City of Bentonville

LARGE SCALE DEVELOPMENT PROCESS

Phase 1
Plan Preparation

Conceptual Meeting
Schedule with Planning

Planning will analyze the proposed land use with the zoning district, summarize the review process, and provide feedback.

Customer Plan Preparation

Customer prepares plans following the Pre-Application Conference Requirements and development codes.

Pre-Application Conference
Schedule with Planning

Pre-application conferences are held on Wednesdays to review plans with staff. Staff will sign the Proof of Pre-app after completion of this meeting.

Phase 2
PC Approval

Planning Commission (PC) Application
Submit to Planning

Customer submits a Large Scale Development Application and the POP form to the Planning Department by noon on the published submittal date.

Comments & Resubmittals
Submit to Planning

Customer provides resubmittals after receiving staff comments. Items will be placed on the PC agenda when all departments agree the item is ready for PC approval.

Planning Commission Meetings
Planning staff will schedule

The customer attends the Technical Review and the PC meetings. After PC approval, proceed to next phase, do **not** begin construction..

Phase 3
Pre-construction

Construction Review & Electric Design
Contact individual departments

Applicant works with staff to address outstanding comments. Timely response to outstanding comments and complete architectural plans will expedite the process. Grading or Construction **cannot** begin until after the Pre-construction Conference. Customer pays fees-in-lieu.

Building Permit Application
Submit to Building Inspections

Customer submits building permit application to Building Inspections. Building Inspections and Fire Marshals review for compliance with fire and building codes. Preliminary acceptance Is required before a Pre-construction Conference can be scheduled.

Pre-Construction Conference
Schedule with Engineering

Pre-Construction Conferences are held on Thursdays, using the Pre-Construction Checklist. Staff will stamp plans which are the official record to keep on site.

Phase 4
Construction & Inspections

Building Permit Issuance
Building Inspections issues

Building Inspections and Fire Marshals complete the review and approve the permit. Customer pays permit fee and Building Inspections issues the permit.

Engineering Site Inspections
Schedule with Engineering

Customer schedules site inspections with Engineering. Pass/fail results and comments are recorded in TrakIt. Re-inspection fees may apply.

Building & Fire Inspections
Schedule with individual dept.

Customer schedules building or fire inspections with the appropriate department. Pass/fail results are recorded in TrakIt. Re-inspection fees may apply.

Phase 5
Project Completion

Site Final Inspection
Schedule with Engineering

The project engineer certifies that the project is complete. The customer schedules a Site Final, held on Tuesdays. Staff will inspect using the Site Final Checklist. Pass/fail results and comments are recorded in TrakIt by Thursday at noon. A Site Final **must** pass before a Building Final can be scheduled.

Building Final Inspection
Schedule with Building Inspections

Customers pays impact fees and schedules a Building Final with Building Inspections. Building Inspectors and Fire Marshals conduct the Building Final. Pass/fail results and comments are recorded in TrakIt. Re-inspection fees may apply.

Certificate of Occupancy
Building Inspections Issues

A C of O certifies the structure meets code and is approved for human occupancy. A C of O is needed to change utilities into the new occupants name.