



Non-Large Scale Development 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 Non-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 Non-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 Non-Large Scale Development Plan application and provide to Springdale Planning Department office. Non-Large Scale Development Plans are not heard by the Planning Commission.
 - 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.
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 "N", the last two digits of the current years and a number indicating the order it was received.
 - a. For example: N20-17
6. In order to ensure the quickest and most efficient dialogue thereafter, applicants MUST include the projects "N" number in every discussion of the project.
7. *Staff approval:* Within 60 days after acceptance for review of the non-large scale development plan, the planning and community development division director shall approve, approve with conditions, or disapprove.
 - a. *Approval.* Plans approved by the director shall be signified by the signature of the planning and community development director or designated representative upon the development plan and the applicant may apply for a building permit.
 - b. *Approval with conditions.* If the plans are approved with conditions, 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.
 - c. *Disapproval.* If the plans are disapproved, the reasons for such action shall be reduced to written form and supplied to the developer.

NON-LARGE SCALE APPLICATION

STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____ Project Number: _____

Must meet the below criteria for a Non-Large Scale Submittal:

- 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 not be present at Planning Commission meeting.
- Submit an application fee of \$250.00

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: _____