



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

LARGE-SCALE DEVELOPMENT PLAN SUBMITTAL CHECKLIST

PROJECT NAME: _____

DATE SUBMITTED: _____

A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- ☐ \$200 review fee (paid online or in person)
- ☐ PDF plan set (with all markups flattened)
- ☐ PDF drainage report (with all markups flattened)
- ☐ .kmz file displaying proposed project linework
- ☐ A signed copy of this form with the attached Plan Review Checklist completed

NOTES:

- Use the CityWorks Portal at <https://permitting.rogersar.gov/publicportal/> to upload all submittals.
- Building plans may be submitted to the Risk Reduction Division for concurrent review with civil plans.
- All submittals must follow the *Submittal Deadline* schedule. Staff comments are returned on the corresponding *Comment Date* for each submittal. Revisions subsequent to the first submittal must be sent to Rogers Water Utilities separately.
- A project is eligible for Planning Commission only once all required revisions have been confirmed as complete by the corresponding *Agenda Deadline*, and conditional approval notices have been issued by the Planning Division and Rogers Water Utilities.
- Pre-submittal meetings with staff are highly encouraged to ensure complete and accurate submittals and expedite the review process.

APPLICANT/ENGINEER SIGNATURE: _____

PRINTED NAME AND TITLE: _____

PHONE: _____

EMAIL: _____

LARGE-SCALE DEVELOPMENT PLAN REVIEW CHECKLIST					
GENERAL REQUIREMENTS					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		The large-scale development plan approval letter issued by the Department of Community Development must be signed by the owner and the Director of the Department of Community Development or his or her designee prior to issuance of grading permit. Both approval letter and grading permit are required to be submitted to the Risk Reduction Division prior to issuance of building permit.	Planning	14-228	
		Scaled drawings may not be smaller than 1"=100'.	Planning	14-228	
		Plans are required to be prepared and stamped by licensed architect or engineer if building cost requires by state law or if building multifamily housing exceeding four units.	Planning	14-228	
		A state contractor's license is required for projects exceeding \$20,000.	Planning	14-228	
		Proposed landscaping must be provided in accordance with the requirements of Article III. Landscaping must be installed or bonded prior to issuance of Certificate of Occupancy, in addition to a three-year maintenance and replacement agreement provided by owner.	Planning	14-228	
		New construction, drives, and curb cuts on state and federal highways require written approval of ArDOT. Copies of the approval must be provided to the Department of Community Development prior to the issuance of building permit.	Engineering	14-228	
		Storm drainage design must meet the minimum requirements of the Drainage Criteria Manual. Drainage improvements must be indicated on the plans along with an accompanying drainage report. Engineer-certified calculation must be provided for all improvements. Improvements must be completed and certified by the engineer of record prior to issuance of Certificate of Occupancy.	Engineering	14-228	
		Developments within a floodplain or floodway must provide engineer-certified floodplain data and must meet all FEMA requirements for new construction in floodplains or floodways.	Engineering	14-228	
		All commercial developments, developments that include plumbing exceeding 15 fixture-units (two bathroom groups), and all public food service establishments require the review and approval of the Arkansas State Health Department. The Arkansas State Health Department approval letter is required prior to issuance of a building permit.	Risk Reduction / RWU	14-228	
		Development impact must be identified in relation to Airport Hazard Map if applicable. FAA notification may be required prior to construction.	Planning	14-228	
		All sheets must provide a designated area for the official City of Rogers stamp, signature, or acknowledgement that measures 2"x 3".	Planning	14-228	
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	
COVER SHEET INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include location address(es). New addresses are issued by Benton County 911 Administration and Risk Reduction Division.	Planning	14-256	
		Must be labeled as "Large-Scale Development" plans.	Planning	14-256	
		Include contact information for owner, developer, and engineer/architect.	Planning	14-256	
		Revision dates must be tracked on each resubmitted version.	Planning	14-256	
		Include note that state contractor's license required for projects exceeding \$20,000.	Planning	14-256	
		Include note that easement plat required for Certificate of Occupancy.	Planning	14-256	
		Include building usage (with description if necessary). Cite CUP if relevant.	Planning	14-256	
		Include current zoning information (including Overlay District).	Planning	14-256	
		Include project name (other than address/location).	Planning	14-256	
		Include CityView project number (PL2019XXXXX).	Planning	14-256	
		Include legal description of subject property with exact dimensions indicated. Include survey when possible.	Planning	14-256	
		Include a vicinity map indicating major streets and landmarks.	Planning	14-256	
		Include a chart of development standards including total site area, development area, unit counts and density calculations (if applicable), building area (include sf breakdown for multiple uses), building setbacks/build-to zones, building height, lot coverage/open space calculations, greenspace ratio.	Planning	14-256	
		Include flood certification statement with correct FIRM effective date (June 5, 2012).	Engineering	-	
SITE & UTILITY PLAN INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES

