

CITY OF FAYETTEVILLE, ARKANSAS

# MASTER DEVELOPMENT PLAN PLANNED ZONING DISTRICT

|                             |       |                             |
|-----------------------------|-------|-----------------------------|
| <b>FOR STAFF USE ONLY</b>   |       | <b>FEE:</b> \$525 - \$1,125 |
| Date Application Submitted: | _____ | S-T-R: _____                |
| Date Accepted as Complete:  | _____ | PP#: _____                  |
| Case / Appeal Number:       | _____ | Zone: _____                 |
| Public Hearing Date:        | _____ |                             |

**Background:**

The Master Development Plan/Large Scale Development/Preliminary Plat (MDP/LSD/PPL) application provides master plan and engineering level of detail with standard processing through Planning Commission prior to City Council decision on zoning. Planning Commission provides recommendation on development plan and rezoning simultaneously, with the City Council providing ultimate decision on zoning.

**Instruction:**

Please fill out this form completely, supplying all necessary information and documentation to support your request. **It is highly recommended the applicant conduct a meeting with nearby neighborhoods to discuss the proposed development prior to application submittal. Your application will not be placed on the applicable agenda until necessary information is furnished.**

## APPLICATION

**Indicate one contact person for this request:**

**Applicant**

**Representative**

*Applicant (person making request):*

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

|         |       |         |       |
|---------|-------|---------|-------|
| Name    | _____ | Name    | _____ |
| Address | _____ | Address | _____ |
| E-mail  | _____ | E-mail  | _____ |
| Phone   | _____ | Phone   | _____ |
| Fax     | _____ | Fax     | _____ |

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

Requested Zoning District:  Residential PZD  Commercial PZD  Industrial PZD

Total Acreage: \_\_\_\_\_

Number of Dwelling Units (*Density*): \_\_\_\_\_ units \_\_\_\_\_ units/acre

Total non-residential square feet (*Intensity*): \_\_\_\_\_ square feet \_\_\_\_\_ square feet/acre

\_\_\_\_\_ % Residential Floor Area  
 \_\_\_\_\_ % Commercial Floor Area  
 \_\_\_\_\_ % Industrial Floor Area

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

Date of Pre-application meeting with City staff: \_\_\_\_\_

**FINANCIAL INTERESTS**

The following entities and/or people have financial interest in this project: *Name(s) printed*

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**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 approval. I understand that the City might not approve what I am applying for, or might set conditions on 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 his/her behalf.)*

**Owners (attach additional info if necessary):**

Name (*printed*) \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

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

Name (*printed*) \_\_\_\_\_ Address \_\_\_\_\_

Signature \_\_\_\_\_

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

**Checklist:**

*Include the following items with this application:*

**FEES**

**1 Payment in full** of applicable fees for processing the application. *Checks should be written to the City of Fayetteville.*

*Planned Zoning District Processing Fees – (Master Development Plan/Large Scale Development/Preliminary Plat)*

|                                   |            |
|-----------------------------------|------------|
| Non-Residential:                  | \$1,125.00 |
| Residential:                      |            |
| Ten units/lots or less:           | \$525.00   |
| Twenty-five units/lots or less:   | \$725.00   |
| More than twenty-five units/lots: | \$1,125.00 |
| Grading & Drainage:               |            |
| Up to 0.5 acre:                   | \$75.00    |
| 0.5acre to 1acre:                 | \$100.00   |
| Over 1 acre:                      | \$200.00   |
| Tree Preservation:                | \$120.00   |

**BOOKLET INFORMATION**

*A project booklet describing the project in narrative/bullet form is required, in addition to the submittal of plats. Much of the same information is to be included in duplicate in both formats. Please contact a staff planner if you have questions.*

