



PRE-APPLICATION CONFERENCE REQUIREMENTS

Name of Project: _____

The purpose of the Pre-Application Conference is to provide applicants with informal guidance from city staff about potential points of conflicts or differences that can be resolved prior to first submittal, in order to avoid unnecessary project costs or delays. The general character of the development will be discussed as well as zoning, utilities, street improvements, flooding, drainage, and other pertinent factors. 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. **Please return a signed copy of this form to planning@bentonvillear.com to schedule a pre-application Conference once all items have been included in your development plans.** If you have any questions about these requirements, contact the appropriate department prior to requesting the meeting. If any department feels the items on this checklist have not been completed, they reserve the right to downgrade the meeting to a Conceptual Conference.

Notice: All design professionals working within the City of Bentonville are required to be familiar with all City, State and Federal codes. Information provided to design professionals during a meeting or the plan review process are made in an effort to assist the design professional. The City makes an effort to inform the development community of the most pertinent information early in the process but **nothing relieves any design professional from meeting all codes and requirements prior to project approval.**

Pre-application/concept conferences are held on Wednesdays at the Bentonville Municipal Complex (teleconference available if necessary) and are required before a formal submittal will be accepted. All meetings shall be requested no later than the Wednesday preceding the desired meeting date.

Planning Requirements

*Tom Adler, Claire Wise, Casey Hackler, Nathan Izard, Braedyn McBroom,
planning@bentonvillear.com, 479-271-3122*

- ☐ **Site Plan.** The applicant shall submit plans and data showing existing conditions within the site, including topography, zoning, and any proposed or existing easements. Parcel numbers should be provided, as well as nearby street names, addresses, a vicinity map, and the proposed layout.
- ☐ **Plat.** As a note, if the property is not platted, a plat will be required before the Certificate of Occupancy is issued. *See Land Development Code 600 and 900.*
- ☐ **Project Description.** Unit count, square footage, height etc. Specify if project is proposed for rent or for individual ownership and detail square footage by use.
- ☐ **Master Street Plan.** Sufficient right-of-way from centerline is required per the City's Master Street Plan. Sidewalks will also need to be brought up to Master Street Plan specifications as well. *See Land Development Code Sections 1100.15 and 1100.16. Street Specifications Section 500.04.*
- ☐ **Landscape Plan.** Provide a landscape plan. Trees and landscaping shall maintain clearances from utilities based on Land Development Code Sec 1400.12. *See Land Development Code Article 1400*
- ☐ **Parking.** Parking layout with table outlining number of parking spots required, including ADA spots. *See Zoning Code Article 501*

- ☐ **Access Management.** Driveways and access points (shared and private), access easements, and access agreements (existing and proposed) with stubs to adjacent property. *See Land Development Code Section 1100.02*
- ☐ **Elevations and Architecture.** Building materials and their percentages of each elevation. If special use primary materials are proposed, please prepare justification, renderings, and warranties. *See Land Development Code Section 1100.21*
- ☐ **Proposed Site Amenities (if applicable).** Please note on plans or be prepared to discuss what site amenities are proposed, if required. *See Land Development Code Section 1100.21 (c) and (n)*
- ☐ **Dumpster Detail (if applicable).** Please give details of dumpster location and structure if one will be on site. *See Land Development Code Section 1100.19*
- ☐ **Waivers.** Discuss any waiver requests prior to submittal. *See Land Development Code Sec 300.04*

Building & Fire Safety

Todd Pearce, tpearce@bentonville.com, 479-271-3108

- ☐ **Preliminary Architectural Code Analysis.** Provide a Preliminary Architectural Code Analysis sheet. *See Chapter 1 in IBC & IRC*
- ☐ **Floor Plan.** Provide a basic floor plan that also includes elevation views with dimensions. *See Chapter 1 in IBC & IRC*
- ☐ **Fire Hydrants.** Show all proposed fire hydrant locations intended to provide coverage for the facility. *See Chapter 5, Appendix D in IFC, City amendments*
- ☐ **Emergency Access.** Show intended emergency vehicle access provided to meet *Arkansas Fire Prevention Code Chapter 5 and Appendix D*
- ☐ **Traffic Calming.** Provide information on any gates, traffic calming, etc. *See Chapter 5, Appendix D in IFC, City amendments*
- ☐ **Fire Protection Features.** Show proposed FDC (fire department sprinkler connection) and PIV (post indicator valve) locations. *See Chapter 5, Appendix D in IFC, City amendments*
- ☐ **Fire Pump(s).** 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. *See Chapter 5, Appendix D in IFC, City amendments*
- ☐ **Fire Sprinkler Systems.** If a fire sprinkler system is not required, it must be indicated in the Architectural Code Analysis. *See Chapter 5, Appendix D in IFC, City amendments*

Electric Requirements

Travis Matlock, tmallock@bentonville.com, 479-271-3135

To better expedite your authorization to apply, it is recommended to coordinate with BEUD prior to scheduling the pre-application conference.

