



GUIDELINES FOR PRELIMINARY PLAT (PP) Pre-Construction Meeting, Site Inspections and Site Final Inspection

After PC Approval:

Sec 400.06

Planning commission approval authorizes the applicant to proceed to the pre-construction conference. **The pre-construction conference shall be held only after all outstanding comments have been addressed and approved.** Completion of the pre-construction conference is final authorization for the subdivider to proceed with the installation of improvements and the staking out of lots and blocks. The subdivider shall complete all improvements required under this regulation, obtain Arkansas Department of Health approval, and **pass a site final inspection before planning commission will review a final plat application.**

Submit all required PreCon Documents - See tabs via eTrakit (ETRAKIT PRECON CKLIST 1 / ETRAKIT PRECON CKLIST 2)
(Any help navigating eTrakit, please contact Tracy Billings)

Items required vary per project. Below are the most common Required Documents:

WATER/SEWER ADH APPROVAL: State of Arkansas Department of Health plan approval letter.

SMALL SITE NOC: DEQ Small Site Permit for projects 1 acre or more but less than 5 acres

SIGNED SWPPP & NOC: DEQ Large Site Permit for projects 5 acres or more (include NOC)

ENGINEER'S ESTIMATE: Engineering estimate shall be accompanied by a site plan showing estimated cost of improvements and all backup supporting data used to develop the engineer estimate. Engineering estimate shall be broken up into the subcategories as noted in Sec. 500.02(e). Each subcategory shall be totaled from the individual items pertaining to that subcategory. No Lump Sum units will be approved. Each subtotal shall then be added to create a grand total then multiplied by the percentage noted in 300.11(a) to create the amount for the Off-Site Performance Guarantee.

PERFORMANCE GUARANTEE: The owner/developer shall provide a performance bond, letter of credit or a cashier's check to the City of Bentonville for an amount equal to 100% of what it would cost the City to complete the improvements within the public right-of-way and any off-site improvements as described in Article 1200. The cost estimate shall be prepared by the engineer-of-record and approved by the City Engineer or his or her designee(s).

BEUD PLANS COMPLETE: Electric Department design and detail is complete and incorporated into the site plans.

STREET LIGHT FEES PAID: BEUD Specification, Section 6.8: BEUD will install street lights once they have been paid for by Developer. Streetlights must be paid for before PRECON.

FILED OFFSITE EASEMENTS: Any offsite easement required by a City Department through the review process, must be filed and submitted prior to PRECON.

FLOODPLAIN PERMIT: ([Sec 1500.14](#)) Any structural development, placement of manufactured structures, clearing, grading, mining, drilling, dredging, placement of fill, excavating, watercourse alteration, drainage improvements, roadway or bridge construction, individual water or sewer installations and other activities must be approved via the current Floodplain Development Permit Application prior to any work within the Special Flood Hazard Area.

NO RISE CERTIFICATE: Engineering "no-rise" certification and-supporting technical data must stipulate NO impact on the 100-year flood or floodway elevations at the new cross-sections and at all existing cross-sections anywhere in the model.

CLOMR/LOMR: Required for any work in a floodway where a No Rise cannot be achieved. CLOMR approved by FEMA prior to PreCon. LOMR filed with FEMA prior to Site Final.

USCOE APPROVAL: A permit is required for work or structures in, over or under navigable waters of the United States.

STAA: DEQ Short Term Activity Authorization for any activity conducted in any water that might cause a violation of the water Quality Standards.

BLDG PLANS APPROVED: Preliminary Approval by Building/Fire Inspection Department. Building Permit will not be issued until after PRECON meeting is held and plans are stamped for construction.

ARDOT ROAD IMPROVEMENT PERMIT APPROVED

After PreCon Meeting:

Once plans are stamped for Construction, EOR/Rep is responsible for coordinating all inspections for the site with the Contractors and the City. EOR/Rep is expected to be present at all testing.

EOR and GC signed an acknowledgement of the required inspections prior to PreCon. Please keep a copy of those with your stamped plans.

STREET CLOSURES REQUIREMENTS: TMP is required for ALL projects that have any type of closure (including Sidewalk, Trails, Street, Parking Spaces, any work within City/State Right of Way)

Public Notices and Neighbor Notifications could be required!

TMPs require a professional traffic consultant or engineer of record to submit via eTrakit for review and must be in accordance with most current MUTCD Manual. All submittals require 5 Business Days for review. Please make sure to have all other entities are scheduled or in queue prior to submitting the closure request/plan (Water/Sewer test/inspections, Electric inspections, Geotechnical Services, Concrete, etc.).

Please ensure the information provided is true and accurate. Any inaccurate information or inconsistencies may result in the assessment of your submittal being either delayed or rejected.

TRAFFIC PLAN REQUIREMENTS:

- Street Name/s
- Applicant and Onsite Contractor contact information
- Description of the work (provide detailed narrative for the closure)
- Proposed dates and times of closure
- Traffic Management Detour Plan (in accordance with MUTCD manual).

PRE-PAVE MEETING REQUIREMENTS: It is recommended to have all testing under the roadway complete.

- All curb/gutter installation complete.
- Submit Asphalt Mix Design via eTrakit for review prior to scheduling.
- Traffic Management Plan should be submitted for review prior to scheduling.

Site Final Inspection:

Once all testing and installation per Civil Plans are complete, the EOR must submit the required close-out documents for review via eTrakit.

Prior to submitting the Close-Out Documents, Development Team recommends a Pre-Final Walk Through. Walk Through can be scheduled any time after testing is complete and project is to its final dirt elevation.

CLOSE-OUT DOCUMENTS REQUIRED:

ENGINEER'S CERTIFICATION: [700.10](#) - Site construction is complete, the owner/developer's **engineer-of-record** shall submit a written statement certifying that all improvements and installations to the large-scale development required for its approval under the terms of these regulations have been made, added, or installed and functional in accordance with city specifications.

COMPLETE LIST OF DONATED ASSETS: [300.09](#) - Engineering estimate shall be accompanied by a site plan showing donated assets and all backup supporting data used to develop the engineer estimate. Engineering estimate shall be broken up into the subcategories as noted in Sec [500.02\(e\)](#). Each subcategory shall be subtotaled from the individual items pertaining to that subcategory. No Lump Sum units will be approved. Each subtotal shall then be added together to create a grand total then multiplied by the percentage noted in Sec. [300.09\(a\)](#) to create the amount for the Maintenance Guarantee.

FULL SET of ASBUILTS: PDF & CAD Format

Final Plat: [Article 500](#)