**2 A project booklet** describing this request addressing the following items:

- a. Current ownership information (landowner/applicant and representative if applicable) and any proposed or pending property sales.
- b. Summary description of the scope, nature and intent of the proposal.
- c. General project concept:
  - (1) Street and Lot Layout.
  - (2) Site Plan Showing Proposed Improvements.
  - (3) Buffer Areas.
  - (4) Tree Preservation Areas.
  - (5) Storm Water Detention Areas and Drainage.
  - (6) Undisturbed Natural Areas.
  - (7) Existing and Proposed Utility Connections and Extensions.
  - (8) Development and Architectural Design Standards.
  - (9) Building Elevations.
- d. Proposed development phasing and time frame.
- e. Proposed Planning Areas (PA's), described in this booklet and depicted on Sheet 2 of the site plan information (PA's are those areas within an MDP designated with specific zoning and development standards, as required herein. Any number of PA's may be allowed within an MDP, subject to approval by the City Council).
- f. Proposed Zoning and Development Standards for each PA (listed in the City's UDC zoning format). *See sheet 2 layout for specific information.*
- g. A chart comparing the proposed master development plan to the current zoning district requirements (uses, setbacks, density, intensity, bulk and area regulations, etc.) An analysis of the site characteristics related to the proposal, including any environmentally hazardous, sensitive or natural resource areas. Describe any natural or manmade hazards.
- h. A description of the recreational facilities, including existing and proposed park sites, open space and accessibility to parks and open space areas.
- i. Reason (need) for requesting the zoning change.
- j. Statement of how the development will relate to existing and surrounding properties in terms of land use, traffic, appearance, and signage.
- k. Statement of the project's compliance with the Fayetteville City Plan 2025.

- l. A traffic study when required by the Planning/Engineering Divisions (consult with staff prior to submittal).
- m. Impacts on City services, including the availability of water and sewer (state size of lines). This information is available from the City Engineering Division.
- n. Statement of Commitments - The statement of commitments shall be provided in the following format:  
 "STATEMENT OF COMMITMENTS"  
 The statement of commitments shall, in all cases, describe the development commitments including a method for assigning responsibility to heirs, successors, or assigns, and timing of the fulfillment of these commitments for the following:
  - (1) Dedication: Proposed public dedication for parks, streets, drainage, sewer, water, etc., either in specific acreage dedication (referenced by symbol) or specific cash in lieu of land or facilities. Describe the proposed ownership, utility provision, improvement schedule, and maintenance provision. In all cases, dedicated land shall be conveyed to the City of Fayetteville.
  - (2) On or off site improvements: Provision shall be made for the construction of, or payment of fees for, community or off site improvements through current UDC requirements for guarantee of improvements at the time of development.
  - (3) Natural Resources and Environmental Sensitive Areas Such as Trees, Wetlands, Floodplain.
  - (4) Project phasing restrictions.
  - (5) Fire protection.
  - (6) Other commitments imposed by the City.
  - (7) Parks/Trails/Open Space Commitments.
  - (8) Proposed Preliminary Building Elevations (Residential and Commercial).
- o. Conceptual Description of Development Standards, Conditions and Review Guidelines
  - (1) Screening and Landscaping.
  - (2) Traffic and Circulation.
  - (3) Parking Standards.
  - (4) Perimeter Treatment.
  - (5) Sidewalks.
  - (6) Streetlights.
  - (7) Water.
  - (8) Sewer.
  - (9) Streets and Drainage.
  - (10) Construction of Nonresidential Facilities.
  - (11) Tree Preservation.
  - (12) Architectural Design Standards.
  - (13) Proposed Signage (type and size).
  - (14) View Protection.
  - (15) Revocations.
  - (16) Covenants, Trusts, and Homeowner Associations.
- p. Response as to how the proposal fulfills the intent/purpose of the Planned Zoning District, as outlined in the attached ordinance.

**PLAT INFORMATION**

3 A **concept/master plan** of the proposed PZD is required containing sheets detailed as follows:

- a. **Sheet 1 – Cover Sheet/General Provisions**
  - (1) The name of the proposed master development plan shall be centered at the top of the sheet along the long dimension of the sheet.
  - (2) Any pertinent information regarding applicant/owner, site plat, etc. may be provided on this sheet.
  - (3) Complete survey/legal description of the property to be rezoned with two points being state plane coordinates. The staff planner may allow this to be provided on a separate sheet, if lengthy. See legal description requirements section of this application.

