

City of Russellville

Department of Public Works

Subdivision and Large Scale Review Process

Thank you for your interest in developing the City of Russellville. The Planning Department is committed to processing your requirement as quickly as possible. Please observe the following monthly schedule. This will help avoid any missed deadlines and undue delays.

1. A cutoff date is announced each month for the receipt of development requests. This allows the Planning Staff sufficient time to distribute copies to all affected department heads and city officials. It also allows us the time to review your process to determine any problems that might delay your project or cause problems at a later date. This deadline is established each month and is available from the Planning Department. (479-968-2098).
2. A monthly technical review meeting is held by the Planning Commission and Planning Staff. At this meeting you are invited to have a preliminary review of your project. The Planning Commission and Planning Staff will point out any technical issues or deficiencies that should be addressed prior to the Planning Commission meeting. At the same time you are welcome to make any comments or provide any information that could expedite your process. The dates of this meeting are set each month and can be obtained from the Planning Department at (479-968-2098).
3. Following the technical review meeting, if there are deficiencies or missing items in your submittal we ask that they be corrected and submitted to the Planning Staff no later than the end of business on the Thursday proceeding the Planning Commission meeting on the fourth Monday of each month. Failure to correct any deficiencies in your submittal could result in your proposal being omitted from the Planning Commission agenda or being tabled at the Planning Commission meeting.
4. You're particularly encouraged to note any approvals that must be obtained from other departments. These include a letter signifying that you have met the requirements of the city's drainage ordinance #1675. It will also include any health department approvals or approvals by public or private utilities. Approval for these are not obtained in the Planning Office, so you should allow sufficient time to coordinate with other entities prior to the submission deadlines.
5. The Planning Staff stands ready to assist you in any way possible. Please do not hesitate to call us at the number listed above. If you would like planning information from our city planner we can obtain that www.russellvillearkansas.org.

If you have any questions about the application or procedures, please do not hesitate to contact City Planner David Harris or Administrative Assistant Lequitta A. Jones at Russellville City Hall, Planning Department, 203 South Commerce, Russellville, AR 72801. (479) 968-2098.

PROCEDURE FOR SUBMITTING LARGE-SCALE OR COMMERCIAL DEVELOPMENTS

The developer must submit an application to the Russellville City Hall, Planning Office, 203 South Commerce, Russellville, AR 72801, twenty (20) days prior to the regular meeting of the Planning Commission (4th Monday of each month). The application must consist of the following:

1. A letter of intent addressed to the Russellville Planning Commission requesting approval for the building/development and describing the intended use. The letter must be signed by the owner of the property and any person representing the owner or developer before the Commission.
2. APPOINTMENT OF AGENT completed and attached.
3. Five (5) folded full-scale copies of a site plan stamped by a registered engineer that meets the Site Plan Requirements (attached) and approval of the Storm Water Drainage Ordinance No. 1676 (attached) by the Director of Public Works. Make sure the number and type of parking spaces is on the site plan.
4. Fifteen (15) reduced-scale copies (size 11" x 17" preferred) of the site plan required for distribution to other City officials.
5. Payment of a filing fee of \$100.00 per acre, with a \$500.00 maximum.

If the above procedures are met, the Planning Commission will review the application at the next regularly scheduled meeting.

If you have any questions about the application or procedures, please do not hesitate to contact City Planner David Harris dharris@rsvlar.org or Administrative Assistant Lequitta A. Jones ljones@rsvlar.org at Russellville City Hall, Planning Department, 203 South Commerce, Russellville, AR 72801. (479) 968-2098.

Letter of Regulatory Compliance

NOTICE TO THE UTILITY COMPANIES FOR PERSON(S) SEEKING UTILITY SERVICE.

The applicant **must** comply with all requirements of the Land Subdivision and Development Code, Zoning Ordinance, and Building Codes adopted by the City Council of the City of Russellville.

