



# 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 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 Land Development Code [Articles 600](#) and [900](#).
- Right-of-Way.** Sufficient right-of-way from centerline is required per the City's Master Street Plan. Reference Land Development Code [Sec. 1100.16](#).
- 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. For access requirements, reference Land Development Code [Sec. 1100.02](#).
- Landscape Plan.** Provide a landscape plan in accordance with Land Development Code [Art. 1400](#).
- Design Standards.** Ensure site and building will meet the Design Standards requirements. Reference Land Development Code [Sec. 1100.21](#).
- 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?

- Refuge Area.** Indicate location of refuge area. All dumpsters must be enclosed and screened with materials similar to the building.
- Lighting Cut Sheet.** Provide a completed Lighting Cut Sheet. It must show the type of light fixture and state that it is “cut – off” or B-U-G and have a U rating of 0.
- Signage.** Show the type and location of all proposed signage. All signage shall require a separate sign permit.
- Fencing.** Show the type and location of all proposed fencing. All fences shall require a separate fence permit.
- Mechanical Screen.** Provide a note on the site plan that all Mechanical Equipment (roof and ground mounted) will be screened on all sides by similar materials as the building.
- Article 900.** Provide all items in accordance with Land Development Code [Art. 900](#).

*Preliminary Plat*

- Phasing.** 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 Land Development Code [Sec. 1100.16](#).
- 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. For access requirements, reference Land Development Code [Sec. 1100.02](#).
- 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.
- Signage.** Show the type and location of all proposed signage. All signage shall require a separate sign permit.
- Fencing.** Determine if fencing will be installed by the developer or the individual lot owner.
- Lots.** Corner lots shall be roughly 20% larger than interior lots. Every lot shall have access to a public street and utilities.
- Article 900.** Provide all items in accordance with Land Development Code, [Art. 900](#).

## Water and Sewer Requirements

Joey Ingle, [jingle@bentonvillear.com](mailto:jingle@bentonvillear.com), 479-271-3140

*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 and all 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 Requirements

Travis Matlock, [tmatlock@bentonvillear.com](mailto:tmatlock@bentonvillear.com), 479-271-3135

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 a 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 lift station)
- 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 Requirements

Peter Farmer, [pfarmer@bentonvillear.com](mailto:pfarmer@bentonvillear.com), 479-271-6840

Dan Weese, [dweese@bentonvillear.com](mailto:dweese@bentonvillear.com), 479-271-6840

- Flood Hazard Areas.** Show Floodplain, Floodway, or Base Level Engineering Information. Indicate your plan for mitigation (i.e. avoid the SFHA, LOMA, LOMRF, CLOMR/LOMR). Include draft of Floodplain Development Permit
- Wetlands.** Provide status of wetlands determination, delineation, and/or mitigation, if applicable. Show areas of interest on the plans.
- Grading.** Provide a grading plan to include lot drainage.
- Preliminary Drainage Report.** Provide the pre- and post-development flows for the 2, 10, 25, 50, and 100-year storm events. Show study points. Show plans for LID, detention locations. Include draft drainage report prior to ATA.
- Traffic Study.** Plans for a Traffic Study including roadways and intersections to be studied. If no study is planned, state why you believe that it is not required.
- Erosion Control Plan.** Erosion Control Plan prepared in accordance with Benton County Extension Office guidelines.
- Waiver Letter and Documentation.** Provide waiver letter with calculations showing why the Engineer is unable to comply with the City of Bentonville's requirements.
- Construction Drawings.**

## Building & Fire Safety

### Commercial & Multifamily Development

Brad Arnold, [barnold@bentonvillear.com](mailto:barnold@bentonvillear.com), 479-271-3108

Todd Pearce, [tpearce@bentovnillear.com](mailto:tpearce@bentovnillear.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.

### Residential Development (single family, duplex, townhome)

Lance Blasi, [lblasi@bentonvillear.com](mailto:lblasi@bentonvillear.com), 479-271-3125

- 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.
- Floor Plan.** 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.**

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*