- (4) The following wording shall be placed verbatim on Sheet 1:

*GENERAL PROVISIONS*

*Authority*

*This PZD master development plan is authorized by Sections 161 and 166 Planned Zoning Districts of the City of Fayetteville Unified Development Code. The provisions of this PZD master development plan shall run with the land. The landowners, their successors, heirs, or assigns shall be bound by this master development plan, as amended and approved by the City Council.*

*Adoption*

*The adoption of this PZD master development plan shall evidence the findings and decision of the Fayetteville City Council that this Planned Zoning District for (name of development) is in general conformity with the Fayetteville City Plan 2025; is authorized by the provisions of Sections 161 and 166 of the City of Fayetteville Unified Development Code.*

*The provisions of this PZD master development plan shall prevail and govern the development of (name of development), provided, however, that where the provisions of this Master development plan do not address a particular subject, the relevant provisions of the City of Fayetteville Unified Development Code, as amended, or any other applicable resolutions or regulations of the City of Fayetteville, shall be applicable.*

*Enforcement*

*To further the mutual interest of the residents, occupants, and owners of the PZD Master development plan and of the public in the preservation of the integrity of the Plan, the provisions of this Plan relating to the use of land, statement of commitments, development and architectural standards, and the location of common open space shall run in favor of the City of Fayetteville and shall be enforceable at law or in equity by the City without limitation on any power or regulation otherwise granted by law.*

*Conflict*

*Where there is more than one provision within the PZD Master Development Plan that covers the same subject matter, the provision which is most restrictive or imposes higher standards or requirements shall govern unless determined otherwise by the Zoning and Development Administrator.*

*Maximum Level of Development*

*The total number of dwellings or the total commercial, business, or industrial intensity approved for development within the Planning Areas is the maximum development requested for platting or construction. The actual number of dwellings or level of development for commercial, business, or industrial properties may be less due to subdivision or site improvement plan requirements or other requirements of the City Council.*

*Project Tracking*

*At the time of subdivision final plat or large scale development the applicant shall provide a summary of the development, to date, to the Planning Division, in order to assure maximum development limits are not exceeded.*

**b. Sheet 2 – Zoning and Development Standards by Planning Area**

- (1) A conceptual drawing depicting the project site and proposed development with the PA's delineated and called-out.
- (2) The name of the proposed PZD master development plan shall be centered at the top of the sheet along the long dimension of the sheet. The proposed zoning and development standards shall be formatted to follow the established UDC zoning format. Beginning in the upper left hand column of the sheet, state the following for each Planning Area category:
 

Land use designation (name of Planning Area).

  - (a) Permitted uses by Use Unit.
  - (b) Conditional uses by Use Unit.
  - (c) Residential Density and/or Non residential Intensity.
    - Acreage
    - Number of dwelling units
    - Nonresidential square feet
    - Density/Intensity (DU/Acre and/or SF/Acre)

Bulk and area regulations.

- (d) Lot width minimum.
- (e) Lot area minimum.
- (f) Land area per dwelling.
- (g) Setback requirements.
- (h) Height regulations.
- (i) Building area.

Site Planning.

- (j) Landscaping.
- (k) Parking.
- (l) Architectural Design Standards.
- (m) Signage.

NOTE: Other standards or requirements provided in the UDC shall apply to this PZD Master Development Plan. This information shall be provided, in duplicate, within the project booklet.

NOTE: The number of dwellings indicated in the Planning Areas is the maximum number of dwellings requested, the total of which cannot exceed the total number approved for the proposed PZD. The density range for each Planning Area, when calculated to the maximum proposed, shall not exceed the total number of dwellings for the entire PZD. The actual number of dwellings approved by the Council may be less than shown on the plan due to subdivision or site improvement plan requirements or other requirements of the Council and Planning Commission.

