



COMMUNITY DEVELOPMENT
PLANNING DIVISION
301 W. CHESTNUT
planning@rogersar.gov
(479) 621-1186

SMALL-SCALE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

PROJECT NAME: _____

DATE SUBMITTED: _____

A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- PDF site plan (with all markups flattened)
- PDF drainage letter (unless waived by staff)
- A signed copy of this form with the attached Plan Review Checklist completed

NOTES:

- All submissions must be made through the CityView Portal at www.permittingrogersar.gov.
- Building plans may be reviewed by Risk Reduction Division concurrent with Planning review. Once approved, a project approval letter and grading permit (if necessary) are required for issuance of building permit.

APPLICANT/ENGINEER SIGNATURE: _____

PRINTED NAME AND TITLE: _____

PHONE: _____

EMAIL: _____

SMALL-SCALE DEVELOPMENT PLAN REVIEW CHECKLIST

GENERAL LOT STANDARDS

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		All structures must be located on a lot that fronts a public or private street.	Planning	14-722	
		Individual lots, tracts, or parcels that require both septic and well must be 1.5 acres and have minimum frontage width of 120 feet.	Planning / RWU	14-554	

SITE PLAN

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Must be designed in accordance with the use, building, and form standards of the zoning district.	Planning	14-207	
		Verify that proposed improvements do not violate nonconformity standards.	Planning	14-720	
		Include contact information for owner, developer, and engineer/architect.	Planning	14-207	
		Include total site area.	Planning	14-207	
		Indicate all existing structures and provide building area and height.	Planning	14-207	
		Indicate all proposed structures and additions, and provide building area and height.	Planning	14-207	
		Indicate all building setback lines per zoning standards.	Planning	14-207	
		Indicate all existing and proposed parking areas and driveways with material types listed.	Planning	14-207	
		Indicate all existing and proposed landscaping improvements meeting 50% of the full LSD requirements.	Planning	14-207	
		Indicate all proposed grading.	Engineering	14-207	
		Indicate all existing and proposed easements.	Engineering / RWU / Risk Reduction	14-207	
		Indicate all existing and proposed drainage patterns.	Engineering	14-207	
		Indicate existing floodplain and floodway, if applicable.	Engineering	14-207	
		Indicate the dimensions of required RW dedication and provide standard dedication language with signature block, if applicable.	Engineering	14-207	

DRAINAGE LETTER

		Provide an engineer-certified drainage letter stating no negative impact on adjacent property unless waived by Department of Community Development.	Engineering	14-207	
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