

**CITY OF FAYETTEVILLE, ARKANSAS**  
**LARGE SCALE DEVELOPMENT**

<b>FOR STAFF USE ONLY</b>	<b>LSD FEE:</b>	<b>\$200.00 - \$800.00</b>
<i>Date Application Submitted:</i>	<b>Sign FEE:</b>	<b>\$5.00 per sign</b>
<i>Date Accepted as Complete:</i>		<b>S-T-R:</b>
<i>Case / Appeal Number:</i>		<b>PP#:</b>
<i>Public Hearing Date:</i>		<b>Zone:</b>

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until this information is furnished.**

**APPLICATION:**

Indicate one contact person for this request: \_\_\_\_\_ Applicant \_\_\_\_\_ Representative

**Applicant (person making request):**

**Representative (engineer, surveyor, realtor, etc.):**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Site Address / Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Assessor's Parcel Number(s) for property: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

**FINANCIAL INTERESTS**

The following entities and / or people have financial interest in this project:

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT / REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approvals. I understand that the City might not approve what I am applying for, or might set conditions of approval.

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**LSD Checklist:**

*Attach the following items to this application:*

- (1) Payment in full of applicable fees for processing the application:

<b>LSD</b>		
	Non-residential	\$800.00
	Ten or less residential units	\$200.00
	Twenty-five or less residential units	\$400.00
	Twenty-six or more residential units	\$800.00
<b>Grading/Drainage</b>		
	Up to 0.5 acre	\$75.00
	0.5 acre to 1 acre	\$100.00
	Over 1 acre	\$200.00
<b>Tree Preservation</b>		
	<b>Public Notification Sign Fee (per sign)</b>	\$5.00

- (2) Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal. Waivers and variances from requirements of the Unified Development Code will be reviewed and processed in accordance with the procedures set forth therein. Please indicate in the letter to staff if any waivers are sought and if so, justification for the request. Most waivers require a Planning Commission decision.
- (3) A copy of the plat on record in the county assessor's office. The owner's name and the parcel number for every adjacent property shall be shown on this plat (map).
- (4) A copy of the written decision from the Parks and Recreation Advisory Board regarding park land dedication requirements (residential projects only).
- (5) Twenty-eight (28) copies (24 half-size, 4 full-size) of the proposed LSD site, landscaping, grading, utility, and tree preservation plans. These plans should include all required information for a LSD listed on the Plat Requirements checklist in Section 166.02 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements and grading permit checklist pages in this application.
- (6) Three (3) 8 1/2 x 11" color elevations showing all four sides of each proposed building (commercial and residential). Additional elevations and large elevations boards will be due with each submittal.
- (7) One material sample board, calling out proposed building materials, colors, etc., as indicated on the color elevations.
- (8) Completed signed LSD and Grading and Drainage applications (see attached).
- (9) Completed Tree Preservation forms and application (see attached).
- (10) A disk with all information in AutoCAD or a similar format must be submitted with your application.
- (11) Application signed by current property owner of record or written verification signed by such owner designating a project representative.
- (12) The applicant is responsible for meeting the public notification requirements for a large scale development listed on the Notification Requirements pages in this application..

