

# PRE-APPLICATION CONFERENCE REQUIREMENTS

**Name of Project:** \_\_\_\_\_

The purpose and intent of the Pre-Application Conference is to provide the applicant an opportunity to obtain the advice of city staff on a proposed development in order to avoid unnecessary project costs or delays. Staff will provide informal guidance to the development at a stage where potential points of conflict or differences can be resolved. The general character of the development will be discussed along with zoning, utility services, street improvements, flooding, drainage, and other pertinent factors related to the proposed development. Discussions at the Pre-Application Conference shall not imply subsequent development plan approval and shall not be interpreted as all-inclusive.

The following items shall be included in your development plans before a Pre-Application Conference can be scheduled. If you have any questions, contact the appropriate department prior to requesting the meeting. Their contact information is listed below. To schedule a Pre-Application Conference, please email [planning@bentonvillear.com](mailto:planning@bentonvillear.com). A date shall be requested and a pdf of the site and utility sheet, along with the signed Pre-Application Conference Checklist must be attached to the correspondence. If any department feels the items on this checklist have not been completed, they reserve the right to cancel the meeting. A new meeting shall only be requested once all applicable comments have been satisfied. The owner/developer and architect should be present via in person, teleconference, or video conference.

**PRE-APPLICATION CONFERENCES ARE HELD ON WEDNESDAYS ONLY AND ARE REQUIRED BEFORE A FORMAL SUBMITTAL WILL BE ACCEPTED. ALL MEETINGS SHALL BE REQUESTED NO LATER THAN THE FRIDAY PRECEDING THE DESIRED MEETING DATE.**

## Planning Department Requirements

*Tom Adler, Jon Stanley, and Keegan Stanton ([planning@bentonvillear.com](mailto:planning@bentonvillear.com)) 479-271-3122*

### **Large Scale Development:**

- Zoning/Land Use.** Ensure the property is zoned for the proposed use and meets setback requirements and bulk/area standards of the zoning district.
- Plat.** Ensure the property is platted. If the property is not platted, an Incidental Subdivision must be filed with the City and County prior to a Certificate of Occupancy. Reference [Articles 600](#) and [900 of the Subdivision Code](#).
- Right-of-Way.** Sufficient right-of-way from centerline is required per the City's Master Street Plan. Reference [Section 1100.5 of the Subdivision Code](#).
- Phasing.** Is the development phased? If so, identify all phases and provide an accurate phase line.
- Curb Cuts.** Show the location and width of all existing (including adjacent) and proposed curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections. Reference [Section 1100.9 of the Subdivision Code](#) for access requirements.
- Landscape Plan.** Provide a landscape plan in accordance with [Article 1400 of the Subdivision Code](#).
- Design Standards.** Ensure site and building will meet the Design Standards requirements. Reference [Section 1100.13 of the Subdivision Code](#).
- Vicinity Map.** Provide a general vicinity map of the project with a one-mile radius.
- Multi-Family.** If the project is multi-family, are the units intended for individual sale or lease?
- Planning Supplemental Checklist.** Provide all items per the Planning Supplemental Checklist Requirements.

### **Preliminary Plat:**

- Pasing.** Is the development phased? If so, identify all phases and provide an accurate phase line.
- Lot Dimensions.** All lots shall comply with the lot dimensions of the zoning district where the subdivision is located.
- Right-of-Way.** Sufficient right-of-way from centerline is required per the City's Master Street Plan. Reference [Section 1100.5 of the Subdivision Code](#).
- Street Stubs.** If the development abuts un-platted land or a future phase of the same development, street stubs shall be required.
- Curb Cuts.** Show the location and width of all existing (including adjacent) and proposed curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections. Reference Section 1100.9 of the Subdivision Code for access requirements.
- Sidewalks.** Sidewalks shall be required along all public and common areas.
- Naming.** Contact the GIS Department (479-271-6852) to discuss the subdivision and street names.
- Vicinity Map.** Provide a general vicinity map of the project with a one-mile radius.

### **Water and Sewer Department Requirements**

**Joey Ingle ([jjingle@bentonvillear.com](mailto:jjingle@bentonvillear.com)) 479-271-3140 - Large Scale Development and Subdivision Development**

*To better expedite your authorization to apply, it is recommended to [coordinate with BWU](#) prior to scheduling the pre-application conference.*

- Existing Utility Infrastructure.** Show all existing utility infrastructure according to a survey.
- Water Layout.** Show proposed water layout including tap locations, proposed valves, hydrants, fire lines, and FDC location.
- Sewer Layout.** Show proposed sewer layout including tap locations and manholes.
- Meter Size and Location.** Show all proposed meter sizes and locations.
- Backflow Device Location and Type.** Show location and type of all proposed backflow devices.
- Wastewater Interceptor Location.** If an interceptor is needed, show the wastewater interceptor (grease, sand, silt) location.
- Easements.** Show all existing and proposed easements.
- Utility Crossing Information.** Provide data for all critical utility crossings.

