

STAFF USE ONLY	FEE SCHEDULE:	
Date application submitted _____	4th Submittal	\$500.00
Date accepted as complete _____	5th Submittal	\$1,000.00
Planning Commission date _____	6th/Subsequent Submittals	\$2,000.00/review

APPLICATION INSTRUCTIONS: Fill out this form completely, supplying all necessary information and documentation to support your request.

YOUR APPLICATION WILL NOT BE PLACED ON THE PLANNING COMMISSION AGENDA UNTIL THIS INFORMATION IS FURNISHED AND ALL STAFF COMMENTS HAVE BEEN ADDRESSED.

PROJECT NAME: _____

GENERAL INFORMATION:

Applicant: _____

Address: _____

Phone: _____ Email: _____

Representative: _____

Address: _____

Phone: _____ Email: _____

Owner: _____

Address: _____

Phone: _____ Email: _____

INDICATE WHERE CORRESPONDENCE SHOULD BE SENT: Applicant Representative Owner

PROPERTY DESCRIPTION:

Site Address: _____

Current Zoning District: _____ Proposed Zoning District: _____

****Attach Legal Description of Property.** (This may be found on deed or current survey of property.)

FINANCIAL INTERESTS:

The following entities and/or people have financial interest in this project:

APPLICANT/REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand the City may not approve my application or may set conditions on approval. I understand that no grading or dirt work or any construction will be allowed until a pre-construction meeting takes place after Planning Commission approval, and a grading permit and other required permits are issued and required easements are dedicated and recorded.

Signature _____ Date _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature _____ Date _____

Checklist:*

YES NO N/A

GENERAL:

- 1. Completed application form.
- 2. Payment of application fee.
- 3. One digital PDF plan set of all required drawings, showing all information required in this checklist, and 3 hard copies of plan set, folded to 9"x12" or 10" x 10 1/2". Plan set shall include all sheets and information outlined in the checklist.
- 4. Each sheet will have a complete and accurate legend, north arrow, graphic scale, and title block in the lower right-hand corner indicating the name and type of project, scale, firm or individual preparing drawings, dates, and revisions.
- 5. All revisions will be listed and noted in the revision block of the relevant sheet.
- 6. Each sheet of plans shall contain a note stating "No change may be made to approved plans without prior written approval by the City of Lowell."

COVER SHEET:

- 1. Names, addresses, and telephone numbers of the record owners, applicant, surveyor, architect, engineer, utility providers, and person preparing the plat or plan.
- 2. A vicinity map for the project.
- 3. Zoning classification and proposed use.
- 4. Engineering Certificate Note: "I, _____, Registered Professional Engineer No. _____ in the State of Arkansas, hereby certify that the engineering design, drainage studies, reports, calculations and specifications of this proposed development have been prepared in accordance with the requirements of the City of Lowell and generally accepted standards of engineering practice."
- 5. City of Lowell standard notes.

YES NO N/A

- 6. Plan Review Note: "Review of these plans is limited to general compliance with City of Lowell codes and regulations and does not warrant the engineer's design or relieve the developer of any requirements, even if errors, omissions, or inadequacies are discovered after plan approval. The City of Lowell requirements shall govern over any conflicts with plans or specifications. Any conditions determined in the field which require changes shall be subject to further review and corrective action."
- 7. Inspector's Note: "The City of Lowell requires that the engineer provides construction observation that will include weekly reports and a monthly on-site meeting, hosted by the engineer and including owner, contractor, and the City of Lowell."
- 8. Site Maintenance Note: "During the construction phase, the developer shall maintain site by mowing monthly (or as needed), provide dust control, and the daily pick-up of rubbish, trash, garbage, or litter and providing collection as approved by the City."