**LSD PLAT REQUIREMENTS CHECKLIST**  
**(Fayetteville UDC Section 166.02)**

- 1 Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.
- 2 Name, address, telephone numbers of owner(s), developer(s) and project representatives
- 3 North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
- 4 Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions.
- 5 Provide a complete and accurate legend.
- 6 A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary.
- 7 Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
- 8 The location of all existing structures.
- 9 Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area.
- 10 Written legal descriptions including area in square feet or acres that read clockwise (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
- 11 Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.
- 12 Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
- 13 Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- 14 Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
- 15 Curve data for any street which forms a project boundary.
- 16 Show 100-yr floodplain and/or floodway and based flood elevations. Reference FIRM panel number and effective date.
- 17 Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
- 18 Existing and proposed topographic information with source of the information noted. Show:
  - a. Two foot contour intervals for ground slope between level and ten percent.
  - b. Five foot contour interval for ground slope exceeding ten percent.
- 19 Spot elevations at grade breaks along existing round centerlines, gutter lines and top of curbs or edge of pavement.
- 20 Contours of adjacent land within 100 feet of the project shall also be shown.
- 21 Delineate trees to be retained on-site and the measures to be implemented for their protection.
- 22 Clearly depict the limits of soil disturbance to include all areas to be graded both on and off-site.
- 23 Show proposed location of all utilities.
- 24 Landscape proposals for parking lots and/or tree replacement requirements shall include proposed plant species and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds.
- 25 Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structure's locations, types, and condition and note them as "existing" on the plat.
- 26 Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- 27 Show all storm sewer structures, sanitary sewer structures and drainage structures:
  - a. Provide structure locations and types.
  - b. Provide pipe types and sizes.
- 28 Sanitary sewer systems:
  - a. Provide pipe locations, sizes, and types; and service location.
  - b. Manhole locations of rim and invert elevations
- 29 Note the occurrence of any previous overflow problems on-site or in the proximity of the site.
- 30 If a septic system is to be utilized, provide a table of acreage and percolation rates.
- 31 Water systems, on or near the site:
  - a. Provide pipe locations, types, and sizes; and service location.
  - b. Note the static pressure and flow of the nearest hydrant if requested.
  - c. Show location of proposed fire hydrants and meters.
- 32 Underground or surface utility transmission lines: (Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable):

- a. Locations of all related structures (pedestals, poles, etc.)
- b. Locations of all lines (note whether the line is below or above ground).
- c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.

- 
- 33 State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.
- 
- 34 The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator.
- 
- 35 A layout of adjoining property (within 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan, Aerial Photos, and the City Plat Pages located in the Planning Office if requested.
- 
- 36 The location of all existing and proposed street lights (at every intersection, cul-de-sac & every 300' and associated easements to serve each light).
- 
- 37 Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.
- 
- 38 The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
- 
- 39 The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
- 
- 40 The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.).
- 
- 41 The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
- 
- 42 For large scale residential development, indicate the use and list in a table the number of units and bedrooms.
- 
- 43 For large scale non-residential development, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.
- 
- 44 The location and size of existing and proposed signs, if any.
- 
- 45 The location and number of bike racks provided and required.
- 
- 46 Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces.
- 
- 47 Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
- 
- 48 Location of buffer strips, fences or screen walls, where required (check Unified Development Code for specific requirements).
- 
- 49 Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
- 
- 50 A description of commonly held areas, if applicable.
- 
- 51 Draft of covenants, conditions, and restrictions, if any.
- 
- 52 A written description of requested waivers or variances.
- 
- 53 Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
- 
- 54 Preliminary grading and drainage plans and reports as required in the City Engineer's Office.
- 
- 55 Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.

*Prior to the issuance of a building permit for a large scale development the following items are required.*

- a. An easement plat shall be filed of record in the office of the circuit clerk dedicating all required easements and rights-of-way.
- b. Grading and drainage permits
- c. Project disk with all final revisions in AutoCAD format.
- d. No permitting will be authorized until after a preconstruction meeting has been held with the Landscape Administrator and Staff Engineer. It is the consulting engineer's responsibility to schedule this meeting
- e. Completion of all required improvements or the placement of a surety with the City (letter of credit, bond, escrow) as required by '158.01 A Guarantees in Lieu of Installed Improvements to guarantee all incomplete improvements. Further, all improvements necessary to serve the site and protect public safety must be completed, not just guaranteed, prior to the issuance of a Certificate of Occupancy.

*The Zoning & Development Administrator and City Engineer may waive any of these application requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed project, or other circumstances justify such waiver. A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.*

***(Note: As this request goes through the review process, revised copies of the project plans, and elevations, if applicable, will be required (see 'materials required for submittal' notice.)***



## PLANNING DIVISION

### **LARGE SCALE DEVELOPMENT NOTIFICATION REQUIREMENTS**

#### **Written Notification:**

- All applicants must notify adjacent property owners in writing at least seven (7) days prior to Subdivision Committee and at least fifteen (15) days prior to Planning Commission.
- A Certificate of Mailing shall be provided to the Planning Division with the revision submittal for the Subdivision Committee and Planning Commission meetings.

