



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

PRELIMINARY PLAT SUBMITTAL CHECKLIST

PROJECT NAME: _____

DATE SUBMITTED: _____

A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- ☐ \$200 review fee (paid online or in person)
- ☐ PDF plat/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.
- 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: _____

PRELIMINARY PLAT REVIEW CHECKLIST					
GENERAL REQUIREMENTS					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Provide detailed street plans-profiles-specifications including soil analysis, design calculations, typical street sections, and pavement section of each street or street classification.	Engineering	14-580	
		Provide storm drainage calculations that include plans, profiles, specifications, soil analysis, and design calculations.	Engineering	14-580	
		Provide storm drainage calculations and specifications for off-site improvements as necessary.	Engineering	14-580	
		Provide stormwater pollution prevention plans (SWPPP).	Engineering	14-580	
		Provide a copy of the detailed water and sewer plans-profiles-specifications submitted to RWU.	Engineering	14-580	
		Provide draft of covenants.	Planning	14-583	
		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
		Must be labeled as "Preliminary Plat" in addition to project name. Indicate phasing as necessary.	Planning	-	
		Include location address(es). New addresses are issued by Benton County 911 Administration. Existing addresses may be verified by the Risk Reduction Division.	Planning	-	
		Revision dates must be tracked on each resubmitted version.	Planning	-	
		Include CityView project number (PL2019XXXXX).	Planning	-	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include contact information for owner, developer, and engineer.	Planning	14-580	
		Include project name, date, legend, graphic scale, and north arrow.	Planning	14-580	
		Include total site acreage and number of lots proposed.	Planning	14-580	
		Include lot/unit count and density calculations if applicable.	Planning	14-580	
		Include current zoning information.	Planning	14-580	
		Include a vicinity map indicating major streets and landmarks.	Planning	14-580	
		Include legal description of subject property with exact dimensions indicated. Include survey when possible. Verify accuracy of description.	Planning / Engineering	14-580	
		Include flood certification statement with correct FIRM effective date (June 5, 2012).	Engineering	-	
PRELIMINARY PLAT INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that all proposed lots comply with the dimensional lot standards of the zoning district.	Planning	Zoning districts	
		Verify legend symbology and linework.	Planning / Engineering	-	
		Include building setback/build-to zone table based on zoning standards. BSLs should not be shown graphically in order to distinguish from easement linework.	Planning	14-580	
		Indicate maximum building height based on zoning standards.	Planning	14-580	
		Indicate zoning of adjacent property.	Planning	14-580	
		Indicate the location of all prominent physical features such as buildings, railroads, and creeks.	Planning	14-580	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate the location of all existing and proposed parcel lines, lot lines, lot and block numbers, easements, dedications, reservations, and non-buildable lots.	Planning / Engineering / RWU	14-580	
		Indicate project phasing as necessary.	Planning	-	
		Indicate adjacent driveways.	Planning	-	
		Include finished floor elevations for each lot (minimum 2' above base flood elevation).	Planning / Engineering	14-580	
		Indicate the location of all existing and proposed utility lines and drainage systems.	Engineering / RWU	14-580	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-580	
		Indicate flood areas if applicable.	Engineering	14-580	
		Include two-foot contour lines where slope is less than 10% and five-foot contour lines where slope exceeds 10%, based on actual elevations (not relative elevations).	Engineering	14-580	
		Indicate the dimensions of required R/W dedication and provide standard dedication language with signature block.	Engineering	14-580	
		Indicate the location of required R/W improvements, including street lights and street trees. Provide street construction details.	Engineering	14-580	
		Verify that street connectivity standards have been met.	Engineering	14-604	
		Verify that access management standards have been met.	Engineering	14-260	
		Verify 30' curb radius for all access points.	Engineering	Ch. 14 Art. V Div. 3	
		Verify that streets are designed per MSP typical street section.	Engineering	Ch. 14 Art. V Div. 3	
		Any traffic calming measures must be coordinated with the Risk Reduction Division.	Engineering	-	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify adequate r/w is provided per MSP, including trails. Consider recreation easements for trails if necessary.	Engineering	Ch. 14 Art. V Div. 3	
		Verify correct sidewalk/sidepath and greenspace width is provided per MSP, including trails.	Engineering	Ch. 14 Art. V Div. 3	
UTILITY PLAN INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate the location of all existing and proposed utility lines and drainage systems.	Engineering / RWU	14-580	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-580	
		Identify any conflicts with overhead electric lines and street trees.	Engineering	-	
		Identify any conflicts with storm sewer along r/w.	Engineering	-	
		Show required street lights and street trees with correct spacing.	Engineering	-	
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	-	
		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

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate proposed site grading in accordance with the requirements of Article VII.	Engineering	14-580	
		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	
		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	
STREET CONSTRUCTION INFORMATION					
IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Provide typical street sections.	Engineering	Ch. 14 Art. V Div. 3	
		Include soil analysis.	Engineering	Ch. 14 Art. V Div. 3	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Include design calculations.	Engineering	Ch. 14 Art. V Div. 3	
		Include pavement section of each street or street classification.	Engineering	Ch. 14 Art. V Div. 3	
		Include street tree details with minimum spacing between street lights and sidewalk.	Engineering	Ch. 14 Art. V Div. 3	
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	
		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	

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		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	
		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	