SITE PLAN:

- 1. Names, addresses, and property lines/zoning of all property owners adjacent to the exterior boundaries of the project, including those across streets and rights-of-way, shall be shown on the plat at the location of their property.
- 2. Written legal description, including area in acres, that reads clockwise (Note: if the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 3. Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- 4. Curve data for any street that forms a project boundary.
- 5. Street right-of-way lines clearly labeled. The drawing shall depict any future ROW needs as determined by the AHTD and/or Lowell Master Street Plan. Future ROW, as well as existing ROW and centerlines, should be shown and dimensioned and labeled "dedicated by plat."
- 6. Existing easements (dimensioned) which show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- 7. The width, approximate locations and purposes of all proposed easements or rights-of-way for utilities, drainage, sewers, flood control, ingress/egress, or other public purposes within or adjacent to the project. (Note: repeat this information on the grading plan, utility plan, and easement plat. Label these as "dedicated by this plat.")
- 8. The location, widths, and names of all existing and proposed streets, alleys, paths and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; the centerline curvedata; and all curb return radii. Private streets shall be clearly indicated. (Note: avoid using first names of people for all new streets)
- 9. Sufficient detail to show the effect of proposed driveways, trails, streets, utilities, and sidewalk easements on adjoining properties.
- 10. Provide a note for each proposed off-site improvement describing what the developer will provide.
- 11. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project. (Note: also show on grading plan)

YES NO N/A

- 12. The location of existing ground leases or access agreements (e.g., shared parking lots, drives, areas of land that will be leased)
- 13. The location of all potentially dangerous areas, including areas subject to flooding, slope failure, settlement, excessive noise, sinkholes, previously filled areas, and the means of mitigating the hazards (e.g., abatement wall, signage, etc.).
- 14. The boundaries, acreage, and use of existing and proposed public areas or POA-maintained areas in and adjacent to the project. If land is to be offered for dedication for park or recreation purposes, it shall be clearly stated whether it is City of Lowell or POA-maintained.
- 15. For residential development, indicate the type and number of units and bedrooms in a table.
- 16. For non-residential use, indicate the gross floor area and, if for multiple uses, the floor area devoted to each type of use.
- 17. The location, setback, height, size and type of existing and proposed signs, if any.
- 18. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections. (Note: also show on grading plan)
- 19. Any curbs not utilized for parking shall be painted red and labeled in white paint "No Parking — Fire Lane."
- 20. Location, size, surfacing, and arrangement of parking and loading areas. Indicate pattern of traffic flow and include a table showing required, provided, and ADA accessible parking areas.
- 21. Location of buffer strips, fences, or screen walls, where required. (Note: also show on grading plan and landscape plan)
- 22. Location and width of existing and proposed sidewalks. (Note: also show on grading plan and landscape plan)
- 23. Indicate location and type of solid waste collection. Provide adequate turnaround area at dumpster locations. Identify dumpster screening.
- 24. Show required building setbacks. (Note: a variance from the Board of Adjustments is necessary for proposed setbacks less than those set forth in the zoning district regulations)
- 25. Show wetlands and US Army Corps of Engineers (COE) jurisdictional waters of the US determination, if required. If COE determination is still in progress, add note to that effect on sheet.

EROSION CONTROL PLAN:

- 1. Temporary erosion control measures.
- 2. Permanent erosion control measures.
- 3. Sequence of construction to minimize erosion.
- 4. Note stating: "Within 40 days of placement of curbs, they shall be backfilled, fine-graded with a minimum of 4 inches of topsoil, and hydromulched or sodded with permanent grasses." (Repeat this note on the grading plan.)

YES NO N/A

5. Permanent concrete erosion control pads provided at outlet of drainage pipes in the City's right(s)-of-way easements.

GRADING PLAN:

1. Clear representation of the FEMA designated 100-year Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date and the Corps of Engineers Flood Hazard Study.
2. Provide a benchmark, clearly defined with an accuracy of 1/100 of a foot within 400' anywhere FFEs are required. This benchmark must be tied to NAVD 1988 datum. Benchmarks include, but are not limited to, the following: fire hydrant, manhole rim, drainage structure abutment, etc.
3. Existing topographic information with the source of information noted. Show one-foot contour intervals for ground slope between level and 10 percent and five-foot contour intervals for ground slope exceeding 10%.
4. Spot elevations at grade breaks along existing road centerlines, gutter lines, tops of curbs or edge of pavement, and along the flow line of drainage swales.
5. The location and floor elevation of all existing and proposed structures, with dimensions of buildings and setbacks from the building to property lines.
6. Show all proposed drainage improvements and detention facilities.
7. Note where streets will be placed under existing overhead facilities and the approximate change in grade.
8. All pipes under driveways and streets must be RCP.
9. Provide note: "The building pad shall be compacted to 95% of standard proctor density and test results shall be provided to the City of Lowell Building Inspector."