**c. Sheet 3 – Master Development Plan**

- (1) The name of the proposed master development plan shall be centered at the top of the sheet along the long dimension of the sheet.
- (2) Sheet 3 shall graphically depict the site and include the following:
  - (a) A block in the lower right hand corner, or along the right hand margin, which includes the following:
    - 1. North Arrow.
    - 2. Graphic and written scale at 1" = 100' or 1" = 200' or as otherwise approved by the Zoning and Development Administrator or staff planner.
    - 3. Date of Preparation.
  - (b) Vicinity map that depict the relationship to the surrounding area within a 1 mile radius.
    - 1. The vicinity map shall be superimposed on a current City of Fayetteville Plat Page, on a current City of Fayetteville Zoning Map, and on a current City of Fayetteville Master Street Plan maintaining the same scale.
  - (c) Dimensions, bearings, and control points along all exterior property lines.
  - (d) Topography shall be shown at maximum 10' contour intervals, including high and low spot elevations and shadow areas of 15% or greater slope. The staff planner may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
  - (e) Access:
    - 1. Arterials and collectors shall be depicted in all planning areas.
    - 2. Trails as coordinated with the Parks Division.
  - (f) Existing easements/right-of-way.
  - (g) 100-year floodplains, floodway, and stream/creek centerline.
  - (h) Proposed Land/ROW/Easement Dedication.
  - (i) Public or private, regional and community parks, open space and trails shall be depicted and referenced by number, letter or symbol. Local park dedication shall be determined at the time of platting/development.
  - (j) Planning Areas – Areas Identified for a Specified Permitted and/or Conditional Uses:
    - 1. All planning areas and open space areas shall be shown overlaid on topography at a scale that clearly delineates the planning area boundaries so that they can be located on the site.

- (k) Land Use Table. A separate land use table, which indicates the total land use for the planned development, shall be prepared as follows utilizing the following categories and symbols: Partial Example:

| SYMBOL          | LAND USE        | DENSITY /INTENSITY | UNITS/SF              | ACRES        | %          |
|-----------------|-----------------|--------------------|-----------------------|--------------|------------|
| SF              | Single Family   | 3                  | 120                   | 40.0         | 26%        |
| MF              | Multifamily     | 22                 | 765                   | 35.0         | 23%        |
| DP              | Dedicated Parks |                    |                       | 42.5         | 28%        |
| <b>Subtotal</b> |                 | <b>12.5</b>        | <b>885</b>            | <b>117.5</b> | <b>77%</b> |
| C               | Commercial      | 22,651             | 566,280 sq.ft.        | 25.0         | 17%        |
| I               | Industrial      | 24,200             | 217,800 sq.ft.        | 9.0          | 6%         |
| O               | Office          |                    |                       |              |            |
| MU              | Mixed Use       |                    |                       |              | 34%        |
| <b>Subtotal</b> |                 | <b>23,426</b>      | <b>784,080 sq.ft.</b> | <b>34.0</b>  |            |

**SITE PLAN**

4 A detailed site plan of the proposed development containing the following information:

**General**

- a. Names, addresses, telephone numbers, of owner(s), developer(s) and project representative.
- b. North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed
- c. 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.
- d. Provide a complete and accurate legend.
- e. 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.
- f. 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.
- g. The location of all existing structures. Show the location of proposed buildings, square feet and height. Dimension buildings from the roof overhang and setbacks to property lines.
- h. Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area.
- i. Legal description.

**Floodplain/Floodway/Wetlands**

- j. Show 100-yr floodplain and / or floodway and base flood elevations. Reference the FIRM panel number and effective date.
- k. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.

**Topographic Information**

- l. Existing and proposed topographic information with source of the information noted.  
Show:
  - 1 Two-foot contour interval for ground slope between level and ten percent.
  - 2 Five-foot contour interval for ground slope exceeding ten percent.
- m. Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.
- n. Contours of adjacent land within 100 feet of the project shall also be shown. Contour information may be available at the City in a digital format. Check with the drafting department for availability and associated cost.

**Tree Preservation Plans**

- o. A Site Analysis drawing and Analysis report is required of all developments that have existing trees present. If no existing trees are present, a Tree Preservation Fee Waiver Form shall be submitted with the plans.
  - 1 A site analysis drawing must clearly show the locations and types of all existing natural features on the site including features 100' beyond the property lines that may be affected by the design. A complete list of the information required to be shown on the Site Analysis may be found in the City of Fayetteville Landscape Manual available free of charge from the Tree and Landscape Department.