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	14-256	
		Verify that proposed improvements do not violate nonconformity standards.	Planning	14-720	
		Show zoning of adjacent property.	Planning	14-256	
		Include a chart of development standards including total site area, development area, unit counts and density calculations (if applicable), building area (include sf breakdown for multiple uses), building setbacks/build-to zones, building height, lot coverage/open space calculations, greenspace ratio.	Planning	14-256	
		Indicate the location of all existing and proposed buildings. Must provide dimensions for all buildings and building setbacks (measured from roof overhang to property line) and distance from adjacent buildings.	Planning	14-256	
		For residential projects, provide unit counts and rooms per unit.	Planning	14-256	
		For non-residential projects, provide gross floor area; provide sf breakdown for multiple uses.	Planning	14-256	
		Indicate project phasing as necessary.	Planning	-	
		Indicate the location, typical dimensions, and arrangement of parking and loading areas. Indicate circulation and flow patterns if applicable.	Planning	14-256	
		Include a parking chart indicating the number of required and provided parking spaces. Include the calculation per zoning code. Accessible spaces must meet local, state, and ADA requirements.	Planning	14-256	
		Provide APBP-approved bicycle parking when providing 15 or more vehicle parking spaces. Must provide detail.	Planning	14-256	
		Indicate any existing or proposed signage with dimensions from P/L or R/W. Note that separate sign permit is required. Approval of LSD plans does not guarantee approval of sign permit.	Planning	14-256	
		Indicate the location and type of trash removal service, or explanation otherwise. Provide 6-foot screening around all trash dumpsters; screening must be solid-type construction and consistent with the architectural style of the building; dumpsters on permanent foundations may not be located in setbacks/easements.	Planning	14-256	
		Indicate adjacent driveways.	Planning	-	
		Indicate any proposed fencing to confirm location proximity to easements.	Planning	-	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include note that all HVAC and other mechanical equipment must be screened from public view.	Planning	Zoning district	
		Verify zero horizontal light trespass from outdoor lighting when adjacent to residential. Provide photometric plan if necessary.	Planning	Zoning district	
		Indicate the path of pedestrian access from R/W to building entrance.	Planning	14-256	
		Verify sight triangle at intersections is not impeded.	Engineering	14-722	
		Indicate the dimension of all curb cut widths and the distances from the property line and intersections. Provide 30' curb radius for all access points.	Engineering	14-260	
		Verify that all access management standards are met.	Engineering	14-260	
		Any traffic calming measures must be coordinated with the Risk Reduction Division.	Engineering	-	
		Indicate the location of all existing and proposed utility lines, septic fields, fire hydrants, and utility easements.	Engineering / RWU / Risk Reduction	14-256	
		Indicate any floodplain and floodway boundaries and provide a note that Elevation Certificate is required if floodplain is on site.	Engineering	14-256	
		Verify that FFE is shown as 2 feet above base flood elevation.	Engineering	-	
		Indicate 100-year water surface elevation.	Engineering	-	
		Indicate the dimensions of required R/W dedication. Must be completed or bonded prior to issuance of Certificate of Occupancy. Dedication is executed via easement plat at project closeout.	Engineering	14-256	
		Indicate the location of required R/W improvements, including streets, trails, sidewalks, street trees and street lights. Decorative street lights required only in Downtown and Uptown. Must be completed or bonded prior to issuance of Certificate of Occupancy.	Engineering	14-256	
		Identify any conflicts with overhead electric lines and street trees.	Engineering	-	
		Identify any conflicts with stormsewer along r/w.	Engineering	-	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate the location of new sidewalks. Must meet width and greenspace requirements per street classification. Must be installed or bonded prior to issuance of Certificate of Occupancy.	Engineering	14-256	
		Verify that street connectivity standards have been met.	Engineering	14-604	
		Verify that existing roadway pavement is not in substandard condition.	Engineering	12-256	
		Indicate all other site and public improvements as required by Article III.	Engineering	14-256	

EROSION CONTROL PLAN INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that an erosion control plan is provided.	Engineering	-	
		Verify that silt fence is shown in proper area.	Engineering	Ch. 14 Art.VII Div. 3	
		Indicate the location of non-residential trailers to be used for a project.Trailers must be removed prior to the issuance of Certificate of Occupancy or at the expiration of the temporary trailer permit.	Engineering	14-256	
		Verify that ADEQ mailbox is shown.	Engineering	Ch. 14 Art.VII Div. 3	
		Verify that construction entrance is 20% of lot depth up to 100 feet. A tire wash must be shown if no construction entrance is needed.	Engineering	Ch. 14 Art.VII Div. 3	
		Verify that a concrete washout is shown.	Engineering	Ch. 14 Art.VII Div. 3	

