



Large Scale Development/Preliminary Plat Process

Updated 06/2025

Phase 1: Plan Preparation

- Conceptual Meeting
- Customer Plan Preparation
- Pre-Application Conference

Phase 2: Planning Commission Approval

- PC Application
- Comments & Resubmittals
- Planning Commission Meetings

Phase 3: Pre-Construction

- Construction Review & Electric Design
- Building Permit Application (LSD Only)
- Pre-Construction Conference

Phase 4: Construction & Inspections

- Building Permit Issuance (LSD Only)
- Engineering Site Inspections
- Building & Fire Inspections (LSD Only)

Phase 5: Project Completion

- Site Final Inspection
- Building Final Inspection (LSD Only)
- Certificate of Occupancy (LSD Only)

Phase 1: Plan Preparation

The Plan Preparation phase consists of gathering important information, meeting with departments about development requirements and specifications and working out the details of the development proposal.



1. CONCEPTUAL MEETING Planning Dept. – Not Mandatory -

The Conceptual Meeting is the first step in the development review process. The customer and Planning Department meet to discuss the development plans. Planning will analyze the proposed land use with the zoning district, summarize the development review process, and provide feedback on the proposed development. This meeting may or may not occur depending on how much information the customer has on hand and their level of understanding of the review process.

- a. *Scheduling.* Customer schedules a Conceptual Meeting with the Planning Department ((479)271-3122, planning@bentonvillear.com). Planning Department is located at 305 SW A Street.
- b. *Meeting.* Planner will facilitate the meeting with the customer. Other departments may participate as needed.

2. CUSTOMER PLAN PREPARATION

Customer prepares the Large Scale Development or Preliminary Plat following the items listed [in the submittal guidelines](#) form in accordance with [development codes](#). Customer will meet with the appropriate department to discuss specific items, if necessary.

3. PRE-APPLICATION CONFERENCE Planning Dept. - Mandatory -

The purpose of this conference is for the customer and city departments to collectively review 80% plans. Each department must sign the Authorization to Apply form to signify that the project is ready for review by the Planning Commission.

- a. *Scheduling.* After preparing 80% plans in accordance with the Pre-Application Conference Requirements, the customer can request a Pre-Application Conference, which take place on Wednesdays, with the Planning Department and sends 80% set of plans (site plan, utility plan, landscape plan, grading plan, etc.) via email.
- b. *Meeting.* At the Pre-Application Conference, departments will review the plans and determine if the customer has met the Pre-Application Conference Requirements. Following the meeting, your planner will provide a Proof-of-Pre-application form.
- c. *Next Step.* Customer can proceed to Phase 2: Planning Commission Approval.

Phase 2: Planning Commission Approval

Planning Commission (PC) must approve Large Scale Developments and Preliminary Plats. The process can take a minimum of 36 days. However, the published submittal date DOES NOT guarantee a Planning Commission date. An item will be placed on the PC agenda only after all comments are satisfied. The customer is responsible for meeting submittal deadlines and addressing comments in a timely manner. Planning Commission approval gives the customer permission to proceed to Phase 3; it does not give permission to begin construction. *Resources:* Planning Commission Schedule, LSD / PP Application, and eTrakIt



4. PLANNING COMMISSION APPLICATION Planning Dept.

Customer will submit a [Large Scale Development \(LSD\)/Preliminary Plat Application](#) along with signed Proof-of-Pre-Application form to the Planning Department [via EtrakIt](#). The application and supporting documents must include all items on the application checklist.

- a. *Application.* Customer submits a complete application to the Planning Department. Planning Department will provide customer with access information to check status online through eTrakIt.
- b. *Review.* Each department begins the first submittal review and provides comments in TrakIt. Customer can log onto eTrakIt to see review comments.

5. COMMENTS AND RESUBMITTALS Planning Dept.

Departments review the submitted plans for compliance with city codes and provide comments back to the customer through eTrakIt. This process goes back and forth until all department are satisfied.

- a. *1st Submittal:* Departments publish comments 7 business days after intaking a project. Reviews are only assigned the same day if a complete application is uploaded before 8am.
- b. *2nd Submittal:* Customer submits the 2nd Submittal to Planning via eTrakIt. Staff provides 2nd Submittal Comments within 5 business days of receipt of submittal.
- c. *3rd Submittal:* For each additional submittal, staff comments will be available 5 business days after they are submitted.