- (a) The analysis report is a written description of design decisions and how they affect the preservation of existing natural resources on the site.
- p. The Tree Preservation Plan, which should be incorporated with the Grading plan and be titled Grading/Tree Preservation Plan, is a depiction of the existing tree coverage of the site and the areas established for preservation. All existing trees must be shown on the plan. Groupings of trees may be indicated by the edge of the overall canopy although trees within the grouping that meet the definition of significant must be individually located and the spread of their canopy indicated on the drawing. The species, canopy spread, trunk diameter and average health of the tree must be shown in a chart on the plan. Tree preservation measures must also be shown on the drawing along with mitigation information if mitigation is approved by the Landscape Administrator. A complete list of the information required to be shown on the Tree Preservation Plan may be found in the City of Fayetteville Landscape Manual.

***Landscape Plans***

- q. Landscape plan requirements for the Off Street Parking Ordinance, the Overlay District, and Commercial Design Standards are to be approved by the Planning Commission with a recommendation by the Landscape Administrator. The conceptual design may be reviewed by the Planning Commission however a detailed plan must be approved by the Landscape Administrator prior to the issuance of the building permit. The conceptual plan shall show the general layout of the plant material and shall include proposed plant species (common names are acceptable) and size. Existing and proposed utility lines shall be shown on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds (it is recommended that shrubs be within defined planting beds for ease of maintenance) The detailed plan shall also include approved planting details and notes and particulars for irrigation.
- r. Landscape proposals for parking lots and/or tree replacement requirements shall include proposed plant species (common names are acceptable) 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 (it is recommended that shrubs be within defined planting beds for ease of maintenance).

***Utilities – Existing***

- s. Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
- t. 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.

***Utilities – Proposed***

- u. Show all storm sewer structures, sanitary sewer structures and drainage structures.
- v. Show all Sanitary sewer systems.
- w. Note the occurrence of any previous overflow problems on-site or in the proximity of the site. (Also, contact the Water / Sewer Superintendent, at 575-8386).
- x. Water systems, on or near the site.
- y. Provide pipe locations, types, and sizes.
- z. Note the static pressure and flow of the nearest hydrant.
- aa. Show location of proposed fire hydrants and meters.
- bb. Underground or surface utility transmission lines:  
(Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable)
- cc. Locations of all related structures (pedestals, poles, etc.)
- dd. Locations of all lines (note whether the line is below or above ground)
- ee. 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.
- ff. 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.

**Streets, Rights-of-way, and Easements**

- gg. 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.
- hh. 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.
- ii. The location of all existing and proposed street lights. Street lights are required at every intersection, cul-de-sac and every 300', and associated easements required to serve each light.

**Site Specific Information**

- jj. Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.
- kk. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
- ll. 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)
- mm. 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.).
- nn. 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.
- oo. For large scale residential development, indicate the use and list in a table the number of units and bedrooms.
- pp. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.
- qq. The location and size of existing and proposed signs, if any.
- rr. Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
- ss. The location and number of bike racks provided and required.
- tt. 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.
- uu. Location of buffer strips, fences or screen walls, where required (check Unified Development Ordinance for specific requirements).
- vv. Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
- ww. A description of commonly held areas, if applicable.
- xx. Draft of covenants, conditions, and restrictions, if any.
- yy. A written description of requested waivers from any city requirement.
- zz. Show required building setbacks for large scale developments. 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.
- aaa. Preliminary grading and drainage plans and reports as required in the City Engineer's Office.

***NOTIFICATION REQUIREMENTS***

- 5 **Two sets** of typed, mailing labels listing the name and address of each property owner within in 100 feet of the property boundary. May be found at the county assessor's office.
- 6 The developer shall notify all persons owning property within 100 feet of the perimeter of a PZD at least 10 days prior to the public meeting. Notice shall be by either (a) personal contact, or (b) certified mail, return receipt requested. The applicant shall file one of the following proof of notification with the planning office 10 days prior to the public meeting:

- a. Receipts. Return receipts from the mailing and copy of the notice; or
- b. Contact. Proof showing personal contact.

