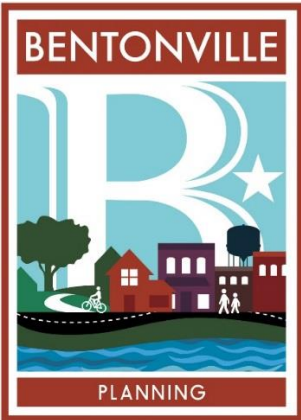


# City of Bentonville Planning Department Schedules & Submittal Guidelines



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# Submittal Guidelines

**ALL SUBMITTALS ARE DUE BY 12:00 PM ON DEADLINE DAYS. LATE SUBMITTALS WILL NOT BE ACCEPTED.**

**All items must be submitted and incomplete submittals will not be accepted. Please refer to the Application Submittal Checklists worksheet.**

**All meetings will be held in the Community Development Building, Planning Commission Chambers, 305 SW A St.**

## **PLANNING COMMISSION GUIDELINES**

- **Planning Commission Technical Review:** Tech Review meetings start at 4:00 PM.
- **Planning Commission:** Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month and start at 4:00 PM.
- **THE PLANNING COMMISSION DATE ASSOCIATED WITH THE 1<sup>ST</sup> SUBMITTAL DEADLINE IS THE EARLIEST AN ITEM CAN BE HEARD BY PLANNING COMMISSION IF STAFF DETERMINES THAT ALL COMMENTS HAVE BEEN ADDRESSED. APPLICATIONS ARE NOT GUARANTEED PLACEMENT ON THE FIRST PLANNING COMMISSION MEETING AVAILABLE.**
- **ALL LARGE SCALE DEVELOPMENTS AND PRELIMINARY PLATS REQUIRE A CONCEPTUAL MEETING AND A PRE-APPLICATION CONFERENCE PRIOR TO SUBMITTING AN APPLICATION. TO SCHEDULE, EMAIL PLANNING AT [PLANNING@BENTONVILLEAR.COM](mailto:PLANNING@BENTONVILLEAR.COM).**
- Please note: Staff reserves the right to table or remove items from the agenda if there is no representation at Planning Commission or Planning Commission Technical Review or if the revision deadlines are not met and comments are not addressed.
- 1<sup>st</sup> Submittal Comments will be available as listed on the current Planning Commission schedule.
- 2<sup>nd</sup> Submittal Comments will be available one week after the 2nd Submittal deadline as listed on the current Planning Commission schedule.
- 3<sup>rd</sup> Submittal Comments will be available one week after they are submitted.
- Each additional submittal will require at least one week for review.
- **\*\*WAIVER APPLICATIONS ARE DUE BY 12:00PM ON THE 2<sup>ND</sup> SUBMITTAL DEADLINE DATE.**

## **BOARD OF ADJUSTMENT GUIDELINES**

- Meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month
- Meetings start at 4:00 PM.
- Please note: items may be voted on if there is no representation at Board of Adjustment



# 2020 Planning Commission Schedule

## **\*\* IMPORTANT NOTICES \*\***

- All Large Scale Developments and Preliminary Plats require a Conceptual Meeting and a Pre-Application Conference prior to submitting an application. To schedule, call Planning at (479)271-3122 or email at [planning@bentonvillear.com](mailto:planning@bentonvillear.com).
- All submittal are due at 12:00 p.m. on the day of the submittal.
- Late submittals will **NOT** be accepted. Please plan accordingly.
- **\*THE PLANNING COMMISSION DATE ASSOCIATED WITH THE 1ST SUBMITTAL DEADLINE IS THE EARLIEST AN ITEM CAN BE HEARD BY PLANNING COMMISSION IF STAFF DETERMINES THAT ALL COMMENTS HAVE BEEN ADDRESSED. APPLICATIONS ARE NOT GUARANTEED PLACEMENT ON THE FIRST PLANNING COMMISSION MEETING AVAILABLE.**
- 2nd Submittal Comments will be available on Monday, one week after they are submitted.
- 3rd Submittal comments will be available on the Friday after they are submitted.
- Each additional submittal will require at least one week for review.
- Items will be withdrawn if the applicant is not represented at the P.C. Technical Review Meeting or if the revision deadlines are not met.
- All meetings are held in the Community Development Building, 305 SW A St, Planning Commission Chambers, unless notified otherwise.