#### **Sign Posting:**

- All applicants must post a notification sign on the project site at least seven (7) days prior to Subdivision Committee and at least fifteen (15) days prior to Planning Commission.
- A Certificate of Sign Posting shall be provided to the Planning Division with the revision submittal for the Subdivision Committee and Planning Commission meetings.
- Notification signs will be prepared by the Planning Division and posted on the project site by the applicant. The signs may be picked up by the applicant at the Planning Division office between the Friday after the Technical Plat Review meeting and prior to Revision Submittal #1. A \$5 sign fee for each sign has been added to the initial application fee. If more than one sign is determined to be necessary, an additional \$5 sign fee shall be paid for each additional sign. After Planning Commission the signs will be retrieved by the Planning Division.

Written Notification Process:

- (1) The applicant shall mail a written notice of the hearing by first-class mail to the address of each adjacent landowner as such address is shown in the records of the Washington County Assessor's Office. Adjacent landowners include those across street rights-of-way, excluding interstates.
- (2) Notice shall include the following information, unless specific requirements herein provide otherwise:
  - (a) Project description. Brief written description of the project or request, project type, and location.
  - (b) Use. The proposed use of the property.
  - (c) Zoning. Current zoning.
  - (d) Size. Acreage of project.
  - (e) Density/Intensity. Include number of residential units and/or square feet of nonresidential use(s), as applicable.
  - (f) Public hearing. Time, date, place, and location of public hearing.
  - (g) Name. The property owner's and/or the developer's name.
  - (h) Review location. City of Fayetteville Planning Division, 479-575-8267, 125 W. Mountain Street, Fayetteville, AR 72701. Monday-Friday 8AM-5PM.
- (3) By the revision submittal prior to the hearing, the applicant shall provide the following to the Planning Division:
  - (a) alphabetical list of the landowners receiving notification;
  - (b) map showing the landowners' relationship to the site;
  - (c) copy of the notice sent to the landowners; and
  - (d) certificate of mailing.
- (4) The person completing the mailing of the written notice shall provide a certificate of mailing. Such certificate shall read as follows:

*CERTIFICATE OF MAILING*  
*I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and addressed as follows:*

*(list of addresses)*

\_\_\_\_\_

*(signature of person completing the mailing)*
- (5) In the event that the applicant fails to mail a notice to an adjacent landowner or otherwise fails to comply with the written notice required in this section, the adjacent landowner may waive such notice by submitting a written waiver to the Planning Division prior to the hearing or by appearing at the hearing.

**EXAMPLE WRITTEN NOTIFICATION FORM**

Project Description:

The applicant (John Smith) proposes a Large Scale Development at 22 Oak Road for construction of a 10,000 square foot mixed use building with 1,000 square feet of restaurant, 2,000 square feet of office space, and 10 residential units.

Proposed Use:

Restaurant, office, and residential

Zoning:

DG, Downtown General

Size:

1.2 acres

Density/Intensity:

10 residential units (8.3 units/acre) and 3,000 square feet of non-residential space (2,500 square feet/acre)

Public Hearings:

Subdivision Committee; 9:00 AM; April 30, 2009, 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Planning Commission; 5:30 PM; Mar10, 2009; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

John Smith (telephone #)

Developer:

Bill Smith (telephone #)

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

Notification Sign Posting Process:

- (1) The applicant shall post a notice on the land for which the use is requested. The notice shall consist of at least one (1) sign adjacent to the street, unless otherwise determined by the Planning Division. The sign shall be placed in a visibly prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
- (2) In the event the staff planner determines a sign cannot be placed adjacent to such street and be visible to the public or that there is no adjacent public or private street open for travel, the staff planner may require an alternate location for a sign.
- (3) Additional signs may be required by the staff planner, especially in the case of properties with multiple street frontages, to ensure nearby property owners are well-informed.
- (4) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant.
- (5) By the revision submittal prior to the hearing, the applicant shall submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate as follows:

*CERTIFICATE OF SIGN POSTING*

*(attach photo here)*

*(sign lettering must be legible in photo)*

*I, (applicant/representative/person posting sign), attest that the above sign was posted on (date) adjacent to (name of street).*

\_\_\_\_\_ *(signature)*

*File No./Name:* \_\_\_\_\_

\_\_\_\_\_ *(signature of person completing the sign posting)*

- (6) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.