UTILITY PLAN:

1. Show all known on-site and off-site existing utilities, including fire hydrants, the static pressure and flow of the nearest hydrant, and show location of proposed fire hydrants, meters, valves, backflow preventers, and related appurtenances.
2. Show pipe types and sizes.
3. Show manhole locations.
4. If a septic system is to be utilized, note on the plat or plan and indicate approval date of the Arkansas Department of Health. Show location of tank and lateral lines.
5. Spot elevations at grade breaks along existing road centerlines, gutter lines, tops of curbs or edge of pavement, and along the flow line of drainage swales.
6. The location of all existing and proposed site lighting and street lights. The street lights are to be placed every 300 feet, plus or minus, to the nearest lot line or intersections.
7. The location of the connection to existing electrical, gas, phone, and cable TV facilities, and the route of the services to the proposed building(s).

YES NO N/A

- 8. Provide note: "Damage to or relocation of existing utilities shall be at the developer's expense."
- 9. Approved electrical design prior to scheduling a grading pre-construction meeting.

LANDSCAPE PLANS:

- 1. Location, general type, and quality of existing vegetation, including specimen trees.
- 2. Existing vegetation to be saved, with methods and details for protecting existing vegetation during construction and approved sediment control plan, if available.
- 3. Locations and labels for all proposed plant materials shown on plan.
- 4. Plant list or schedule showing plant symbol or code, botanical and common names, quantity, spacing, and size of all proposed landscape materials at time of planting.
- 5. Location and description of other landscape improvements, including but not limited to earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, and courts or paved areas.
- 6. City of Lowell's standard planting and installation details to ensure conformance with all required standards.
- 7. Provide note: "All plant materials shall be warranted for a period of 24 months from time of installation. If any plant material fails to survive during that period, it shall be replaced during the appropriate planting season."
- 8. Location of all required landscape buffer areas, including 10' street buffer with one street tree per 50 linear feet of frontage, and 10' perimeter buffer along side and rear lot lines with one tree per 25 linear feet. (Grouping of plant material is preferred.)
- 9. Table showing interior parking calculations, including the total parking area and the interior planting area provided to meet requirements.
- 10. Interior planting areas protected from vehicular encroachment.
- 11. No pavement within five feet of any lot line, except where necessary for ingress/egress.

PLANS AND PROFILES:

- 1. Construction plans for public streets, storm sewer, and utilities, including plan and profile sheets with cross-sections and details.

DETAILS:

- 1. City of Lowell standard details

EASEMENT DEDICATION PLAT (Must be recorded before a grading permit will be issued):

- 1. Existing easements (dimensioned) which show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate, a note to this effect shall be placed on the plat.

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Locations and dimensions of all easements and right(s)-of-way dedicated as part of this project. Provide note that they are “dedicated by this plat.” |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Property legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Drawing of property boundary labeled to match legal description. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Provide note: “Damage to or relocation of existing utilities shall be at the developer’s expense.” |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Dedication statement and signature of property owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Acceptance statement and signatures of City Engineer, Mayor, and City Clerk. |

ADDITIONAL DOCUMENTS NOT ON PLANS:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Copies of all additional permit applications required for completion of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Draft of covenants, conditions, restrictions, and POA requirements, if any. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Color photographs (no more than 4 per page) of intersection locations, sight distance, existing trees on site, location of point(s) where water runoff leaves the site, adjacent lot(s), and other features of a significant nature. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Drainage report with an executive summary of the pre-development and post-development runoff for the 2-, 5-, 25-, 50-, and 100-yr storms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. If outside the city limits, copy of the application to the Benton County Planning Board. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. A written description of requested variances and waivers from the City or from the Benton County Planning Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. An 8.5”x11” (minimum) PDF of the vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Building elevations of proposed structures. |

NOTES AND RESOURCES FOR THE APPLICANT:

View our website at <http://www.lowellarkansas.gov/departments/Community-Development/> to find resources on the following items:

- Planning Commission meeting schedule
- Land Development Code
- Application forms
- Schedule of fees
- Zoning maps
- Master Street Plan
- Street specifications
- City of Lowell standard notes
- City of Lowell standard details