1st Submittal Deadline @ Noon	1st Submittal Comments Available to Applicant	2nd Submittal Deadline @ Noon	Planning Commission Technical Review Meeting @ 4:00 p.m.	3rd Submittal Deadline @ Noon	*Planning Commission Meeting @ 4:00 p.m.
Dec 2, 19	Dec 11, 19	Dec 23, 19	<b>Jan 14, 20</b>	Jan 6, 20	<b>Jan 21, 20</b>
Dec 16, 19	Dec 26, 19	Jan 6, 20	Jan 14, 20	<b>Jan 21, 20</b>	Jan 21, 20
Dec 30, 19	Jan 8, 20	Jan 21, 20	Jan 28, 20	Feb 3, 20	Feb 4, 20
Jan 13, 20	Jan 22, 20	Feb 3, 20	Feb 11, 20	<b>Feb 18, 20</b>	Feb 18, 20
Jan 27, 20	Feb 5, 20	<b>Feb 18, 20</b>	Feb 25, 20	Mar 2, 20	Mar 3, 20
Feb 10, 20	Feb 19, 20	Mar 2, 20	Mar 10, 20	Mar 16, 20	Mar 17, 20
Mar 2, 20	Mar 11, 20	Mar 23, 20	Mar 31, 20	Apr 6, 20	Apr 7, 20
Mar 16, 20	Mar 25, 20	Apr 6, 20	Apr 14, 20	Apr 20, 20	Apr 21, 20
Mar 30, 20	Apr 8, 20	Apr 20, 20	Apr 28, 20	May 4, 20	May 5, 20
Apr 13, 20	Apr 22, 20	May 4, 20	May 12, 20	May 18, 20	May 19, 20
Apr 27, 20	May 6, 20	May 18, 20	May 26, 20	Jun 1, 20	Jun 2, 20
May 11, 20	May 20, 20	Jun 1, 20	Jun 9, 20	Jun 15, 20	Jun 16, 20
Jun 1, 20	Jun 10, 20	Jun 22, 20	Jun 30, 20	Jul 6, 20	Jul 7, 20
Jun 15, 20	Jun 24, 20	Jul 6, 20	Jul 14, 20	Jul 20, 20	Jul 21, 20
Jun 29, 20	Jul 8, 20	Jul 20, 20	Jul 28, 20	Aug 3, 20	Aug 4, 20
Jul 13, 20	Jul 22, 20	Aug 3, 20	Aug 11, 20	Aug 17, 20	Aug 18, 20
Jul 27, 20	Aug 5, 20	Aug 17, 20	Aug 25, 20	Aug 31, 20	Sep 1, 20
Aug 10, 20	Aug 19, 20	Aug 31, 20	Sep 8, 20	Sep 14, 20	Sep 15, 20
Aug 31, 20	Sep 9, 20	Sep 21, 20	Sep 29, 20	Oct 5, 20	Oct 6, 20
Sep 14, 20	Sep 23, 20	Oct 5, 20	Oct 13, 20	Oct 19, 20	Oct 20, 20
Sep 28, 20	Oct 7, 20	Oct 19, 20	Oct 27, 20	Nov 2, 20	Nov 3, 20
Oct 12, 20	Oct 21, 20	Nov 2, 20	Nov 10, 20	Nov 16, 20	Nov 17, 20
Oct 26, 20	Nov 4, 20	Nov 16, 20	Nov 24, 20	Nov 30, 20	Dec 1, 20
Nov 9, 20	Nov 18, 20	Nov 30, 20	Dec 8, 20	Dec 14, 20	Dec 15, 20
Nov 30, 20	Dec 9, 20	Dec 21, 20	Dec 29, 20	Jan 4, 21	Jan 5, 21
Dec 14, 20	Dec 23, 20	Jan 4, 21	Jan 12, 21	Jan 19, 21	Jan 19, 21
Dec 28, 20	Jan 6, 21	Jan 19, 21	Jan 26, 21	Feb 1, 21	Feb 2, 21
Jan 11, 21	Jan 20, 21	Feb 1, 21	Feb 9, 21	Feb 16, 21	Feb 16, 21
Jan 25, 21	Feb 3, 21	Feb 16, 21	Feb 23, 21	Mar 1, 21	Mar 2, 21

**mm dd, yy** format indicates meeting date altered for holiday



**Board of Adjustment  
City of Bentonville  
2020 Schedule**

<b>Deadline</b>	<b>Board of Adjustment</b>
12/16/2019	<b>1/8/2020</b>
12/30/2019	1/8/2020
1/13/2020	1/22/2020
2/3/2020	2/12/2020
<b>2/14/2020</b>	2/26/2020
3/2/2020	3/11/2020
3/16/2020	3/25/2020
3/30/2020	4/8/2020
4/13/2020	4/22/2020
5/4/2020	5/13/2020
5/18/2020	5/27/2020
6/1/2020	6/10/2020
6/15/2020	6/24/2020
6/29/2020	7/8/2020
7/13/2020	7/22/2020
8/3/2020	8/12/2020
8/17/2020	8/26/2020
8/31/2020	9/9/2020
9/14/2020	9/23/2020
9/28/2020	10/14/2020
10/12/2020	10/28/2020
10/26/2020	<b>11/25/2020</b>
11/9/2020	11/25/2020
11/23/2020	12/9/2020
12/7/2020	12/23/2020
12/28/2020	1/13/2021

**\* ALL SUBMITTALS ARE DUE BY 12:00 PM ON DEADLINE DAYS**

Late Submittals can not be accepted due to publication deadlines

**Board of Adjustment Meetings are held the 2nd and 4th Wednesdays of every month**

**\*Denotes updated  
submittal day**

**Meeting Time Location:**

Community Development Building, Planning Commission Chambers 305 SW A Street, 4:00 p.m.

**Please Note: Items may be voted on if there is no representation at Board of Adjustment**