**CERTIFICATE OF SIGN POSTING**

*(attach photo here)*

*(sign lettering must be legible in photo)*

I, \_\_\_\_\_ *(print the name of the applicant/representative/ person posting sign)* , attest that the above sign was posted on \_\_\_\_\_ *(date) month/day/year*

adjacent to \_\_\_\_\_ *(name of street)*.

\_\_\_\_\_  
*(signature of person completing the sign posting)*

File No./Name: \_\_\_\_\_

CITY OF FAYETTEVILLE GRADING PLAN CHECKLIST

PROJECT NAME:

DATE REVIEWED:

CHECKLIST ITEM	COMPLETE	INCOMPLETE	SEE NOTE #
APPLICATION FORM AND REVIEW FEE			
169.04. MINIMUM EROSION CONTROL REQUIREMENTS (ITEMS A.-F.)			
169.06. C. CUT OR FILL SLOPES: 1. FINISH GRADE			
2. MAXIMUM LENGTH			
3. EXISTING TOPOGRAPHY			
4. SETBACK REQUIREMENTS (ITEMS a.-h.)			
169.06. D. CUTS (ITEMS 1.-3.)			
169.06. E. FILLS (ITEMS 1.-3.)			
169.06. F. EROSION AND SEDIMENTATION CONTROL (ITEMS 1.-8.)			
169.06. G. UNDISTURBED LAND REQUIREMENTS FOR RESIDENTIAL SUBDIVISIONS			
169.06. H. REQUIRED RETAINING WALL AND ROCK CUT DESIGN (ITEMS 1.-3.)			
169.07 GRADING PLAN SPECIFICATIONS			
1. Site Plan. Site plan at a scale no smaller than one inch equals 50 feet, showing property lines; vicinity map; name of owner, developer and adjacent property owners.			
2. Existing Grades. Existing grades shall be shown with dashed line contours and proposed grades with solid line contours. Contour intervals shall be a max. of two feet. Spot elev. shall be indicated.			
3. Designation of Grade. Areas with 0 to 10%, 10-15%, 15-20% and >20% grade shall each be identified in a distinguishing manner.			
4. Identify Land to be Disturbed. Land areas to be disturbed shall be clearly identified.			
*5. Engineer/Architect. Seal of a registered engineer, architect, or landscape architect certifying that the plan complies with this Chapter.			
6. Cuts and Fills. All cuts and fills, including height and slope, shall be clearly shown on plan.			
*7. Streets and Right of Way. Location and names of all existing or platted streets or right-of-way within or adjacent to tract and location of all utilities and easements within or adjacent to the property shall be indicated.			
8. Lot/Building, Etc. Identification. The proposed location of lots, buildings, streets, parking lots and parks, playgrounds or greenspace shall be indicated. Also to be indicated is any existing or proposed building within 100 feet of the site.			
9. Soil Type. Soil types shall be identified according to the Unified Soil Classification System.			
10. Natural Features. Location of natural features such as drainage ways, ponds, rock out-croppings, and tree cover. Indication of 100 year floodplains as defined by FEMA.			
*11. Streets and Drainage Ways. Profiles and cross sections for proposed streets and drainage ways.			
12. Acreage/Zoning. Total acreage and zoning classification.			
*13. Surface Water. Provisions for collecting and discharging surface water.			
*14. Underground Utilities. Profiles and cross sections of streets; drainage systems; and under- ground utilities, if they are necessary to clarify the grading plan in terms of potential erosion or runoff, or if the grading on site has the potential of disturbing the utility line.			
15. Treatment of Slopes and Benches. The method of treatment for all slopes and benches shown.			
169.07. B. ADDITIONAL INFORMATION			
1. Time Schedule. A time schedule indicating the anticipated starting and completion dates of the development sequence and time of exposure of each area prior to stabilization measures.			