6. PLANNING COMMISSION MEETINGS Planning Dept. - Mandatory -

When all departments are satisfied with the submittal, the Planning Department will place the item on the Planning Commission agenda for their review and approval.

- a. *Scheduling.* The Planning Department will add the item to the PC agenda when the status from all department reviews in TrakIt are "Approved" or "PC Only".
- b. *Tech Review Meeting.* PC reviews the submittal with the customer at the Technical Review Meeting directly prior to the official PC meeting, at 305 SW A Street. Please see specific agenda for start time.
- c. *Planning Commission Meeting.* PC will approve or deny the submittal at the PC meeting, held at 5 p.m. the first and third Tuesday of the month, at 305 SW A Street. Planning Commission approval is contingent upon adequately addressing any remaining staff comments
- d. *Next step.* Upon PC approval, the customer can proceed to Phase 3: Pre-Construction and submit a Building Permit Application. **NOTE: Planning Commission approval does not mean construction can begin. It can only begin after completion of Phase 3.**

Phase 3: Pre-Construction

Grading or construction on the site cannot begin until after the Pre-Construction Conference. The length of this process depends on the customer's timely response to outstanding comments and the completeness of architectural plans.



6. CONSTRUCTION REVIEW & ELECTRIC DESIGN Engineering Dept.

Customer works with the Engineering Department and other utility departments to address outstanding comments from the PC approval. In the meantime, the Electric Department initiates electric service design.

- a. *Address comments.* Customer works with departments to address outstanding comments.
- b. *Pay fees.* Customer pays [fees](#) required for the development, including fees-in-lieu, directly to the department requesting the fee.
- c. *Result.* Departments will result reviews in eTrakIt. All comments must be addressed prior to the Pre-Construction Conference.

7. BUILDING PERMIT APPLICATION (LSD Only) Building Inspection & Fire Marshal

Customer submits a complete building permit application to Building Inspections. Building Inspections and the Fire Department must preliminarily accept the plans prior to the customer proceeding to the Pre-Construction Conference.

- a. *Submittal.* Customer submits [building permit application](#) to the Building Inspections Department or via eTrakIt.
- b. *Review.* Building Inspections will review for compliance with the [building codes](#) and the Fire Marshal will review for compliance with [fire codes](#). Property must have a filed plat before departments will issue building permits.
- c. *Result.* Building Inspections and Fire Marshal will result reviews in eTrakIt. A preliminary acceptance is required prior to the Pre-Construction Conference.

8. PRE-CONSTRUCTION CONFERENCE Engineering Dept. - **Mandatory** -

The customer and staff will discuss the construction process, staff will stamp construction plans, and identify the inspections and permits required.

- a. *Scheduling.* Customer can schedule a Pre-Construction Conference, held on Thursdays, with the Engineering Department when all of the following have been met:
 - ✓ All city department comments are addressed.
 - ✓ Building Inspections and Fire Marshals have preliminarily accepted the architectural plans.
 - ✓ Outside agency approvals have been submitted to Engineering (ArDOT, ADEQ, ADH, etc.).
 - ✓ Customer has paid all fees, including fees-in-lieu.
- b. *Meeting.* The customer and staff will discuss the construction process following the [Pre-Construction Checklist](#). Staff will stamp construction plans that serve as the official record that must be kept on the construction site.
- c. *Next Step.* After the Pre-Construction Conference, customer can proceed to Phase 4: Construction and Inspections. For preliminary plats, the customer may submit a Final Plat application at any time after the Pre-Construction Conference.

Phase 4: Construction & Inspections

After the Pre-Construction Conference, Building Inspection can issue the building permit and construction can commence. Inspections take place by various departments throughout the construction process. If an inspector finds that construction is inconsistent with approved plans, the city has the authority to issue a stop work order and require the customer to go back through the process, beginning with a new application and planning commission approval.



10. BUILDING PERMIT ISSUED (LSD Only) Building Inspection

After the Pre-Construction Conference, Building Inspection may issue the building permit.

- a. *Review.* Building Inspections and Fire will conduct a final review of the building plan and site plans for compliance with Building and Fire Codes. Building Inspections will set up the permit in TrakIt and identify the sequence of inspections based on the Project Inspections form completed at Pre-Con.
- b. *Fees.* Customer pays all building permit fees to the Building Inspections Department or via eTrakIt.
- c. *Issuance.* Building Inspections will issue the building permit when the following have been met:
 - ✓ Engineering held the Pre-Construction Conference.
 - ✓ Fire Marshal approved the permit in eTrakIt.
 - ✓ Building Inspections approved the permit in eTrakIt.
 - ✓ Customer paid permit fees.

