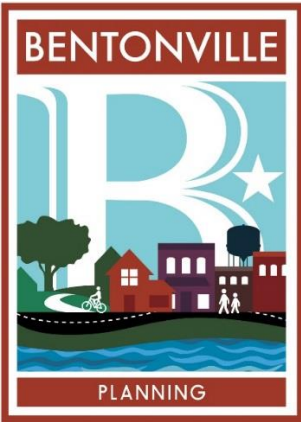


# City of Bentonville Planning Department Schedules & Submittal Guidelines



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# Submittal Guidelines

**ALL SUBMITTALS ARE DUE BY 12:00 PM ON DEADLINE DAYS. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

**All items must be submitted and incomplete submittals will not be accepted. Please refer to the Application Submittal Checklists worksheet.**

**All meetings will be held in the Community Development Building, Planning Commission Chambers, 305 SW A St.**

## PLANNING COMMISSION GUIDELINES

- **Planning Commission Technical Review:** Tech Review meetings start at 4:00 PM.
- **Planning Commission:** Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month and start at 4:00 PM.
- **THE PLANNING COMMISSION DATE ASSOCIATED WITH THE 1<sup>ST</sup> SUBMITTAL DEADLINE IS THE EARLIEST AN ITEM CAN BE HEARD BY PLANNING COMMISSION IF STAFF DETERMINES THAT ALL COMMENTS HAVE BEEN ADDRESSED. APPLICATIONS ARE NOT GUARANTEED PLACEMENT ON THE FIRST PLANNING COMMISSION MEETING AVAILABLE.**
- **ALL LARGE SCALE DEVELOPMENTS AND PRELIMINARY PLATS REQUIRE A CONCEPTUAL MEETING AND A PRE-APPLICATION CONFERENCE PRIOR TO SUBMITTING AN APPLICATION. TO SCHEDULE, EMAIL PLANNING AT [PLANNING@BENTONVILLEAR.COM](mailto:PLANNING@BENTONVILLEAR.COM).**
- Please note: Staff reserves the right to table or remove items from the agenda if there is no representation at Planning Commission or Planning Commission Technical Review or if the revision deadlines are not met and comments are not addressed.
- 1<sup>st</sup> Submittal Comments will be available as listed on the current Planning Commission schedule.
- 2<sup>nd</sup> Submittal Comments will be available one week after the 2nd Submittal deadline as listed on the current Planning Commission schedule.
- 3<sup>rd</sup> Submittal Comments will be available one week after they are submitted.
- Each additional submittal will require at least one week for review.
- **\*\*WAIVER APPLICATIONS ARE DUE BY 12:00PM ON THE 2<sup>ND</sup> SUBMITTAL DEADLINE DATE.**

## BOARD OF ADJUSTMENT GUIDELINES

- Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month
- Meetings start at 4:00 PM.
- Please note: items may be voted on if there is no representation at Board of Adjustment



2022

# Planning Commission Schedule

## \*IMPORTANT NOTES\*

- All submittals are due by 12:00 pm on the day of the submittal, unless otherwise stated. Late submittals will NOT be accepted. Please plan accordingly.
- All Large Scale Development and Preliminary Plat projects require a Pre-Application Conference before applying. To schedule, email [planning@bentonvillear.com](mailto:planning@bentonvillear.com) or call 479-271-3122.
- **\*The Planning Commission date associated with the 1<sup>st</sup> submittal deadline is the earliest an item can be heard by Planning Commission if staff determines that all comments have been addressed. Applications are not guaranteed placement on the first Planning Commission meeting available.**
- After the Planning Commission Meeting, all submittals past the 3<sup>rd</sup> submittal will be collected on Mondays with reviews due the following Monday. (For example, review comments for any resubmittals received between 11-23-21 and 11-29-21 would be due on 12-6-21).
- All meetings are held in the Planning Commission Chambers located at 305 SW A Street unless notified otherwise.
- **\*The Planning Commission shall hold an annual administrative meeting on the 2<sup>nd</sup> Tuesday of December. No development items will be heard at this meeting.**
- **1<sup>st</sup> Submittals for waivers are the same as the 2<sup>nd</sup> submittal deadline for all other projects.**
- **mm dd, yy\*** indicates a date has been altered for a holiday

1st Submittal Deadline @ Noon	1st Submittal Comments Available to Applicant	2nd Submittal Deadline @ Noon	PC Tech Review Meeting @ 4:00pm	3rd Submittal Deadline @ Noon	Planning Commission Meeting @ 4:00pm
Nov 29, 21	Dec 8, 21	Dec 20, 21	Dec 28, 21	Jan 3, 22	Jan 4, 22
Dec 13, 21	Dec 22, 21	Jan 3, 22	Jan 11, 22	Jan 18, 22	Jan 18, 22
<b>Dec 28, 21</b>	Jan 5, 22	<b>Jan 18, 22</b>	Jan 25, 22	Jan 31, 22	Feb 1, 22
Jan 10, 22	Jan 19, 22	Jan 31, 22	Feb 8, 22	Feb 14, 22	Feb 15, 22
Jan 24, 22	Feb 2, 22	Feb 14, 22	Feb 22, 22	Feb 28, 22	Mar 1, 22
Feb 7, 22	Feb 16, 22	Feb 28, 22	Mar 8, 22	Mar 14, 22	Mar 15, 22
Feb 28, 22	Mar 9, 22	Mar 21, 22	Mar 29, 22	Apr 4, 22	Apr 5, 22
Mar 14, 22	Mar 23, 22	Apr 4, 22	Apr 12, 22	Apr 18, 22	Apr 19, 22
Mar 28, 22	Apr 6, 22	Apr 18, 22	Apr 26, 22	May 2, 22	May 3, 22
Apr 11, 22	Apr 20, 22	May 2, 22	May 10, 22	May 16, 22	May 17, 22
May 2, 22	May 11, 22	May 23, 22	May 31, 22	Jun 6, 22	Jun 7, 22
May 16, 22	May 25, 22	Jun 6, 22	Jun 14, 22	Jun 20, 22	Jun 21, 22
<b>May 31, 22</b>	Jun 8, 22	Jun 20, 22	Jun 28, 22	<b>Jul 5, 22</b>	Jul 5, 22
Jun 13, 22	Jun 22, 22	<b>Jul 5, 22</b>	Jul 12, 22	Jul 18, 22	Jul 19, 22