CITY OF FAYETTEVILLE GRADING PLAN CHECKLIST	PAGE 2 OF 2		
2. Description/Fill Material/Compaction. Description of quantity (in cubic yards), source, and composition of imported fill material and compaction specifications. Also, note the quantity (in cubic yards) and destination of excavation materials to be removed from the site.			
3. Natural Vegetation Preservation. Proposals for preserving natural vegetation and description of re-vegetation or other permanent erosion control strategy.			
4. Runoff/Sedimentation. Specification of measures to control runoff and sedimentation during construction indicating what will be used such as straw bales, silt dams, brush check dams, lateral hillside ditches, catch basins, and the like.			
5. Dust. Where excessive dust may become a problem, a plan for spraying water on heavily traveled dirt areas shall be addressed.			
6. Soils Engineering Study. The City Engineer may require a soils engineering study or soil loss calculations if site conditions so warrant.			
169.08.C. If applicable, proof of notification of adjacent property owners.			
<b>NOTES:</b>			

PHYSICAL ALTERATION OF LAND (i.e. Grading)  
And / or  
STORMWATER MANAGEMENT, DRAINAGE AND EROSION CONTROL  
PERMIT APPLICATION

Project Location/ Parcel #: \_\_\_\_\_

Project title/name: \_\_\_\_\_

Date: \_\_\_\_\_

Is the submittal: Preliminary: \_\_\_\_\_ or Final: \_\_\_\_\_

Number of Acres: \_\_\_\_\_

If final, please list the date of the preliminary submittal: \_\_\_\_\_

Type of Work: Residential: \_\_\_\_\_ Single Family or Duplex  
Or Commercial: \_\_\_\_\_ Type of Commercial: \_\_\_\_\_

Permit for Drainage also? Yes: \_\_\_\_\_ or No: \_\_\_\_\_

**Applicant information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner's information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Engineer / Architect information:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Review fee schedule:**

Up to 0.5 acres \$75

0.51 to 1.0 acres \$100

over 1.0 acres \$200

Fee required: \_\_\_\_\_ Date Paid: \_\_\_\_\_

(Note: fee generally required at the preliminary application)

---

Approved: \_\_\_\_\_

Hansen #: \_\_\_\_\_

Denied: \_\_\_\_\_

Planning Project #: \_\_\_\_\_

Date: \_\_\_\_\_

Engineering File #: \_\_\_\_\_

Signature: \_\_\_\_\_

City Engineer or authorized Staff Engineer

Comments: \_\_\_\_\_

---

---

---

---

---

---

---

---



THE CITY OF FAYETTEVILLE, ARKANSAS

PARKS AND RECREATION DIVISION

---

113 W. Mountain St.  
Fayetteville, AR 72701  
Telephone: (479) 444-3470

Prospective Applicant,

As Urban Forester for the City of Fayetteville it is my duty to uphold all City Ordinances regarding the protection and preservation of trees, and the design of landscapes. I am responsible for the review of proposed development projects to ensure that each fully complies with applicable ordinances.

Fayetteville law requires that tree preservation be made a priority for new development (see §167.01). All plans require a site analysis, analysis report, tree preservation plan with preliminary plat or site plan. Criteria used to evaluate the preservation of trees is found in section §167.04B of the Tree Preservation Ordinance.

Specified minimum canopy cover is also required for all subdivisions, large scale developments, and commercial developments. The minimum canopy percentage of a land area required to be preserved is dependent on that areas zoning designation (see §167.04 Table 1). All proposed designs must meet these minimum requirements with priority being given to the preservation of existing priority trees to meet these requirements (see §167.04E). If preserved canopy cover falls below these requirements mitigation will be needed (see §167.04I).

Please familiarize yourself with these and other requirements found in the Tree Protection and Preservation Ordinance, as well as the Landscape Regulations Ordinance in the City's Development Manual. You may request a copy of the City's Landscape Manual to answer any further questions or contact this office. It is your obligation to know and meet all city requirements. The Urban Foresters job is to ensure your project complies with these requirements. In order to effectively move through the City's tree preservation process it is recommended that prospective applicants meet with the Urban Forester for an initial site review prior to site design.