**ADDITIONAL SUBMITTAL REQUIREMENTS**

- 7 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).
- 8 Twenty (20) 8 ½ x 11 color elevations showing proposed architectural elevations. In lieu of separate copies, these elevations may be included as part of the project booklet, within each Planning Area. (Due with each submittal)
- 9 Provide a copy of the written decision from the Parks and Recreation Advisory Board regarding park land dedication requirements. (Residential projects only)
- 10 A 3 ½" diskette or compact disk with all information in AutoCad, Word or a similar digital format must be submitted with your application.
- 11 Signed PZD and Grading and Drainage Applications.
- 12 **Twenty-eight (28) copies** of the plat or plan *folded* to page size with title information on the outside (24 x 36 maximum size), *collated, and bound/stapled*. Plats should be drawn in layers, symbols, and line types as used by the City Drafting Department, when possible. **Half-size drawings (18 x 24) are preferred.**

**LEGAL DESCRIPTION REQUIREMENTS**

- 13 Written legal descriptions including area in square feet or acres that read clockwise. This shall be provided on the plat. (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.)
- 14 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.
- 15 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.
- 16 Each plat shall have 2 points described in State Plane Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
- 17 Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
- 18 Curve data for any street which forms a project boundary.

**OTHER REQUIREMENTS**

- 19 Any other data or reports as deemed necessary for project review by the Zoning & Development Administrator or City Engineer.

**PRIOR BUILDING PERMIT**

- 20 Prior to the issuance of a building permit for a large scale development, an easement plat or final plat shall be filed of record in the office of the circuit clerk dedicating all required easements and rights-of-way. Contact Planning Division for signature block and additional information.
- 21 Grading and drainage permits.
- 22 Project disk with all final revisions.
- 23 No permitting will be authorized until after a preconstruction meeting has been held with the Urban Forester and Staff Engineer. It is the consulting engineer's responsibility to schedule this meeting.
- 24 Completion of all public improvements or the placement of a surety with the City )letter of credit, bond, escrow) as required by Section 158.01 of the Fayetteville Unified Development Code "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 guaranteed prior to the issuance of a Certificate of Occupancy.

*(Note: As this request goes through the review process revised copies of the project plat, and elevations, if applicable will be required)*

**Notice:** Resources including current zoning regulations, City Plan 2025, Future Land Use Plan, Master Street Plan and Zoning maps are available for review in the Planning Office.

[TITLE XV UNIFIED DEVELOPMENT CODE - CHAPTER 161: ZONING REGULATIONS](#)

[TITLE XV UNIFIED DEVELOPMENT CODE - CHAPTER 166: DEVELOPMENT](#)

(sample)

ADJOINING PROPERTY OWNERS NOTIFICATION  
OF UPCOMING PUBLIC HEARING

Today's Date: \_\_\_\_\_

APPLICANT/REPRESENTATIVE CONTACT INFO:

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

City Council Meeting: Tuesday, 6:00 pm  
Fayetteville City Administration Building  
113 West Mountain Street, Room 219

PROJECT DESCRIPTION:

(Include a project description and contact information for the public to be able to find out more about the project.)

Adjoining Property Address and Parcel Number(s):

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

ADJOINING PROPERTY OWNERS COMMENTS

(Return Comments to City of Fayetteville Planning Division in Stamped Enclosed Envelope)

\_\_\_\_\_ I have been notified of the above meetings for the described project.

\_\_\_\_\_ I **do not** object to the project described above.

