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Large Scale Development Plan Approval Process

A complete application as shown below must be submitted to the Springdale Planning Department office for review. For a comprehensive list of requirements for Large Scale Development applications, please refer to [Chapter 112](#) of the City of Springdale Code of Ordinance.

1. A pre-application conference is required prior to the submission of a large scale development plan. The purpose and intent of the pre-application conference is to afford the owner/developer and development team an opportunity to obtain the advice of the development review staff. No fees shall be collected for pre-application conference.
2. Complete Large Scale Development Plan application and provide to Springdale Planning Department office by the next submission date listed on the Springdale Planning Commission [calendar](#).
 - a. If any components of the application are emailed, the application and supplemental documentation MUST be emailed to Debbie Pounders (dpounders@springdalear.gov).
3. Comments will be returned approximately two weeks later. The exact date can be found on the Springdale Planning Commission calendar, immediately to the right of your respective submission date.
4. The 60 day review period referenced in Chapter 112 begins when development staff has received all required documentation.
5. When comments are returned, they will include an alpha-numeric project name beginning with "L", the last two digits of the current years and a number indicating the order it was received.
 - a. For example: L20-17
6. In order to ensure the quickest and most efficient dialogue thereafter, applicants MUST include the projects "L" number in every discussion of the project.
7. Resubmissions must be received by the Springdale Planning Department by the date displayed three columns to the right or the date submitted on the Springdale Planning Commission calendar.
8. If development review staff determines that the project is sufficiently presentable to the Planning Commission, the project will be placed on the agenda for the upcoming Planning Commission meeting.
 - a. Projects deemed insufficiently prepared to go before the Planning Commission will be not be place on the Planning Commission agenda and the project may be reexamined and presented to the Planning Commission at a later date.
9. It is the responsibility of the applicant to present their project before the Planning Commission. This may require being physically present or by requesting a Zoom link, applicants can present digitally.
10. The possible outcomes of the Planning Commission meeting are as follows:
 - a. *Approval*. Plans approved by the planning commission shall be signified by the signature of the planning and community development division director or designated representative upon the development plan set. Approval by the planning commission does not constitute approval for construction.
 - b. *Approval with conditions*. If the plan is approved by the planning commission with conditions and/or remaining staff comments, the conditions shall be set forth in written form to the developer. The signature of the developer on the form setting forth the conditions of proposal shall be deemed his agreement to comply with said conditions. Project which are approved with conditions and/or remaining staff comments will not receive final approval for construction until all outstanding comments or concerns have been addressed.
 - c. *Disapproval*. If the plans are disapproved, the reasons for such action shall be reduced to written form and supplied to the developer.
 - d. *Tabling*. If the large scale development plan is tabled, it will be placed on the agenda of the next planning commission meeting without the requirement of re-notification. Tabling beyond one month requires the resubmission with required notification.

Planning and Community Development Division

(479) 750.8550 phone | (479) 750.8539 fax | 201 Spring Street | Springdale, Arkansas 72764

LARGE SCALE APPLICATION

STAFF USE ONLY

Date Application Submitted: _____ Payment Method: _____

Date Accepted as Complete: _____ Project Number: _____

Must meet the below criteria for a Large Scale Submittal:

- Submit a list of adjacent property owners certified by either a licensed abstractor or land surveyor within the past 60 days.

(Notice to all adjacent property owners must be sent by certified mail, return receipt requested at the time of resubmission. Evidence in the form of a signed Affidavit, that notice has been given to all adjacent property owners by certified mail, return receipt requested, shall be submitted. Please return white mail receipts and affidavit to the Planning Office. Green return cards must be submitted to the Planning Office prior to the Planning Commission meeting.)

- Submit three (3) hard copies and one pdf of plans as well as SWPPP/Drainage Docs
- Submit complete architectural elevations. (If Applicable)
- Submit a copy of the warranty deed showing ownership of property.
- Submit a unified lighting plan in pdf format. (If Applicable)
- Submit the approved authorization of representation form, if property owner will represented by anyone other than themselves.
- Submit the \$500.00 review fee

APPLICATION CONTACTS:

Indicate one person of contact for this request: _____ Applicant _____ Representative

<p>Applicant (person making request)</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Site/ Location: _____</p> <p>Assessor's Parcel Number(s): _____</p>	<p>Development Point of Contact for Question & Staff Reviews</p> <p>Name: _____</p> <p>E-mail: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Current Zoning District: _____</p> <p>Rezone required: _____</p> <p>Total Acreage: _____</p>
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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 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 of Springdale may not approve what I am applying for, or may place conditions for approval.

Name (printed): _____ Date: _____

Signature: _____

Staff Notes:

Authorization of Representation

TO THE SPRINGDALE PLANNING COMMISSION:

I, _____ hereby authorize _____
(Printed name of property owner/applicant) (Authorized representative)

to represent me and make decisions on my behalf regarding the

_____ proposed at my property at _____
(Rezoning, Conditional use, Variance, Large-Scale Development, Subdivision) (Parcel Number(s))

to be presented to the Springdale Planning Commission at their meeting to be held on

(Meeting date)

Dated: _____

Property Owner/Applicant

Property Owner/Applicant