Greg Howe  
Urban Forester  
113 West Mountain  
Fayetteville, AR 72701  
(479)444-3470  
[ghowe@ci.fayetteville.ar.us](mailto:ghowe@ci.fayetteville.ar.us)

## **Tree Protection and Preservation Ordinance Requirements and Procedures: §167.04 (H)**

### **Applicability:**

- § New residential and non-residential subdivisions
- § Large scale developments
- § Building Permits within the Hillside Hilltop Overlay District
- § Non residential construction requiring Building Permit
- § Building Permits for residential construction of 3 units or more
- § All Grading Permits (excluding all single family and duplex lots)

### **Procedural Requirements**

- § Early review of the projects conceptual design with the Urban Forester to determine the areas on the project where tree preservation is recommended.
- § \$120.00 fee payment is required for all developments unless trees do not exist on site in which case a waiver form is required.
- § time plans are submitted to the Planning Department – this step is not required for Grading or Building Permits.
- § Submittal of a tree preservation plan.
- § After Plat Review and Subdivision Committee, a staff recommendation is forwarded to the planning commission.
- § Upon approval of the development by the Planning Commission, further review is required when construction documents are submitted to the engineering dept.
- § Preconstruction meeting scheduled by engineering includes review of tree preservation with the contractor and developer.
- § On-site inspection of tree preservation during construction
- § Completion of the project

### **Abbreviated Tree Preservation Plan**

The current Tree Ordinance states that “there shall be no land disturbance, grading or tree removal until a Tree Preservation Plan has been submitted and approved, and the tree protection measures at the site inspected.”

#### **Applicability:** §167.04 (H) (3)

- § An Abbreviated Tree Preservation Plan can be submitted for all building permits within the Hillside Hilltop Overlay District and development that does not fall under the requirements of Large Scale Developments or Subdivisions

#### **Purpose:**

The purpose of the Tree Preservation Plan is to provide a plan that delineates tree preservation areas and details measures to be taken to ensure protection and survivability of trees to be saved prior to and during construction. The Abbreviated Tree Preservation Plan is an informal version of the Tree Preservation Plan, allowing the developer to submit a hand drawn version.

## Tree Preservation Plan Requirements

It is suggested that all projects with existing trees should be reviewed with the Urban Forester prior to site design to determine the extent of tree preservation required. The tree preservation plan can be combined with the proposed project's grading plan, but the plan must be titled Grading Plan/Tree Preservation Plan.

### Step 1: Identification of Existing Canopy

\_\_\_\_\_ Show the location and determine the square footage of all existing trees on the proposed project's site.

\_\_\_\_\_ The exact location, species, trunk diameter, health, and canopy spread of any significant trees must be identified and shown on the plan. A "significant" tree is a tree with a trunk diameter of 24 inches or more for large growing species (i.e. sycamore), 18" or more for slow growing or medium sized species, and 8 inches or more for small growing species (i.e. Redbud). To determine the canopy spread of individual trees, measure the diameter of the canopy and figure the area.

\_\_\_\_\_ If no "significant" trees exist on the site, a statement confirming this fact must be included on the plan. Groups of existing trees that do not qualify as "significant" may be identified by their canopy edge, and a square footage of the area's canopy can then be calculated. The predominant species, average size, and health of the trees within the grouping shall be indicated.

### Step 2: Percentage of Preserved Tree Canopy

\_\_\_\_\_ Designate on the plan the location and square footage of **preserved tree canopy**. To determine the canopy area of existing tree cover, use the following formula:

$$\frac{ET}{S} = \text{Canopy \%}$$

ET = Total canopy of existing trees in square feet

S = Total square footage of site

REMINDER: Preservation areas must be areas that can remain entirely undisturbed at all stages of construction. If you cannot design the project to meet the minimum canopy requirement, STEP 5 describes the tree mitigation/off-site alternatives option. This option must be pre-approved by the Urban Forester.

