

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****



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.

Detailed 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