

# 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](mailto:planning@cityofsherwood.net)\*\***



# City of Sherwood

## 2023 Planning Schedule

Application Deadlines and Meeting Dates				
Application, Items and Fee Deadline 4:30PM	Amended Documents Deadline 4:30PM	Digital Packets Posted	Planning Commission Meeting 6PM	City Council Meeting 6PM
15-Nov	22-Dec	3-Jan	10-Jan	23-Jan
15-Dec	20-Jan	7-Feb	14-Feb	27-Feb
15-Jan	17-Feb	7-Mar	14-Mar	27-Mar
15-Feb	17-Mar	4-Apr	11-Apr	24-Apr
15-Mar	21-Apr	2-May	9-May	22-May
15-Apr	19-May	6-Jun	13-Jun	26-Jun
15-May	16-Jun	4-Jul	11-Jul	24-Jul
15-Jun	21-Jul	1-Aug	8-Aug	28-Aug
15-Jul	18-Aug	5-Sep	12-Sep	25-Sep
15-Aug	15-Sep	3-Oct	10-Oct	23-Oct
15-Sep	20-Oct	7-Nov	14-Nov	27-Nov
15-Oct	17-Nov	5-Dec	12-Dec	TBD

- 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.
- 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 15th day of the month, placing the item on the meeting two months following. 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