

# Preliminary Plat Process

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## I: Plan Preparation

Plan preparation is the first and most important step. It consists of gathering development regulations and specifications and meeting with departments to work out the details of the development proposal.

### 1. Concept Meeting – Voluntary      To schedule: Planning Department, 479-271-3122, [email](#)

At the Concept Meeting, the customer meets with city staff to discuss the development plan. Staff will assist in determining compliance with zoning codes and explaining the development review process. Staff will provide the customer with the [Pre-Application Conference Requirements](#) which must be used to prepare plans for the Pre-Application Conference.

### 2. Customer Plan Preparation

The customer prepares the preliminary plat following the [Pre-Application Conference Requirements](#) form. Customers should meet with appropriate departments to discuss specific items. Visit the [Codes](#) page for resources helpful in plan preparation:

### 3. Pre-Application Conference (Wednesdays)

To schedule: Planning Department, 479-271-3122, [email](#)

When staff has received plans, the customer can schedule a Pre-Application Conference. At the Pre-Application Conference, held on Wednesdays, the customer and city staff review the plans for completeness. At this meeting, when staff determines the plans are complete, they will sign the [Authorization to Apply](#), which is required to submit an application.

## II: PC Approval

Planning Commission (PC) must approve 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.

### 4. Planning Commission Application

Customer submits a [Preliminary Plat Application](#) along with the [Authorization to Apply](#) to the Planning Department by noon on the published [submittal date](#). The application and supporting documents must include all items on the application checklist.

### 5. Comments & Resubmittals

Staff reviews the submitted plans for compliance with city codes and provides comments back to the customer. This process goes back and forth until all departments are satisfied.

- *1st Submittal:* Departments publish comments 1 1/2 weeks (on Wednesday) from the submittal deadline. The applicant has approximately 1 1/2 weeks to adjust the plan to reflect the 1st Submittal comments.
- *2nd Submittal:* Customer submits the 2nd Submittal to Planning (or via TrakIt) by noon on the Monday 1 1/2 weeks from when the 1st Submittal comments were published. Staff provides 2nd Submittal comments in one week (on Monday).
- *3rd Submittal:* Customer submits the 3rd Submittal the day before the Planning Commission meeting. For each additional submittal, staff comments will be available seven days from the next Monday after they are submitted.

### 6. Planning Commission Meetings

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.

- *Tech Review Meeting:* PC reviews the submittal with the customer and sets the agenda for the PC meeting.  
4:30 p.m.  
Tuesday prior to PC meeting  
305 SW A Street
- *Planning Commission Meeting:* PC will approve or deny the submittal. Approval is contingent upon adequately addressing any remaining staff comments.  
5:00 p.m.  
1st and 3rd Tuesdays  
305 SW A Street

**NOTE: Planning Commission approval does not mean construction can begin. It can only begin after the Pre-Construction Conference.**

### III: Pre-Construction

The pre-construction phase allows for the finalization of outstanding comments and electric service design. 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.

#### 7. Construction Review & Electric Design

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 services design and the customer pays all development fees.

#### 8. Pre-Construction Conference (Thursdays)

To schedule: Engineering Department, 479-271-3168

Customer can schedule a Pre-Construction Conference, held on Thursdays, when all of the following have been met:

- All city departments comments are addressed.
- Outside agency approvals have been submitted to Engineering (ArDOT, ADEQ, ADH, etc.)
- Customer has paid all fees, including fees-in-lieu.

Customer and staff discuss the construction process using the [Pre-Construction Checklist](#). Staff will stamp construction plans and identify the inspections and permits required.

### IV: Construction

After the Pre-Construction Conference, construction can begin. Inspections take place by various departments throughout construction. If an inspector finds that construction is inconsistent with the approved plans, the city has the authority to issue a stop work order and require the customer to restart the process.

#### 9. Engineering Site Inspections

To schedule: Engineering Department, 479-271-3168

Customer begins construction and builds per the approved, stamped plans and is responsible to ensure that the project complies with approved plans and city codes. Related site inspections can be scheduled with the Engineering Department. If an inspection fails, the customer is responsible for making corrections and scheduling a re-inspections. Re-inspection fees may apply.

## V: Completion

Project completion for a preliminary plat consist of the site final inspection.

### 10. Site Final Inspection (Tuesdays)

To schedule: Engineering Department, 479-271-3168

Once the Engineer of Record certifies, in writing to the Engineering Department, that the site and drainage are complete and installed in accordance with city specifications, a final inspection can be scheduled. These are held on Tuesdays with pass/fail results available by noon on Thursday. Individual departments participate and conduct their reviews using the [Site Final Checklist](#).

When the project has passed the final inspection, the project is complete.