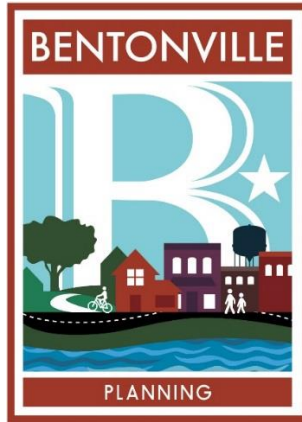


# City of Bentonville Planning Department

## Document Naming Conventions



### Table of Contents

<a href="#"><u>Conditional Uses</u></a> .....	7
<a href="#"><u>Final Plats</u></a> .....	2
<a href="#"><u>General Plan Amendments</u></a> .....	5
<a href="#"><u>Incidental Subdivisions</u></a> .....	2
<a href="#"><u>Large Scale Developments</u></a> .....	3
<a href="#"><u>Outdoor Vendor Permits</u></a> .....	4
<a href="#"><u>Planned Unit/Residential Developments</u></a> .....	5
<a href="#"><u>Preliminary Plats</u></a> .....	3
<a href="#"><u>Rezoning</u></a> .....	5
<a href="#"><u>Sign Permits</u></a> .....	8
<a href="#"><u>Variances</u></a> .....	6
<a href="#"><u>Waivers</u></a> .....	6

# Incidental Subdivisions and Final Plats



**\*\*When uploading attachments, it is required that you name the documents correctly. Any project documents that are not named correctly will be denied by Planning staff, and the applicant will have to resubmit on the next available submittal deadline day.**

**Please see below on how to correctly identify your documents when uploading attachments.**

- For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Survey MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Survey MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Survey MM-DD-YY
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - DWG of site plan = DWG Site Plan
  - Survey = Survey
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

# Large Scale Developments and Preliminary Plats



**\*\*When uploading attachments, it is required that you name the documents correctly. Any project documents that are not named correctly will be denied by Planning staff, and the applicant will have to resubmit on the next available submittal deadline day.**

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- For each submittal, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Plans MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Plans MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Plans MM-DD-YY
  
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - Plan set = Plans
  - Comment response letter = Comment Response Letter
  - Site plan in DWG format = DWG Site Plan
  - Drainage Report = Drainage Report
  
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

# Outdoor Vendor Permits



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- If a resubmittal is required or necessary, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Application Packet MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Site Plan MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Survey MM-DD-YY
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - Site plan = Site Plan
  - Proof of A&P Tax = A&P Tax
  - Proof of Health Department approval = Health Department Permit
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

# Rezoning, Planned Residential/Unit Developments, General Plan Amendments



**\*\*When uploading attachments, it is required that you name the documents correctly. Any project documents that are not named correctly will be denied by Planning staff, and the applicant will have to resubmit on the next available submittal deadline day.**

**Please see below on how to correctly identify your documents when uploading attachments.**

- If a resubmittal is required or necessary, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Application Packet MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Legal Description MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Plans MM-DD-YY
  
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - Notification Packet = Notification Packet
  - Plan Sets = Plans
  
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

# Variations and Waivers



**\*\*When uploading attachments, it is required that you name the documents correctly. Any project documents that are not named correctly will be denied by Planning staff, and the applicant will have to resubmit on the next available submittal deadline day.**

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- If a resubmittal is required or necessary, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Application Packet MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Plans MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Plans MM-DD-YY
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - Plan sets = Plans
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

## Conditional Uses



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**Please see below on how to correctly identify your documents when uploading attachments.**

- If a resubmittal is required or necessary, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Application Packet MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Legal Description MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Plans MM-DD-YY
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Application packet = Application Packet
  - Home Occupation Form = Home Occupation Form
  - Plan Sets = Plans
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit on the next submittal deadline day.

# Sign Permits



**\*\*When uploading attachments, it is required that you name the documents correctly. Any project documents that are not named correctly will be denied by Planning staff, and the applicant will have to resubmit.**

**Please see below on how to correctly identify your documents when uploading attachments.**

- If a resubmittal is required or necessary, put the number of the submittal in front of the name of every document that corresponds to that submittal. Also, put the submittal date at the end.
  - Ex: First submittal = 1<sup>st</sup> Sub-Sign Drawing MM-DD-YY
  - Ex: Second submittal = 2<sup>nd</sup> Sub-Site Plan MM-DD-YY
  - Ex: Third submittal = 3<sup>rd</sup> Sub-Landscape Plan MM-DD-YY
  
- Use the following titles for these commonly required documents. **Please see the application checklist requirements for more details on what to provide.**
  - Scaled Drawing = Sign Drawing
  - Scaled Site Plan = Site Plan
  - Narrative = Narrative
  - Landscape Plan = Landscape Plan
  - Public Utility Locations = Utility Plan
  
- For any documents not listed above, but required for the project, please use a naming convention that makes sense and corresponds with the type of document. If it does not make sense, you will be denied and will have to resubmit.