Large Scale Developments and Preliminary Plats Submittal Checklist

Developers are to provide as much final engineering at the planning commission milestone as needed to ensure that the space for utilities serving the project has been allocated properly, but final engineering will only be required prior to the Precon stage. Drainage studies and traffic preliminary studies in most cases are required at this stage to inform the Planning Commission the full extent of the impacts of the proposed development on the neighboring community. Any project anticipating a significant redesign is encouraged to schedule a concept meeting to map out the proper approval process.

	R:Required		*P: Preferred*
Fire Requirements	**Preapp**	**Planning Commission**	**Precon**
Provide a Preliminary **Architectural Code Analysis** sheet. Chapter 1 in IBC & IRC	R	R	R
Floor Plan. Provide a basic floor plan that also includes elevation views with dimensions. Chapter 1 in IBC & IRC	R	R	R
Fire Hydrants. Show all proposed fire hydrant location(s) intended to provide coverage for the facility. Chapter 5, Appendix D in IFC, City amendments	R	R	R
Emergency Access. Show intended emergency vehicle access provided to meet Arkansas Fire Prevention Code Chapter 5 and Appendix D.	R	R	R
Traffic Calming. Provide information on any gates, traffic calming, etc. Chapter 5, Appendix D in IFC, City amendments	R	R	R
Fire Protection Features. Show proposed FDC (fire department sprinkler connection) and PIV (post indicator valve) locations. Chapter 5, Appendix D in IFC, City amendments	R	R	R
Fire Pump(s). Show proposed fire pump location and type (electric and/or diesel). If a fire pump is not planned and the building is a group H, group S or more than three stories, provide documentation from a licensed fire suppression designer acknowledging adequate fire flows are present without a fire pump. Chapter 5, Appendix D in IFC, City amendments	R	R	R
Fire Sprinkler Systems. If a fire sprinkler system is not required, it must be indicated in the Architectural Code Analysis. Chapter 5, Appendix D in IFC, City amendments	R	R	R

Engineering Requirements	Preapp	Planning Commission	Precon
Identify any City Projects in the vicinity	R	R	R
Flood Hazard Areas. Show any flood hazard areas / floodplain *Land Development Code Section 1100.07. Section 1100.10 (e). Flood Damage Prevention Ordinance. Flood Plain Regs*	R	R	R
Show any wetlands within the project boundary *Flood Damage Prevention Code Section B (3) (c)* if connected directly to a perennial stream (unless USCOE provided a ND)	R	R	R
Preliminary Drainage Report (larger than .5ac) Preliminary size any detention basin and pipes to determine the footprint and elevation of any basin. Stormwater Management and Drainage Manual. *Land Development Code 400.03 (d)*	R	R	
Preliminary Traffic Study. If project increases traffic by 5% or adds 60 peak hour trips, analyze, and identify any impacts the proposed project has on the community. *Minimum Standard Specifications for Streets Section 200.8. Land Development Code 400.05 (d)*	R	R	
Show Master Street Plan Right of Way Dedication *Land Development Code 1200.05*	R	R	R
Site Plan. Provide a dimensioned site plan for the project and any offsite improvements to the satisfaction of the City Engineer. Discuss any waiver requests prior to submittal. Show typical Street Sections and curb radii. Show sight triangles and any mid-block crossings proposed Provide a preliminary grading plan.	R	R	R
Final engineering for the project. **Fully Engineered Site Plan with profiles and standard details:** Provide final engineering plans for the project and any offsite improvements to the satisfaction of the City Engineer **Traffic Signage & Striping Plan** *Standard Specifications for Streets Section 700.6* **Final Traffic Study** Minimum Standard Specifications for Streets Section 200.8. Land Development Code 400.05 (d) ***Grading*** *Land Development Code Section 1100.08, 1100.10 (h)* **Final Drainage Report** *Stormwater Management and Drainage Manual* **Erosion Control, Stormwater Pollution Prevention Plan** *Stormwater Pollution Prevention and Erosion Control Standards. Stormwater Management and Drainage Manual.* **Floodplain Development Permit and CLOMR** as required per *Flood Damage Prevention Ordinance. Flood Plain Regulations*			R
Outside agency approvals if applicable: ARDOT, USCOE			R

Water / Sewer Requirements	Preapp	Planning Commission	Precon
Utility Plan. Show the following per Water Utilities Dept. Specifications: **Existing** utility infrastructure and easements according to a survey. **Proposed Water and Sewer Layout:** Show pipes, structures, line sizes, access roads, service and tap locations, all required backflow devices, meters, valves, hydrants, fire lines, FDC locations, manholes, wyes, sewer service tap locations and pre-treatment devices. **Utility Alignments:** Mains located 2' outside of the public ROW in a 20' utility easement (with a required easement 10' beyond any pipe or structure). **Minimum size** for a water or sewer main is 8", minimum cover for sewer is 3'; minimum cover for water is 4' unless the main is 12" or larger in which case the minimum cover is 5'. All water and sewer service lines must be installed **3' from side lot lines**. **Hydrants and Manholes located on a side lot line** for residential developments. **18" Vertical separation** between water, sewer, and electrical lines. **10' separation for water or sewer and any structure.** (Retaining walls, Buildings, etc.) **Show proposed sewer layout** including proposed service tap locations, proposed service locations, sewer main locations, wyes, and manholes. **Access Roads f**or water/sewer are required when mains are not constructed adjacent to ROW.	R	R	R
Capacity Analysis identifying any off-site public sewer improvements due to the increased flow from proposed development.		R	R
Water mains shall **terminate in a hydrant, tee and plugged valve** for future extension. **1' of vertical separation** between all other utilities or storm sewer. **5' Horizontal separation** between all utilities **5' Separation between public water/sewer and trees.** **Sewer service lines greater than 4"** must tie to a manhole. **4" service lines** are preferred to tie directly to the main with a tap or wye. They may only be tied into a MH if cast into a proposed manhole (not cored). **Manholes within a floodplain** or floodway must be 1' above the BFE or utilize waterproof, locking rings and lids. If BFE option is selected, list the BFE at each MH or show on profile. **Fire hydrants**. Not more than 500' spacing in residential, 300' in commercial, and 1000' in rural areas. Located 3' to 9' from back of curb or driving surface (measured from the steamer nut). Typically located on lot lines. Leads over 50' are 8" in diameter and considered a main line extension with an aux valve at hydrant.		R	R
Final engineering for the project. Provide final engineering plans for the project and any offsite improvements to the satisfaction of the Technical Services Manager: **Any off-site easements** proposed for water/sewer construction.			R
Outside agency approvals if applicable: Arkansas Department of Health			R

