



Retaining Wall Permit

Application & Checklist

Fee: \$100.00

Fill out this form completely, supplying all necessary information and documentation to support your request.

Property	Address <input style="width: 400px; height: 20px;" type="text"/>
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Project Information	How many retaining walls are proposed? <input style="width: 50px; height: 20px;" type="text"/>	Will the retaining wall be installed in any of the following? Select all that apply. <input type="checkbox"/> Utility Easement <input type="checkbox"/> Drainage Easement <input type="checkbox"/> Access Easement <input type="checkbox"/> Sight Triangle
	Indicate the height for each wall:	
	Wall 1 <input style="width: 50px; height: 20px;" type="text"/> Wall 3 <input style="width: 50px; height: 20px;" type="text"/> Wall 5 <input style="width: 50px; height: 20px;" type="text"/> Wall 2 <input style="width: 50px; height: 20px;" type="text"/> Wall 4 <input style="width: 50px; height: 20px;" type="text"/> Wall 6 <input style="width: 50px; height: 20px;" type="text"/>	
	Describe the construction materials: <input style="width: 250px; height: 40px;" type="text"/>	

Owner	Name <input style="width: 200px; height: 20px;" type="text"/>	Phone <input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address <input style="width: 200px; height: 20px;" type="text"/>	Fax <input style="width: 150px; height: 20px;" type="text"/>	
	City, State, Zip <input style="width: 200px; height: 20px;" type="text"/>	E-mail <input style="width: 300px; height: 20px;" type="text"/>	

Installer	Name <input style="width: 200px; height: 20px;" type="text"/>	Phone <input style="width: 150px; height: 20px;" type="text"/>	<input type="checkbox"/> Select if this is the primary contact
	Address <input style="width: 200px; height: 20px;" type="text"/>	Fax <input style="width: 150px; height: 20px;" type="text"/>	
	City, State, Zip <input style="width: 200px; height: 20px;" type="text"/>	E-mail <input style="width: 300px; height: 20px;" type="text"/>	

Checklist	<input type="checkbox"/> Plot plan attached. (See next page for contents of plot plan.)
	<input type="checkbox"/> Engineer's certification. (See next page for applicability.)

Owner : I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

√ _____ DATE _____

Staff Use Only	Date Application Submitted	HTE Project No.	Date Approved
	Date Accepted as Complete	Zone	Approved by:

Retaining Wall Permit Supplement

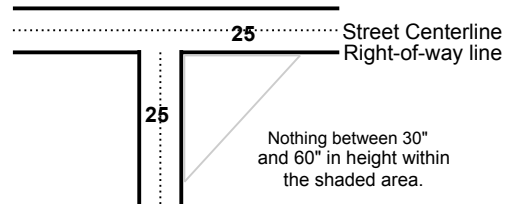
RETAINING WALL REGULATIONS:

1. Applications must be submitted for all retaining walls over four feet in height, measured from the final grade at lower-side of wall to the top of the wall, with the exception of walls designed as part of the primary structure or already shown on an approved plan. Applications are also required for slopes of 1:1 or steeper.
2. Retaining walls must be located on private property built with consent of the property owner.
3. Retaining walls over 30" constructed near street intersections shall not be located in the sight triangle.
4. Retaining walls cannot restrict access to utilities, impede the normal flow of storm water, cross an open drainage channel, or be located over an access easement.
5. If walls are terraced, the distance between the walls should be the same as the height of the tallest of the two walls.

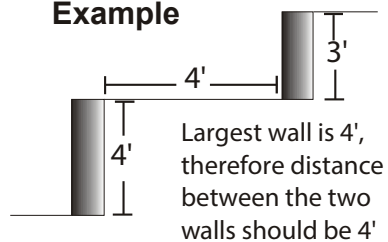
$$\text{Height of largest wall} \times 1.0 = \text{Distance between walls}$$

6. When construction or installation is complete, the applicant must contact Building Inspections at 271-3125 to request a final inspection to receive a Certificate of Compliance.

Sight Triangle



Example



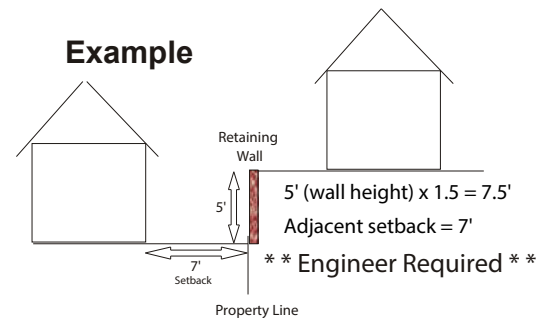
ENGINEER'S CERTIFICATION:

An engineer's design, certification and construction observation is required in the instances listed below. All engineering services must be performed under the supervision of a Professional Engineer registered in the State of Arkansas.

- (a) Any retaining wall over four (4) feet in height where 1.5 times the height of the wall is either (1) greater than or equal to the building setback of an adjacent lot, or (2) such distance encroaches on any structure.

$$\text{Height of wall} \times 1.5 \geq \text{Adjacent Setback}$$

- (b) Any retaining wall over four (4) feet in height located adjacent to a public right-of-way.



PLOT PLAN REQUIREMENTS:

A plot plan must be submitted with the application in order to process the permit. The plot plan must include the following information:

- | | |
|---|---|
| <ul style="list-style-type: none"> - Location of all property lines - Location of all existing structures - Location of existing retaining walls on or adjacent to the property that is to remain in place - Portions of existing retaining wall that will be replaced - Location of utilities and utility easements | <ul style="list-style-type: none"> - Location of new retaining wall, showing distance between retaining wall and any structures, and distance from property lines. - Location of drainage ways and drainage easements. - Construction details to include dimensions, cross-section, and footing design - Elevations above and below the retaining wall - Engineer's seal and signature, if applicable. |
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