GRADING PLAN INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate proposed site grading in accordance with the requirements of Article VII.	Engineering	14-256	
		Include detention pond profiles (10-year and 100-year with 1' freeboard).	Engineering	Drainage Manual	
		Verify that dry detention ponds have 5-foot wide concrete trickle channel.	Engineering	Drainage Manual	
		Verify that dry detention pond bottoms have minimum 1% slope.	Engineering	Drainage Manual	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that USGS Type-C staff gauge is provided at the pond outlet structure.	Engineering	Drainage Manual	
		Verify that a trash rack is provided at the outlet structure.	Engineering	Drainage Manual	
		Verify that all-weather access with an easement is provided to the detention pond.	Engineering	Drainage Manual	
		Verify that reinforced concrete pipe is provided in r/w, under traffic areas, etc.	Engineering	Drainage Manual	
		Indicate any off-site drainage and whether an easement is needed.	Engineering	Drainage Manual	
		Include the proposed stormsewer pipe on the road profile sheets, and verify HGL, slope, velocities, minimum cover, etc.	Engineering	Drainage Manual	
		Verify if site is in Cave Springs Direct Recharge Area (Zones 1-3) and provide a disturbance report if needed.	Engineering	Drainage Manual	
		Indicate mitigation for point discharges at property lines.	Engineering	Drainage Manual	

LANDSCAPE PLAN INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Plantings that exceed the minimum requirements may not be reduced once approved by Planning Commission.	Planning	-	
		Include note that owner/developer must provide a 3-year guarantee for maintaining and replacing landscaping before issuance of Certificate of Occupancy.	Planning	14-228	
		Include a planting chart showing plant type, quantity, size, and location for all plants in accordance with the landscaping specifications of Article III. Indicate required and provided plants and include calculations.	Planning	14-256	
		Verify that a minimum 25% of all required plantings are trees.	Planning	14-256	
		Verify that a minimum 10% of all trees are evergreen.	Planning	14-256	
		Verify that a maximum 25% of all trees are ornamental.	Planning	14-256	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that any provided perennials qualify for 20:1 replacement (not exceeding 25% total required plantings).	Planning	14-256	
		Identify any preserved trees that are significant in size and qualify for a 1:1 credit.	Planning	14-256	
		Identify all significant trees removed for development and provide tree preservation plan if removing more than 7 significant trees. Mitigation trees are required at 1:5 ratio when tree preservation plan is required.	Planning	14-796	
		Identify the location and dimension of all landscape buffer zones (Overlay, etc.), and indicate screening fences or walls where required by the Planning Commission or Department of Community Development. Overlay District landscape buffer requires 20' spacing for full frontage width.	Planning	14-256	
		Indicate greenspace/impervious area ratio.	Planning	14-256	
		Provide parking lot tree islands if more than 10 spaces are provided (18'x18'; 1 tree per 15 spaces).	Planning	14-256	
		Verify that sod is shown in detention areas. Drainage detention areas may contribute up to 5% of required landscape area if solid-sodded. Street rights-of-way, public access easements, and private streets shall not contribute to required landscape area.	Engineering	14-256	
		Verify that street trees are shown and calculated separate from site landscaping requirements.	Engineering	14-256	
		Verify minimum spacing between street lights and sidewalks.	Engineering	14-256	
DETAIL SHEET INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include all standard City details.	Engineering	Ch. 14 Art. VIII	
		Include sidewalk, driveway, and curb details.	Engineering	Ch. 14 Art. VIII	
		Include wire-backed silt fence detail.	Engineering	Ch. 14 Art. VIII	
		Include construction entrance detail.	Engineering	Ch. 14 Art. VIII	
		Verify that no rip rap is shown.	Engineering	Ch. 14 Art. VIII	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include dumpster and screening detail.	Planning	Ch. 14 Art. VIII	
		Include APBP-approved bike rack detail.	Planning	Ch. 14 Art. VIII	
		Include fencing detail.	Planning	Ch. 14 Art. VIII	
DRAINAGE REPORT INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include project title and date.	Engineering	Drainage Manual	
		Include project location (with street address and vicinity map).	Engineering	Drainage Manual	
		Include a brief description of the proposed project.	Engineering	Drainage Manual	
		Include project owner's name, address, and number.	Engineering	Drainage Manual	
		Indicate the site area to the nearest 0.1 acre.	Engineering	Drainage Manual	
		Include a brief description of the site drainage of the proposed project.	Engineering	Drainage Manual	
		Indicate any known drainage problems within the area (on-site, upstream, downstream).	Engineering	Drainage Manual	
		Provide upstream and downstream drainage information, including pre- and post-developed drainage area maps and inlet area maps with the TOC flow paths and proposed and existing topography shown as appropriate.	Engineering	Drainage Manual	
		Include a summary runoff table with 1, 2, 5, 10, 25, 50, and 100-year storm flows.	Engineering	Drainage Manual	
		Provide copies of all calculations performed.	Engineering	Drainage Manual	
		Include recommendations/summary.	Engineering	Drainage Manual	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include certification.	Engineering	Drainage Manual	
		Include a FEMA FIRMette to verify the flood zone.	Engineering	Drainage Manual	
		Provide a statement about water quality treatment with calculations as needed.	Engineering	Drainage Manual	
		Provide a statement if the site is located in a Cave Springs Direct Recharge Area zone.	Engineering	Drainage Manual	