

DEVELOPER'S CHECKLIST
FOR THE
PARK LAND DEDICATION ORDINANCE

The following checklist is designed to assist you in meeting the requirements of the Park Land Dedication Ordinance. The Park Land Dedication Ordinance plays an integral role in improving the quality of life for our citizens. Fayetteville Parks and Recreation appreciates your support of this ordinance. If you have any questions concerning the following information, please contact the Park Planning Staff at 479-444-3471 or at The City of Fayetteville, Parks & Recreation, Attention Park Planning Staff, 113 W. Mountain, Fayetteville, AR 72701. The Parks Office is located at 1455 S. Happy Hollow Road.

****NOTE****

A planning meeting with Parks Staff is recommended to discuss potential park locations before submitting for Parks and Recreation Advisory Board review.

Step One:

— Prior to submitting development plan for residential development to the Planning Division, the developer shall submit two copies of the plan to Park Planning Staff, Parks & Recreation Division. The following information must be located on the plan:

- * Developer, Owner, and Billing name, address, and phone numbers
- * Adjacent property ownership
- * Zoning
- * Master street plan
- * Vicinity map
- * Total acres of development
- * The number of single family and/or multi-family units
- * Site Analysis per ordinance §167.04 (H) (1)
- * Proposed future phases
- * Proposed location of park land and/or trail corridor.
- * Proposed Tree Preservation Area
- * Proposed detention or retention ponds
- * Proposed drainage locations
- * Proposed site amenities

— * Submit a letter stating request of either a park land dedication, money contribution or a combination of both money and land. Include the neighbors' names that have been contacted and their comments pertaining to this development proposal. The letter must be signed by the owner/developer and received along with a digital copy in CAD (.dwg) by the deadlines stated on the schedule (see attached schedule). The CAD drawing should be oriented to the City of Fayetteville's coordinate system and may be emailed to Parks Staff.

Step Two:

- Park Staff will visit the site with the OWNER and REPRESENTATIVE to determine feasibility of park land dedication or money in lieu in accordance with the Parks Master Plan and Alternative Transportation and Trails Plan. Parks Staff will make a recommendation to the Parks and Recreation Advisory Board to require a land dedication, money, or a combination of both land and money.

Step Three:

- If land is proposed and/or is needed according to the Parks and Recreation Master Plan or the Alternative Transportation and Trails Plan, coordinate with Parks Staff to obtain a workable solution for both the Parks Division and the developer. Submit final revisions to Parks and Recreation by the revision deadline (see attached schedule).

Step Four:

- Attend the Parks & Recreation Advisory Board (P.R.A.B.) meeting. P.R.A.B. meets on the first Monday of each month at 5:30 p.m. in City Hall. Please see attached meeting schedule.

Step Five:

- Parks Staff will forward the joint recommendation of P.R.A.B., Parks Staff, & the Applicant to the Planning Division. In the event the developer and P.R.A.B. are unable to agree, the developer and P.R.A.B. are required by ordinance to make separate recommendations to the Planning Commission.

Other Considerations:

Annexation/Rezoning:

- The property must be rezoned and annexed through City Council before Park Staff reviews the site and before appearing on the Parks & Recreation Advisory Board Agenda. If the project is being proposed as a PZD it must be annexed, does not have to be rezoned before being submitted for review.

Banking:

- If the land dedication acreage exceeds the requirement, the Planning Commission *may* grant the developer a credit to be applied toward the developer's obligation for any subsequent development located in the same park quadrant. *{U.D.O. 166.03.K.h. }* **It is the developer's responsibility to request a credit in writing to the Parks and Recreation staff and to P.R.A.B.**

Deeds:

- **Deeds shall be submitted to, reviewed and approved by the City's Land Agent prior to filing at the County Courthouse.** Once the approved deed is filed, provide a copy to Parks and Recreation Staff. A building permit or issuance of final plat will not be completed until the deed is signed and recorded. *Deeded land is dedicated public park land and not subject to any right of reversion or refund per Ordinance 3797 under Code 166.03(K)*

Money in lieu:

- Fees for park land dedication requirements may be paid at the business office. Fees must be paid and proof of payment provided to Park Staff before the final plat or building permit will be issued.

General:

- P.O.A. and/or Covenants are to exclude the dedicated park land property. This must be stated on the plat/plan.
- Any variation in the ordinance's land dedication ratios or money contribution is considered a waiver which requires City Council approval.
- The Planning Commission's decision is incorporated into the preliminary plat or large scale development plan prior to plat or plan approval.
- If the plat/plan shows that a park or park amenities are to be provided, this may be a deciding factor for P.R.A.B. If there are significant changes to the number of units, total acreage, or layout during the process, the development may have to go back through P.R.A.B. for approval, starting the process over again.
- Land dedication or cash contribution in lieu are based upon actual residential density at time of final plat.
- The Park Land Ordinance formulas are updated every two years per Ordinance 4068 under Code of Ordinance 159.30 (K) or Unified Development Ordinance 166.03 (K)