- ☐ **Utility Infrastructure & Easements.** Show all existing utility infrastructure (both above and underground), existing easements, and proposed easements.

- ☐ **Proposed Electrical Layout.** Show proposed transformer and meter locations, conduit routing, and 3-phase power needs (if unknown, assume 3-phase power)
- ☐ **Lot Configurations.** Ultimate property lines or HPR configuration.
- ☐ **Landscape Plan.** Provide a landscape plan. Trees and landscaping shall maintain clearances from utilities based on Land Development Code Sec 1400.12. *See Land Development Code Article 1400*
- ☐ **Utility Alignments.**
 - Separations between building face and pole face (if applicable)
 - 20' from above-ground distribution line
 - 50' from above-ground transmission lines
 - 5' from any footings
 - 5' from any other utility
 - 5' horizontal from buried utilities and equipment
 - Transformers pad, (4x4 single phase, 8x8 for 3 phase)
 - Located on property line for a Preliminary Plat
 - 10' from structures for single phase, 5' if fire rated
 - 15' from structures for three phase, 5' if fire rated
 - 10' clearance from meter racks
 - 5' clearance on non-operating sides, 10' on opening side for maintenance and emergency access
 - 25' minimum vertical clearance from any cantilevered structure, otherwise fire rating is required
 - Direct line of site from source to meters is required
 - 3' minimum distance from back of curb to electrical devices

Water and Sewer Requirements

Joey Ingle, 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 & Easements.** Show all existing utility infrastructure (both above and underground) and existing easements, according to a survey.
- ☐ **Proposed Water and Sewer Layout.** Show proposed easements, service and tap locations, pipes, structures, line sizes, access roads, valves, hydrants, fire lines, FDC locations, manholes, wyes, and sewer service tap locations and pre-treatment devices.
- ☐ **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.
- ☐ **Utility Alignments.**
 - Mains located 2' outside of the public ROW in a 20' utility easement (with a required easement 10' beyond any pipe or structure). Access roads for water/sewer are required when mains are not constructed adjacent to ROW
 - Minimum size for water or sewer main is 8"

- Minimum cover for sewer is 3', minimum cover for water is 4' (unless the main is 12" or larger, then the minimum cover is 5' for water)
- All water and sewer lines must be installed 3' from side lot lines
- Hydrants and manholes must be located on side lot lines for residential developments
- Minimum 18" vertical separation between water, sewer, and electrical lines
- Minimum 10' separation for water or sewer and any structure (retaining walls, buildings, etc.)

Engineering Requirements

Jarrold Brightwell, City Engineer, jbrightwell@bentonville.com, 479-271-3130

Cody Vaughn, cvaughn@bentonville.com, 479-271-3130

- ☐ **Site Plan.** Provide a dimensioned site plan for the project and any offsite improvements to the satisfaction of the City Engineer. Show typical Street Sections and curb radii. Show sight triangles on the landscape plan and any mid-block crossings proposed
- ☐ **Flood Hazard Areas.** Show any flood hazard areas and floodplain areas within the project boundary. *See Land Development Code Section 1100.07, Section 1100.10 (e), Flood Damage Prevention Ordinance, and Floodplain Regulations.*
- ☐ **Wetlands.** Show any wetlands if connected to a perennial stream (unless USCOE or Environmental Scientist/Engineer provided a determination). *See Section 1500 Flood Damage Prevention*
- ☐ **Master Street Plan documentation.** Show Master Street Plan right-of-way dedication. *See Land Development Code 1200.05.*
- ☐ **Preliminary Drainage Report.** (for projects larger than .5ac) Preliminary size, any detention basin, and pipes to determine the footprint and elevation of any basin. *See Stormwater Management and Drainage Manual, Land Development Code 400.03 (d)*
- ☐ **Preliminary Traffic Study.** If project increases traffic more than 1) 100 trips per hour for local roads, 2) 300 trips per hour or 5%, increase in ADT for Collector and Arterial roads, or 3) when considered necessary by the Planning Director or City Engineer, a Traffic Study is required. Please identify any traffic impacts the proposed project has on the community. *See Street Specifications Code Section 400.02 and Land Development Code 400.05 (d)*
- ☐ **Preliminary Grading Plan.** Provide a grading plan to include lot drainage. *See Land Development Code Section 1100.08*
- ☐ **Waivers.** Discuss any waiver requests prior to submittal. *See Land Development Code Sec 300.04*
- ☐ **City Projects.** Identify any City Projects in the vicinity.

I certify that the above requirements of the Pre-Application Conference Checklist have been satisfied. I understand that if after review, I have failed to meet the requirements of this checklist, the City reserves the right to cancel or reschedule the Pre-Application Conference.

Printed Project Manager Name

Project Manager Signature

Date