



DEPT. OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
301 W. CHESTNUT
PHONE: (479) 621-1186
FAX: (479) 986-6896

Residential Building Planning Approval Process Application Requirements and Information

1. Draw a site plan with the following details:
 - a) Property lines;
 - b) Existing structures;
 - c) Proposed additions;
 - d) Property address;
 - e) Building height;
 - f) Distance from closest point of the new addition to the property line for every side;
2. Email the site plan and the Residential Building Planning Approval Form to the Planning Division of the Community Development Department at planning@rogersar.gov . A staff member will review and be in contact with you.
3. Once the planning division has signed off on the form, it will be sent over to the Risk Reduction Division. You may contact their office at 479-621-1100.

NOTES:

- This site plan does not constitute approval of a building permit. A separate building permit is required from the Risk Reduction Division before any construction may start.
- Any new construction that has received approval of a variance must have a recorded setback reduction survey provided with their application.



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RESIDENTIAL BUILDING PLANNING APPROVAL FORM

Applicant: _____ Applicant Email: _____

Property Address: _____

I, _____, confirm the site plan provided for approval of this form is accurate to the best of my knowledge. I understand that I will be responsible for locating my property lines and confirming measurements as shown on the site plan.

Building Permit Applicant Signature

Title

OFFICE USE ONLY

Lot: _____ Block: _____ Subdivision: _____

Zoning: _____

SETBACK INFORMATION:

Front: _____ Back: _____ Int. Side: _____ Ext. Side: _____

*Setbacks are to be measured from a properly staked property line or right-of-way, whichever is closest.
Setback information provided here may not include all easements.*

HEIGHT INFORMATION:

Type of Structure: _____ Height Limit: _____

FLOODPLAIN INFORMATION:

Floodway: Y / N Floodplain: Y / N

Minimum Finished Floor Elevation: _____

Slab shall be a minimum of 12 inches above the highest adjacent curb gutterline.

Planning Staff Approval

Date

