

SITE PLAN REVIEW APPROVAL GUIDE AND APPLICATION

APPLICATION CHECKLIST:

1. Letter of intent.
2. Six (6) copies of a drawing to scale of the lot(s) involved, as well as a digital copy in AutoCAD format And georeferenced in NAD83 Arkansas State Plane Coordinates, North Zone.
3. \$100 application fee plus engineering review fee (\$300) for developments with street, drainage, and utility improvements.
4. Source of title to the property.
5. Application must be filed at least 30 days prior to a regular meeting of the planning commission.
6. Copy of ADEQ Stormwater Pollution Prevention Plan for developments one acre or larger.
7. Drainage Plan for development sites one acre or larger.
8. Survey of the property on which the development will be placed.
9. All other documents as specified in the Site Plan Review Requirement Checklist **(see below)**.
10. Completed Site Plan Review Worksheet **(see below)**.

PROCEDURE:

1. The planning commission shall review the application at the next regularly scheduled meeting after Receiving the completed application with all required attachments.
2. If the commission determines that the Site Plan meets the requirements of the zoning code and subdivision code, then the commission shall approve the application. After obtaining approval the developer may commence construction after pulling a building permit.

SITE PLAN REVIEW REQUIREMENT CHECKLIST:

- Name of development, type of activity, current zone
- Name and address of owner(s)
- North arrow and scale
- Bearings and distances of boundary from an actual survey of the property
- Street names, class per Master Street Plan, rights-of-way, centerlines, and easements bordering or traversing the property

- Building outlines, sidewalks, curbs, drives, parking, and striping
- Exterior lighting quantity, direction, and pattern
- Exterior speaker location(s) and direction(s)
- Proposed curb cuts for development and curb cuts of adjacent properties, including those across the street, street intersections; these items shall be dimensioned relative to each other
- Identify all adjoining property by activity and business name, if applicable
- 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. Not required for developments under one acre.
- Utility plan and Health Department approval
- Green-spaces and landscaping
- Letter from the Brookland Water and Sewer Department stating the status of water and sewer service
- Fire Hydrant placement
- Dimensions to indicate the relationship between buildings, property lines, parking areas, and other elements of the plan
- Any existing structures on the site that will be demolished or retained

SITE PLAN REVIEW WORKSHEET:

	YES	NO
Site is compatible with Master Street Plan		
Proposed structures are within building setbacks Front _____ Side _____ Side-Street _____ Rear _____		
Parking Requirements are met Required _____ Proposed _____		
Land and Improvements are outside 100 year floodplain		
Will there be a dumpster located on site?		
Will there be a construction site office?		
Have you made "One Call"?		
Structure and site complies with ADA (Americans with Disability Act) and ABA (Architectural Barriers Act) Accessibility Guidelines		

City of Brookland
 613 Holman St.
 Brookland, AR 72417
 PHONE: 870-935-0538

	YES	NO
Design complies with Arkansas Plumbing Code and National Electrical Code		
Foundation and structure meet earthquake requirements for Zone 3		
Structure meets Arkansas Energy Code requirements		
Complies with Arkansas Fire Prevention Code		
Stormwater Pollution Prevent Plan is provided (Developments over 1 acre)		
Stormwater Drainage Plan is provided (Developments over 1 acre)		
Are you seeking any waivers?		
Are you seeking any variances?		

I **Certify** that the design of _____ in the City of Brookland, Arkansas complies with the above regulations, laws, and codes.

 Owner

 Development Representative/Engineer/Architect

 Date

 Date

City of Brookland
613 Holman St.
Brookland, AR 72417
PHONE: 870-935-0538

SITE PLAN REVIEW APPLICATION

Property Owner

Name/Signature: _____

Spouse

Name/Signature: _____

Property Address: _____

Development Description: _____

Legal Description: _____

Zoning: _____

The undersigned property owner designates the following agent or attorney to represent the applicant at all hearings:

Name	Address	City	State	Phone No.
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Property Owner Signature

Property Owner Mailing Address	City	State	Zip
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Phone: _____