1st Submittal Deadline @ 4:30 PM	1st Submittal Comments Available to Applicant	2nd Submittal Deadline @ Noon	2nd Submittal Comments Available to Applicant	3rd Submittal Deadline @ Noon	3rd Submittal Comments Available to Applicant	Planning Commission Tech Review @ 4:00 PM Public Hearings @ 5:00 PM
Jun 24, 22	<b>Jul 5, 22</b>	Jul 11, 22	Jul 18, 22	Jul 26, 22	Aug 1, 22	Aug 2, 22
Jul 8, 22	Jul 18, 22	Jul 25, 22	Aug 1, 22	Aug 8, 22	Aug 15, 22	Aug 16, 22
Jul 29, 22	Aug 8, 22	Aug 15, 22	Aug 22, 22	Aug 29, 22	<b>Sep 6, 22</b>	Sep 6, 22
Aug 29, 22	Aug 22, 22	Aug 29, 22	<b>Sep 6, 22</b>	Sep 12, 22	Sep 19, 22	Sep 20, 22
Aug 26, 22	<b>Sep 6, 22</b>	Sep 12, 22	Sep 19, 22	Sep 26, 22	Oct 3, 22	Oct 4, 22
Sep 9, 22	Sep 19, 22	Sep 26, 22	Oct 3, 22	Oct 10, 22	Oct 17, 22	Oct 18, 22
Sep 23, 22	Oct 3, 22	Oct 10, 22	Oct 17, 22	Oct 24, 22	Oct 31, 22	Nov 1, 22
Oct 7, 22	Oct 17, 22	Oct 24, 22	Oct 31, 22	Nov 7, 22	Nov 14, 22	Nov 15, 22
Oct 28, 22	Nov 7, 22	Nov 14, 22	Nov 21, 22	Nov 28, 22	Dec 5, 22	Dec 6, 22
<b>Nov 23, 22</b>	Dec 5, 22	Dec 12, 22	Dec 19, 22	<b>Dec 27, 22</b>	Jan 3, 23	Jan 3, 23
Dec 9, 22	Dec 19, 22	<b>Dec 27, 22</b>	Jan 3, 23	Jan 9, 23	Jan 17, 23	Jan 17, 23
Dec 30, 22	Jan 9, 23	Jan 17, 23	Jan 23, 23	Jan 30, 23	Feb 6, 23	Feb 7, 23
Jan 13, 23	Jan 23, 23	Jan 30, 23	Feb 6, 23	Feb 13, 23	<b>Feb 21, 23</b>	Feb 21, 23
Jan 27, 23	Feb 6, 23	Feb 13, 23	<b>Feb 21, 23</b>	Feb 27, 23	Mar 6, 23	Mar 7, 23



**Board of Adjustment  
City of Bentonville  
2022 Schedule**

<b>Deadline</b>	<b>Board of Adjustment</b>
12/27/2021	1/12/2022
1/10/2022	1/26/2022
1/24/2022	2/9/2022
2/7/2022	2/23/2022
2/22/2022	3/9/2022
3/7/2022	3/23/2022
3/28/2022	4/13/2022
4/11/2022	4/27/2022
4/25/2022	5/11/2022
5/9/2022	5/25/2022
5/23/2022	6/8/2022
6/6/2022	6/22/2022

<b>NEW Deadline</b>	<b>Board of Adjustment</b>
6/24/2022	7/13/2022
7/8/2022	7/27/2022
7/22/2022	8/10/2022
8/5/2022	8/24/2022
8/26/2022	9/14/2022
9/9/2022	9/28/2022
9/23/2022	10/12/2022
10/7/2022	10/26/2022
10/21/2022	11/9/2022
11/4/2022	11/23/2022
11/23/2022	12/14/2022
12/9/2022	12/28/2022
12/22/2022	1/11/2023

**\* ALL SUBMITTALS ARE DUE BY 12:00 PM ON DEADLINE DAYS**

Late Submittals can not be accepted due to publication deadlines

**Board of Adjustment Meetings are held the 2nd and 4th Wednesdays of every month**

**Day mm/dd/yyyy** \*Indicates date altered for holiday

**Meeting Time Location:**

Bentonville City Hall, Planning Commission Chambers 305 SW A Street, 4:00 p.m.

**Please Note: Items may be voted on if there is no representation at Board of Adjustment**