## **Electric Department Requirements**

**Travis Matlock ([tmatlock@bentonvillear.com](mailto:tmatlock@bentonvillear.com)) and Charlie Barnes ([cbarnes@bentonvillear.com](mailto:cbarnes@bentonvillear.com)) 479-271-3135**

### **Large Scale Development:**

- Electric Service.** Has coordinated (phone call, email, or meeting) with BEUD to verify routing from service point to desired transformer location.
- Electric Service Information.** Provide electric service size.
- Transformer Location.** Show the desired transformer location.
- Meter Location.** Show where the electric service enters the building.
- Routing of Electric.** Are there any site-specific issues that may affect the routing of the electric?
- Franchise Utilities.** Show any franchise utilities that may affect underground utility placement (gas, telephone, cable, and existing water, sewer, storm, etc.).
- Existing Easements & Electric Infrastructure.** Show ALL existing easements and electric infrastructure (both overhead and underground) associated with the site according to the survey.

### **Preliminary Plat:**

- Existing Easements & Electric Infrastructure.** Show ALL existing easements and electric infrastructure (both overhead and underground) associated with the site.
- Phasing.** Will the project be phased? How many houses per phase?
- House Sizing.** What square footage will the houses be?
- All-Electric.** Will the houses be all electric or will they use gas?
- Powered Features.** Will there be any features that need power? Will the feature be single phase or three phase? (i.e. clubhouse, entrance feature, sewer)
- City Utility Locations.** Will there be any non-typical city utility locations? (i.e. any water, sewer, electric, storm sewer not located in the typical area behind the curb)

## **Engineering Department Requirements**

**Peter Farmer ([pfarmer@bentonvillear.com](mailto:pfarmer@bentonvillear.com)) and Dan Weese ([dweese@bentonvillear.com](mailto:dweese@bentonvillear.com)) 479-271-6840**

- Floodplain.** Show 100 Year Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date.
- Wetlands.** Show if wetlands determination is in progress or applicable.
- Grading.** Provide existing topography, proposed rough grading, and spot elevations.
- Existing Structures.** Show the location of all existing structures and survey information.
- ARDOT District 9 Driveway.** Only if applicable.
- Preliminary Structures.** Provide preliminary street and drainage improvements, structures, and easements as required in the City Engineer's office.
- Summary Table.** Provide a summary table listing the pre-developed and post-developed runoff totals for the 2, 10, 25, 50, and 100 year storm events.
- Downtown Development.** If developing in the downtown area, please provide the following:
  - **Building Floor Plan.** A basic building floor plan.
  - **Elevations.** Spot elevations at doorways and edges of building and sidewalk
  - **Ingress and Egress.** Show ingress and egress through right-of-way.

## **Building and Fire Safety**

### ***Commercial & Apartment Properties***

**Brad Arnold ([barnold@bentonvillear.com](mailto:barnold@bentonvillear.com)) and Todd Pearce ([tpearce@bentonvillear.com](mailto:tpearce@bentonvillear.com)) 479-271-3108**

- Architectural Code Analysis.** Provide a preliminary code analysis sheet.
- Floor Plan.** Provide a basic floor plan that also includes elevation views with dimensions.
- Fire Hydrant(s).** Show all proposed fire hydrant location(s) intended to provide coverage for the facility.
- Emergency Access.** Show intended emergency vehicle access provided to meet Arkansas Fire Prevention Code Chapter 5 and Appendix D.
- Traffic Calming Devices.** Provide information on any gates, traffic calming, etc.
- Fire Protection Features.** Show proposed FDC (fire department sprinkler connection) and PIV (post indicator valve) locations.
- Fire Pump.** Show proposed fire pump location and type (electric and/or diesel). If a fire pump is not planned and the building is a group H, group S or more than three stories, provide documentation from a licensed fire suppression designer acknowledging adequate fire flows are present without a fire pump. Fire Sprinkler System. If a fire sprinkler system is not required, it must be indicated in the Architectural Code Analysis required by the Building Inspection Department.
- Fire Sprinkler System** If a fire sprinkler system is not required, it must be indicated in the Architectural Code Analysis.

### ***Residential Properties (single family, duplex and townhome)***

**Lance Blasi ([lblasi@bentonvillear.com](mailto:lblasi@bentonvillear.com)) and Brad Arnold ([barnold@bentonvillear.com](mailto:barnold@bentonvillear.com)) 479-271-3108**

- Fire Hydrant(s).** Show all proposed fire hydrant location(s) intended to provide coverage for the facility.
- Emergency Access.** Show intended emergency vehicle access provided to meet Arkansas Fire Prevention Code Chapter 5 and Appendix D.
- Traffic Calming Devices.** Provide information on any gates, traffic calming, etc.
- Unit Layout.** Provide a basic floor plan that also includes elevation views with dimensions. (townhomes only)

I certify that the above requirements of the Pre-Application Conference Checklist have been satisfied.

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Printed Name

Signature