



Development Application

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

Applicant / Representative (person making request)	Property Owner (if other than Applicant)
Name: _____	Name: _____
E-mail: _____	E-mail: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Site/ Location: _____	Current Zoning: _____
Assessor's Parcel Number(s): _____ _____	Rezone Required: _____
	Total Acreage: _____

All submissions must meet the requirements as displayed in the City of Springdale Code of Ordinances.

Indicate Type of Submittal:

- ☐ Large Scale Development Plan (≥ 1 acre parcel)
☐ Non-Large Scale Development Plan (< 1 acre parcel)

Development Submittal Criteria:

- ☐ Pre-application meeting held with the Springdale Planning Department on _____.
☐ Three (3) hard copies and a digital copy of plans as well as SWPPP/Drainage documents.
☐ Complete colored architectural elevations and lighting plan.
☐ A copy of the warranty deed indicating ownership of property.
☐ If large scale development plan, submit a list of adjacent property owners certified by either a licensed abstractor or land surveyor within the last sixty (60) days.

Review Fee:

- ☐ **Large Scale Development:** \$500.00
☐ **Non-Large Scale Development:** \$250.00

STAFF USE ONLY

Date Application Submitted: _____	Project Number: _____
Date Accepted as Complete: _____	Receipt Number: _____

Indicate person of contact for this request: Applicant/Representative ☐ Property Owner ☐

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City of Springdale may not approve what I am applying for, or may place conditions for approval.

Name of Applicant: _____

Signature: _____ Date: _____

Name of Representative (if applicable): _____

Signature: _____ Date: _____

Name of Property Owner (if applicable): _____

Signature: _____ Date: _____

Large Scale Development Plan

Procedure & Checklist

Before completing an application for a large scale development plan, applicants are encouraged to meet with a member of the planning staff to discuss the application. Often, the staff can help the applicant assess the reasonableness of the request and provide the applicant with some useful information concerning the large scale development plan.

Applicant's Responsibility

It is the applicant's responsibility to ensure that all necessary procedures are followed in a satisfactory and timely manner and to verify the accuracy and completeness of all information. If significant omissions and/or errors are discovered during the review process, the application may be rejected until sufficient information is supplied.

Fee

A fee of \$500.00 (payable to the City of Springdale and submitted to the City Clerk) is required at time of submission to cover administrative costs.

Application Requirements

A large-scale development is any development on a property equal to or greater than one (1) acre unless otherwise determined by the Director of the Planning and Community Development Division.

Large-scale developments must be submitted to and approved by the Planning Commission. Development plans must be submitted to the Director of the Planning and Community Development Division in accordance with Chapter 112, Section 112-8. With any development plan, there is a required pre-application meeting, which must be attended in person. A large scale development plan application shall include the following:

- ☐ Complete application.
- ☐ Pre-application meeting.
- ☐ Site plan, landscaping plan, lighting plan, colored building elevations, drainage report, and any other plans needed to address the project.
- ☐ Development plan in compliance with all city codes, including ADA requirements.
- ☐ Ensure project has adequate utilities on site.
- ☐ Certified list of adjacent property owners by a licensed abstractor or licensed land surveyor within the past sixty (60) days. Notice to all adjacent property owners must be sent by certified mail, return receipt requested at least ten (10) days prior to the Planning Commission meeting.
- ☐ The record property owner must submit written authorization to the Planning Commission, if unable to attend public hearing.

Application Processing Procedure

After submission the project will go through a review and approval process. No work shall begin without prior approval of the Director of the Planning and Community Development Division.

1. Staff Review: A technical review is required for a large scale development plan. Planning staff will produce a technical review for the project.
2. Approval: The Planning Commission will conduct a public meeting to review said project within sixty (60) days after acceptance for review of the development plan, and will either grant the applicant approval, approval with conditions, disapproval, or tabling.
3. The project will have a final inspection to ensure the building has not deviated from the plans.

PLEASE NOTE:

Noncompliance with the above may cause the application to be withheld and not considered for review.

Affidavit of Mailing

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

I hereby certify that I, (printed name) _____ acting as agent/owner, have provided notice to affected parties in accordance with the requirements set forth in the instruction given with the application and that the notice information provided is to the best of my knowledge true and factual. I am hereby enclosing the following supporting documents: copies of the notice, mailing receipts, return cards and any notices that were undeliverable.

Signature

Date

**Notice of Public Hearing before the
Springdale Planning Commission on a
Large Scale Development Plan Application**

To all owners of land lying adjacent to the property at:

Location: _____

Owned by: _____

NOTICE IS HEREBY GIVEN THAT an application has been filed for approval of a large scale development plan on the above property.

Type of Development: _____

A public hearing reviewing said large scale development plan application will be held by the Springdale Planning Commission in the Council Chambers of the City Administration Building at 201 Spring Street, Springdale, AR 72764 on:

_____, 20_____ at 5:00 p.m.

All parties interested in this matter may appear and be heard at said time and place or may notify the Planning Commission of their views on this matter by letter or email. All persons interested in this request are invited to call or visit the Planning Office, City Administration Building to review and discuss the petition with the Planning Staff.

Authorization of Representation

This document is to be submitted to the Springdale Planning & Community Development Division via iWorQ, planningapplications@springdalear.gov, or in person at 201 Spring Street, Springdale, AR.

TO THE SPRINGDALE PLANNING COMMISSION

I, _____, hereby authorize _____ to represent
Printed name of Property Owner/Applicant Authorized Representative

me and/or my organization and to make decisions on my behalf pertaining to the following project(s):

Project Name/Number

Project Name/Number

Project Name/Number

Project Name/Number

which is/are to be presented to the Springdale Planning Commission at their meeting to be held on:

Meeting date

Printed name of property owner/applicant

Signature of property owner/applicant

Date

Printed name of property owner/applicant

Signature of property owner/applicant

Date