Customer can pick up the building permit and placard from the Building Inspections Department or can print from eTrakIt. Placard must be posted on-site during construction.

Resources:

11. ENGINEERING SITE INSPECTIONS Engineering Dept.

Customer builds the development per the approved, stamped plans and is responsible to ensure the project complies with the approved plans. During construction, the Engineering Department will inspect the site for compliance with city codes.

- a. *Scheduling.* Customer schedules site-related inspections with Engineering.
- b. *Inspection & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Re-inspection.* If Engineering fails an inspection, the customer is responsible for making corrections and scheduling a re-inspection (re-inspection fees apply).
- d. *Next step.* If the project is a preliminary plat and is complete, the customer can proceed to Phase 5: Project Completion.

12. BUILDING & FIRE INSPECTIONS (LSD Only) Building Inspection & Fire Marshal

Building Inspectors inspect structures for compliance with building, electric, plumbing and HVAC codes. Fire Marshals inspect the site and building for compliance with the Fire Code.

- a. *Scheduling.* Customer schedules building inspections with the Building Inspection Department and Fire inspections with the Fire Marshal, or via eTrakIt, in the order provided on the Project Inspection form. Requests for inspections should be made 24 hours prior to when the inspection is requested.
- b. *Inspections & Results.* Inspections are conducted and pass/fail results are documented in TrakIt.
- c. *Next step.* If the project is an LSD and is complete, the customer can proceed to Phase 5: Project Completion.

Phase 5: Project Completion

Project completion is the last step for a large scale development or preliminary plat and consists of final inspections for the site and structures.



13. SITE FINAL INSPECTION Engineering Dept.

All departments participate in the Site Final Inspection to ensure that their portion (electric, water, sewer, planning, engineering, fire) was installed per the approved plans and meets code. Engineering determines if the site is complete or substantially complete before the customer can proceed to the next step of scheduling a Building Final Inspection.

- a. *Scheduling.* When the site construction is complete, the customer schedules a Site Final Inspection with the Engineering Department, which occur on Tuesdays.
- b. *Inspections & Results.* Individual departments conduct their reviews using the [Site Final Checklist](#) and provide comments and pass/fail results in TrakIt by Thursday at noon.
- c. *Next Step.* For Preliminary Plats, when staff passes the Site Final Inspection, the Preliminary Plat process is complete and the Final Plat can be placed on a Planning Commission agenda. For LSD's, when staff passes the Site Final Inspection the customer can schedule a Building Final inspection. **NOTE: A Building Final Inspection will not be scheduled until the Site Final Inspection passes.**

Resources: Site Final Checklist

14. BUILDING FINAL INSPECTION (LSD Only) Building Inspection & Fire Marshal

The Building Inspection Department and Fire Marshal participate in the Building Final Inspection to check for compliance with building and fire codes. The Building Final Inspection will not be scheduled until the Site Final Inspection has passed. The project must pass the Building Final Inspection to be eligible for a Certificate of Occupancy.

- a. *Fee.* Customer pays impact fees and all other outstanding fees, such as re-inspection fees.
- b. *Scheduling.* The customer can schedule a Building Final Inspection when the following have been met:
 - ✓ Customer has paid all fees.
 - ✓ Engineering has passed the Site Final Inspection.
- c. *Inspections & Results.* A Building Inspector and a Fire Marshal will conduct the Building Final Inspection and document the pass/fail results in TrakIt. Both departments must pass their portion of the Building Final Inspection for the Building Final Inspection to be complete.

Next Step. When the Building Final Inspection is passed and complete, the customer can request a Certificate of Occupancy.

15. CERTIFICATE OF OCCUPANCY (LSD Only) Building Inspection & Fire Marshal

A Certificate of Occupancy (C of O) is the official documentation that the project/building meets codes and is ready for human occupancy. The building must have a C of O in order to change utilities out of the contractors name and into the occupant's name. A temporary C of O may be issued if:

- ✓ Engineering determined the project to be substantially complete.
- ✓ Building Inspection and Fire Marshal have outstanding issues that are not life-safety issues.