### Step 3: Tree Canopy Table

\_\_\_\_\_ In a table format, label the total percent of:

- A) Existing Canopy
- B) Total Canopy to be Preserved
- C) Total Canopy to be Removed
- D) Mitigation Canopy if approved

Note: Canopy is to be calculated as a percentage of the total acreage of the entire property.

#### **Step 4: Preservation Method Specifications**

\_\_\_\_\_ Show a distinctive graphic line for the barrier fencing, along the dripline\* or ten feet from the trunk (whichever is greater), around all tree preservation areas.

\*The dripline is an imaginary vertical line that extends downward from the outermost tips of the tree branches to the ground.

\_\_\_\_\_ Include a specification drawing to show the method and materials used for preservation fencing. See the page # ( ) for examples.

\_\_\_\_\_ Show the location of all existing and proposed utilities, and all areas affected by grading and drainage. **REMINDER:** Utility easements shall not be counted as areas for tree preservation.

\_\_\_\_\_ Identify on-site areas for the delivery and storage of construction materials, on-site parking, cement truck wash-out, and soil stockpiles.

\_\_\_\_\_ If root pruning, mulching, aeration, or other procedures are required, please indicate on plans.

#### **Step 5: Drainage, Grading, and Subsequent Construction Plans**

\_\_\_\_\_ Be sure the project's final drainage & grading plan, submitted for approval to the City Engineer, is coordinated with your tree preservation plan. Cut or fill within tree preservation areas is not permitted and the drainage & grading permit for the proposed project will not be issued unless it is in accordance with the tree preservation plan.

#### **Step 6: On-Site Mitigation or Off-Site Alternatives**

\_\_\_\_\_ Indicate on the Tree Canopy Table the amount of canopy in square feet that falls short of the preservation requirement

\_\_\_\_\_ Number of trees required for forestation based on the preservation priority of the canopy removed and the base density of forestation trees  
See guidelines in the Manual

\_\_\_\_\_ Number of trees, the size and species, and the location of all on-site mitigation trees

\_\_\_\_\_ Dollar amount to be contributed to the tree fund if utilized for Off-Site Alternatives

\_\_\_\_\_ Complete Mitigation Form

#### **Step 7: Maintenance of Tree Preservation Areas During Construction**

\_\_\_\_\_ Prior to starting construction of the project, you are required to construct protection barriers as specified on the tree preservation plan, around all tree preservation areas.

\_\_\_\_\_ If applicable, root pruning, trimming, or other preservation activities will be required prior to any disturbance to the site unless expressly allowed by the Urban Forester.

\_\_\_\_\_ In order for the project to remain in compliance with the Tree Ordinance, and to avoid potential fines or stop work orders, you must maintain the protection of all trees designated "preserved" on the approved tree preservation plan.

\_\_\_\_\_ Preserved trees and tree preservation areas are to be indicated on the utility plans and grading plans to alert contractors of areas that require preservation.

#### **Step 8: Final Plat Approval/Certification of Occupancy**

\_\_\_\_\_ Compliance with the Tree Ordinance during construction must be maintained and verified by the Urban Forester during periodic site inspections,

\_\_\_\_\_ If applicable, any remedial tree preservation activity, required by the Urban Forester, must be completed before the acceptance of the final plat or Certificate of Occupancy.

\_\_\_\_\_ If utilizing the Nonresidential Subdivisions Infrastructure only option, a Tree Preservation Easement must be clearly depicted on an Easement Plat for Large Scale Developments and on the Final Plat for non-residential subdivisions. The document must meet the following guidelines:

**Tree Preservation Easement Areas: §167.04 (F)(2)(a)**

- § The tree preservation area must be shown on the plat as it relates to the subject property and must be dimensioned or described by metes and bounds for input into the city GIS system.
- § The Tree Preservation Area must be clearly marked on the Easement Plat or Final Plat and include the following language:
- § Areas proposed as Tree Preservation Easements must not include any utility easements, right of way, or structures.