Please signify by (✓)

- ZONING ORDINANCE
- LAND SUBDIVISION AND DEVELOPMENT ORDINANCE
- CERTIFICATE OF OCCUPANCY – SOUTHERN BUILDING CODE
- OTHERS: _____

Name: _____
Location of Property: _____

Legal Description: _____

COMMENTS: _____

Letter of Regulatory Compliance

Ordinance 1675 Storm Water Drainage

No Person shall develop any land, realign any channel, place fill or debris in the channel or in any storm drainage system, without having provided for appropriate stormwater management measures that control or manage runoff, in compliance with Ordinance 1675.

All construction, subdivision approvals or remodeling activities shall have a stormwater management and drainage plan approved and this form signed by the City Engineer before a building permit is issued or subdivision is approved **except** in Article I, Section D:

- One – new or existing single family structure unless the impervious areas of the development exceed 40,000 square feet.
- One – new or existing duplex family structure unless the impervious areas of the development exceed 40,000 square feet.
- One – existing commercial or industrial structure where additional structural improvements or additional impervious areas are less than 500 square feet.
- Residential subdivisions which were approved prior to the effective date of these regulations are exempt from these requirements. Development of new phases of existing subdivisions which were not previously approved shall comply with the provisions of these regulations.

Name: _____
Location of Property: _____

COMMENTS: _____

Approved: _____
Signature

CHECK LIST FOR LARGE-SCALE OR COMMERCIAL DEVELOPMENT

THE FOLLOWING MUST BE INCLUDED WITH ANY REQUEST FOR SUBMITTAL TO THE RUSSELLVILLE PLANNING COMMISSION OF A LARGE-SCALE OR COMMERCIAL DEVELOPMENT. FAILURE TO INCLUDE ALL ITEMS LISTED BELOW MAY RESULT IN REVIEW BEING DELAYED UNTIL SUCH INFORMATION IS PROVIDED. PLEASE CHECK OFF EACH ITEM, SIGNIFYING THAT THEY HAVE BEEN INCLUDED IN YOUR SUBMISSION, AND SIGNED AND DATE BELOW.

Application:

- _____ Filed (20) days prior to Planning Commission Meeting.
- _____ APPOINTMENT OF AGENT (If applicable) completed and attached.
- _____ Letter of Intent addressed to Planning Commission.
- _____ Filing Fee (\$100 per one (1) acre), not to exceed \$500.00.

Site Plan:

- _____ Five (5) folded full-scale copies stamped by a registered engineer.
- _____ Fifteen (15) reduced-scale copies (size 11" X 17");
 - _____ Name of developer, type of activity, current zone.
 - _____ Name and address of owner.
 - _____ Bearings and distances boundary from an actual survey of the property.
 - _____ Street name, class per Master Street Plan, rights-of-way, center lines and easements bordering or transversing the property.
 - _____ Building outline, sidewalks, curbs, drives, parking and striping.
 - _____ Exterior lighting quantity, direction and pattern.
 - _____ Exterior speaker locations(s) and direction(s).
 - _____ Proposed curb cuts for development and curb cuts of adjacent properties, including those across the street, street intersections. These items shall be dimensioned relative to each other.
 - _____ Identify all adjoining property by activity and business name, if applicable.

- _____ Drainage improvements and drainage runoff quantities (cubic feet per second) prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area.
- _____ Utility plan and Health Department approval.
- _____ Greenspaces and landscaping.
- _____ Letter from City Corporation stating the status of water and sewer service.
- _____ Compliance with The **Storm Water Drainage Ordinance No. 1675** approved by the Director of Public Works. (See attached or go to www.russellvillearkansas.org)

*Developments shall comply with all other applicable rules, regulations, and laws including, but not limited to: Comprehensive Development, Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council; and any regulations or special requirements of the State Health Department, or other appropriate State agencies.

X _____
(Signature of Application)

(Date)

**APPOINTMENT OF AGENT
RUSSELLVILLE, ARKANSAS**

I, _____ certify by my signature below that I hereby
authorize _____ to act as my agent
regarding the _____ of the below described property.