Electric Requirements	Preapp	Planning Commission	Precon
Site Plan showing desired: **Transformer and meter locations** Proposed **conduit routing**. **3-phase power** needs (if unknown assume 3 phase power) **Landscape plan** Ultimate **property lines** or HPR configuration **Easements,** existing and proposed. **Separations** between building face and pole face (if applicable) 20' from above ground distribution lines 50' from above ground transmission lines 5' from any footings 5' from any other utility 5' horizontal from buried utilities and equipment and vertical separations based on Sec 1400.12 (b) from landscaping **Transformers** pad: 4x4 single phase, 8x8 for 3 phase Single Phase: 10' from structures, 5' if fire rated Three Phase: 15' from structures, 5' if fire rated 10' from meter racks. 5' clear on non-operating sides, 10' on opening side for maintenance and emergency access. Located on the property line for a Preliminary Plat Direct line of sight from source to meters. 25' min. Vertical clearance from any cantilevered structure, otherwise fire rating is required. 3' min distance from back of curb to electrical devices.	R	R	R
Final Design. BEUD recommends a separate meeting for complex projects. BEUD will begin the electric design for the project once the following items are provided: **Latest CAD file** showing surveyed existing/proposed utilities, easements, and proposed grading (Not drawn in using GIS) **Confirmed transformer and meter location**, conduit routing, and point of connection to BEUD system. **Confirmed Electric Service Size** (voltage and amperage) **Service Voltage – Single Phase** **Service Voltage – Three Phase** **Heat Strip Loading** per unit type/building in KW (if applicable) **Fire pump** HP and amperage (if applicable) **Final Electric Riser Diagram and Panel Schedule** (if applicable) **Any construction phasing for the project** **Streetlights paid in full** (invoices prepared by BEUD) **BEUD requires 30 days prior to precon date for electric design** so please provide the Final Electric Information as soon as possible. A precon will not be scheduled until design is final. The engineer must include the electric along with the 3 standard detail sheets in the construction set.			R

Planning Requirements	Preapp	Planning Commission	Precon
A site plan and any offsite improvements necessary to support the project with north arrow, vicinity map, street names, scale, address, lot lines, parcel numbers and contact information for owners and consultants (Land Development Code Section 900.02)	R	R	R
Title block located in the lower right hand corner indicating the project name, planning project number, type of project, legend, scale, date, and revisions. **Zoning** classification, property lines, setbacks, adjacent owners, and topography extending around the property. **Plat.** If the property is not platted, submit a plat for review and approval prior to occupancy Land Development Code 600 and 900 **Existing and proposed utilities** in plain view, identifying easements and right of way needed for each utility and any necessary access road. **Drainage Facilities.** Identify any drainage basin, drainage structure, pipes and FFE's. **Landscape Plan.** Identify all landscape buffers, open space, and trees in parking islands, landscape buffer trees, shade trees, ornamental trees, preserved trees, fencing & walls *Land Development Code Section1400 & 1100.06* **Parking.** Dimensioned parking provided (on street and off-street) with table outlining parking required based on *Section 500 of the Zoning Code* (including ADA). **Project Description.** Unit count, square footage, height etc. Specify if project is proposed for rent or for individual ownership and detail square footage by use. **Access Management.** *(Land Development Code Section 1100.02)* Shared driveways or access points existing and proposed with easements and stubs to adjacent property. Location of Sidewalks from the ROW to the front door and any 12' side path and sidewalk along the right of way. **Airport Zones.** Municipal and XNA airport zones, as applicable. *Zoning Code Section 401.12 & 401.13* **Lighting Cut sheets.** Identify fixtures and cutoff devices. **Trash / Recycle and Mechanical screens**. Screened enclosures and rooftop mechanicals and locate trash behind buildings. **Site Amenities**: Identify public art, pedestrian plaza or minipark etc. as outlined in *Land Development Code 1100.21 (n)* **Proposed freestanding signage.** Locations and type proposed (by separate permit, Zoning Code Section 801) **Any waivers sought**. *Land Development Code Section 300.04* **Phasing plan**: if applicable. *Land Development Code 900.02(28)*	R	R	
Elevations and Articulation. Building material % of each elevation – provide a justification, renderings, and warranties for a Special Use Primary Material if elevation does not meet the Primary Material Standard. *Land Development Code Section 1100.21*			