*Tree Preservation Area*

*The Tree Preservation Areas as indicated on this easement plat constitute a covenant running with the title of the subject property and is denoted for the property owners and their future successors, assignees or transferees to preserve, protect and maintain existing tree canopy. No tree removal or land disturbance as defined within the City of Fayetteville Unified Development Code may occur within the Tree Preservation Area unless approved by the City of Fayetteville. Persons seeking removal of such Tree Preservation Areas, or requesting to modify the property in such a way as to effect the canopy within, must seek approval from the City Council through a request made by the Urban Forester of the City of Fayetteville*

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
City of Fayetteville Urban Forester

## Tree Mitigation Form

**Project:** \_\_\_\_\_ **Developer:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_

It is required that this form be submitted concurrently with the Tree Preservation Plan if mitigation of any kind is sought.

**Canopy measurements:**

% Tree Canopy:  
Required to be Preserved

<p>*Total Area of Site: Canopy Acres: _____ Square Feet: _____</p>	<p>Total Area of Existing Tree Acres: _____ Square Feet: _____ % of Total Site Area: _____</p>
--	--

\*Less Master Street Plan ROW and Parkland Dedication

**Amount of Preservation Requirement Requested for Mitigation:**

<p>Existing Tree Canopy Preserved: Acres: _____ Square Feet: _____ % of Total Site: _____</p>	<p>Acres: _____ Square Feet: _____ % of Total Site Area: _____</p>
---	--

**Type of Mitigation Pursued:**

- On Site Mitigation   
  Off Site Preservation   
  Off Site Forestation   
  Tree Fund

List Mitigation Species, Caliper, and Quantity of trees to be planted in the space below. Refer to table and on back for figuring quantity and caliper sizes.

Species	Caliper	Qty.

## Tree Mitigation Base Density/Off Site Alternatives

When preservation cannot be accomplished and existing canopy is to be removed below minimum canopy requirements, mitigation is required. Before any Mitigation/Off-Site Alternatives are carried out, approval must be granted by the Landscape Administrator.

When mitigation is an issue a mitigation form, available from the Landscape Administrator, detailing all proposed actions should be submitted with the Tree Preservation Plan. Mitigation and reforestation densities, preferred species, spacing, and amounts are determined by the tables below.

Caliper of Replacement Tree	Existing High Priority Canopy Proposed For Removal		Existing Mid-Level Priority Canopy Proposed For Removal		Existing Low Priority Canopy Proposed For Removal	
	Required # of trees per acre removed	Density Factor	Required # of trees per acre removed	Density Factor	Required # of trees per acre removed	Density Factor
2"	200	<b>218sf</b>	150	<b>290sf</b>	100	<b>436sf</b>

\*The Density Factor is a ratio of canopy removed to number of trees replaced

Here are the 5 simple steps on how to calculate the size and number of trees needed for mitigation

1. Establish how many acres/square feet of canopy is proposed to be removed on site that falls below the minimum canopy requirement  
EX: 13,000 square feet of canopy
2. Establish the Priority type of the canopy proposed to be removed.  
EX: High Priority Canopy
3. Refer to the table and find Density Factor that correlates with Canopy type removed.  
EX: High Priority Canopy to be replaced with 2" caliper trees has a Density Factor of 218sf per replacement tree
4. Take Density Factor and divide by the square feet of canopy removed to get number of mitigation trees needed.  
EX:  $13,000 \text{ sqft.} / 218 \text{ Density Factor} = 59.6$  or 60 2" caliper trees to be planted
5. On-Site Mitigation is preferred over Off-Site Alternatives. Show the location and species of mitigation trees on the tree preservation plans and submit the Mitigation/Off-Site Alternatives form at time of submittal



THE CITY OF FAYETTEVILLE, ARKANSAS

**PARKS AND RECREATION DIVISION**

113 W. Mountain St.  
Fayetteville, AR 72701  
Telephone: (479) 444-3470

**TREE PRESERVATION PLAN WAIVER FORM**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Location: \_\_\_\_\_

Reason for waiver:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification Submitted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by the Urban Forester:

\_\_\_\_\_

Date: \_\_\_\_\_