Property described as: _____

Signature of Title Holder

Date

Subscribed and sworn to me, a Notary Public on this ____ day of _____, 20__

Notary Public

My commission expires _____ , _____

Land Subdivision & Development Code; Ordinance #1789

SECTION 7. LARGE SCALE DEVELOPMENTS.

7.1 Definition.

This section of the Land, Subdivision and Development Code sets out requirements for the review and approval of commercial and large-scale developments not covered elsewhere in these regulations. Any commercial or large-scale development meeting any one of the following criteria shall be reviewed by the Planning Commission prior to issuance of a building permit or other city permit:

- A. Buildings or developments placed on a plot of real property five (5) acres or larger.
- B. On any size lot, any development containing a building or buildings with a combined square footage of fifteen thousand (15,000) square feet or larger.
- C. All multi-family housing developments with more than seventeen (17) units.
- D. Any commercial building or establishment designed or intended for the sale of petroleum or other flammable products or any commercial or industrial use with accompanying hazards.
- E. Routine commercial developments not meeting any of the criteria listed above shall not require Planning Commission approval. However, in unique cases, the Director of Public Works may require Planning Commission approval prior to the issuance of a building permit.

7.2 Procedure.

The Developer of the commercial or large-scale development shall prepare and file with the Planning Commission an application for approval of development. Said application shall be filed at least twenty (20) days prior to a regular meeting of the Planning Commission.

The application shall not be accepted until the Developer has paid the application fee as established by the City Council.

The application for approval of the development shall consist of a letter (describing the intended uses of the buildings), a site plan, and such other data and information that may be desirable to support the Planning Commission's approval. Twelve (12) copies of the site plan, prepared by a registered engineer or licensed surveyor, shall be included with the application. The application must be signed by the owner of the property (supported by a deed of record), and any person representing the owner or developer before the Commission. See Section 3 below for site plan requirements.

7.3 Site Plan Requirements.

The site plan shall be prepared by an engineer or surveyor and shall include the following:

- a. Name of development, type of activity, current zone;

- b. Name and address of owner(s);
- c. Bearings and distances of boundary from an actual survey of the property.
- d. Street names, class per Master Street Plan, rights-of-way, centerlines, and easements bordering or transversing the property;
- e. Building outline, sidewalks, curbs, drives, parking, and striping;
- f. Exterior lighting quantity, direction, and pattern;
- g. Exterior speaker location(s) and direction(s);
- h. Proposed curb cuts for development and curb cuts of adjacent properties, including those across the street, street intersections; these items shall be dimensioned relative to each other;
- i. Identify all adjoining property by activity and business name, if applicable;
- j. Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area;
- k. Utility plan and Health Department approval;
- l. Greenspaces and landscaping.
- m. Letter from City Corporation stating the status of water and sewer service.

7.4. Planning Commission Procedure.

The Planning Commission shall review the application at the next regularly scheduled meeting after receiving the completed application with all required attachments. If the Commission determines that the development is appropriate, as submitted, then it shall approve it. The Commission may require the developer to change the plan as submitted, and may disapprove applications that conflict with any of the provisions of the Land Subdivision and Development Code. The City Council may (upon referral from the Planning Commission), disapprove applications that relate to the building of a structure deemed to be unsafe, unsanitary, obnoxious or detrimental to the public welfare. [See A.C.A. - 14-56-202]

Upon obtaining approval from the Planning Commission, the developer may commence construction after obtaining a building permit and any other required permits.

The approval from the Planning Commission shall be limited to the type of building/development stated within the letter accompanying the application. Should the developer decide to build or develop on the property in a manner inconsistent with the use as stated in the letter and site plan accompanying the application, the applicant must submit a new application to the Planning Commission for approval. Should the developer build or develop the property for a use contrary to the use stated in his application, the approval previously granted by the Planning Commission

shall become null and void, and the developer shall cease construction/building on the property upon receipt of notice from the city Building Official, Director of Public Works, City Attorney, or Mayor.