessory structures	14.02.11.E.2.C.1
	Parcel size	14.02.11.E.2.C.2
	Proposed floor area of principle and accessory structures	14.02.11.E.2.C.3
	Proposed number of parking spaces	14.02.11.E.2.C.4
	Registered land survey (see Zoning Code)	14.02.11.E.2.C.5