\_\_\_\_\_ I **do** object to the project described above because:

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

\_\_\_\_\_  
Name of Property Owner (Printed)

\_\_\_\_\_  
Signature of Property Owner

CITY OF FAYETTEVILLE GRADING PLAN CHECKLIST

PAGE 1 OF 2

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 & fills, including height & 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 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 underground 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.   |          |            |            |
| 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.       |          |            |            |

CITY OF FAYETTEVILLE GRADING PLAN CHECKLIST

PAGE 2 OF 2

PROJECT NAME:

DATE REVIEWED:

| Checklist Item  | Complete | Incomplete | See Note # |
|---|----------|------------|------------|
| 3. Natural Vegetation Preservation. Proposals for preserving natural vegetation and description of revegetation 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>   |          |            |            |
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**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 \_\_\_\_\_ 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 \_\_\_\_\_

(Note: fee generally required at the preliminary application)

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

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

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

Signature: \_\_\_\_\_  
City Engineer or authorized Staff

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

# FAYETTEVILLE

The City of Fayetteville, Arkansas

113 W. Mountain  
Fayetteville, AR 72701  
Telephone: 479-575-8267

## PLANNING DIVISION CORRESPONDENCE

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Prospective Applicant,

As Landscape Administrator 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 other applicable landscaping ordinances found 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 Landscape Administrator's 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 Landscape Administrator for an initial site review prior to site design.

Sarah Patterson  
Landscape Administrator  
125 West Mountain 72701  
(479)444-3470  
spatterson@ci.fayetteville.ar.us

## 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. Oak), 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 with in 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.

**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 Landscape Administrator.

### 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.

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 Landscape Administrator.

\_\_\_\_\_ 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 Landscape Administrator during periodic site inspections.

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

\_\_\_\_\_ Areas designated for tree preservation 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 Areas**

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:

*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 are 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 Ordinance 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 affect the canopy within, must seek approval from the City Council through a request made by the Landscape Administrator of the City of Fayetteville.*

Approved by: \_\_\_\_\_  
*City of Fayetteville Landscape Administrator*

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

\_\_\_\_\_

## City of Fayetteville Tree Mitigation Form

Project \_\_\_\_\_ Developer \_\_\_\_\_  
 Location \_\_\_\_\_ 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 \_\_\_\_\_

Total Area of Existing Tree Canopy:  
 Acres: \_\_\_\_\_  
 Square Feet: \_\_\_\_\_  
 % of Total Site Area: \_\_\_\_\_

Total Area of Site:  
 Acres: \_\_\_\_\_  
 Square Feet: \_\_\_\_\_

Existing Tree Canopy Preserved:  
 Acres: \_\_\_\_\_  
 Square Feet: \_\_\_\_\_  
 % of Total Site Area \_\_\_\_\_

Amount of Preservation Requirement  
 Requested for Mitigation:  
 Acres: \_\_\_\_\_  
 Square Feet: \_\_\_\_\_  
 % of Total Site: \_\_\_\_\_

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 |
|---------|---------|-----|
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |
|         |         |     |

Amount proposed to be deposited in the City of Fayetteville Tree Fund:                      \$ \_\_\_\_\_

Mitigation Proposal:                      Approved                      Disapproved

Signed: \_\_\_\_\_  
*City of Fayetteville Landscape Administrator*

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

# FAYETTEVILLE

The City of Fayetteville, Arkansas

113 W. Mountain  
Fayetteville, AR 72701  
Telephone: 479-575-8267

**PLANNING DIVISION CORRESPONDENCE**

---

**TREE PRESERVATION PLAN WAIVER FORM**

Date: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Contact: \_\_\_\_\_  
Location: \_\_\_\_\_

Reason for waiver:

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

Verification Submitted:

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

Signed by the Landscape Administrator:

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

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

## 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 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>   |
| 1 1/2"                      | 230  | <b>190sf</b>   | 173   | <b>252sf</b>   | 115   | <b>380sf</b>   |
| 1"                          | 250  | <b>175sf</b>   | 188   | <b>232sf</b>   | 125   | <b>350sf</b>   |

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

Here are the 6 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 Select what caliper of mitigation trees are going to be used. Note: Contact Nurseries to confirm caliper availability in the species desired.  
EX: 2"
- 4 Refer to the table and find Density Factor that correlates with Canopy type removed and caliper size proposed for replacement.  
EX: High Priority Canopy to be replaced with 2" caliper trees has a Density Factor of 218sf per replacement tree
- 5 Take Density Factor and divide by the square feet of canopy removed to get number of mitigation trees needed.  
EX: 13,0000 sqft./218 Density Factor = 60 2" caliper trees to be planted
- 6 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.