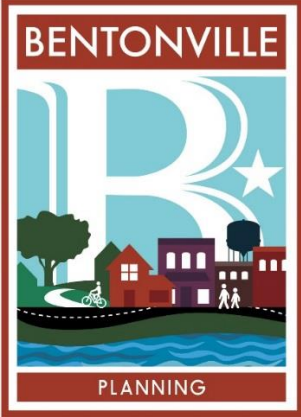


# City of Bentonville Planning Department Schedules & Submittal Guidelines



## Table of Contents

[Submittal Guidelines](#).....1

[Planning Commission Schedule](#).....2

[Board of Adjustment Schedule](#).....3

# 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



2021

## Planning Commission Schedule

### \*IMPORTANT NOTES\*

- All submittals are due by 12:00pm on the day of the submittal. Late submittals will NOT be accepted. Please plan accordingly.
- All Large Scale Development and Preliminary Plat projects require a Pre-Application Conference prior to submitting an application. To schedule, email [planning@bentonvillear.com](mailto:planning@bentonvillear.com) or call 479-271-3122.
- **\*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 meetings are held in the Planning Commission Chambers located at 305 SW A Street, unless notified otherwise.
- **\*The Planning Commission shall hold an annual administrative meeting on the 2<sup>nd</sup> Tuesday of December. No development items will be heard at this meeting.**
- **mm dd, yy\*** indicates a date has been altered for a holiday

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



**Board of Adjustment  
City of Bentonville  
2021 Schedule**

<b>Deadline</b>	<b>Board of Adjustment</b>
12/7/2020	1/13/2021
12/28/2020	1/13/2021
1/11/2021	1/27/2021
1/25/2021	2/10/2021
2/8/2021	2/24/2021
2/22/2021	3/10/2021
3/8/2021	3/24/2021
3/29/2021	4/14/2021
4/12/2021	4/28/2021
4/26/2021	5/12/2021
5/10/2021	5/26/2021
5/24/2021	6/9/2021
6/7/2021	6/23/2021
6/28/2021	7/14/2021
7/12/2021	7/28/2021
7/26/2021	8/11/2021
8/9/2021	8/25/2021
8/23/2021	9/8/2021
<b>Fri 9/3/2021</b>	9/22/2021
9/27/2021	10/13/2021
10/11/2021	10/27/2021
10/25/2021	11/10/2021
11/8/2021	11/24/2021
11/22/2021	12/8/2021
12/6/2021	12/22/2021
<b>Thur 12/23/2021</b>	1/12/2022

**\* 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**

**Day mm/dd/yyyy** \*Indicates date altered for holiday

**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**