



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)
- ☐ .kmz file displaying proposed project linework
- ☐ A signed copy of this form with the attached Plan Review Checklist completed

NOTES:

- All submissions must be made through the CityWorks Portal at:
<https://permitting.rogersar.gov/publicportal/>
- 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 INFORMATION					
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 utilities.	Engineering / RWU / Risk Reduction	14-207	
		Indicate all existing and proposed easements.	Engineering	14-207	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		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 R/W dedication and provide standard dedication language with signature block, if applicable.	Engineering	14-207	
DRAINAGE INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Provide an engineer-certified drainage letter stating no negative impact on adjacent property unless waived by Department of Community Development.	Engineering	14-207	