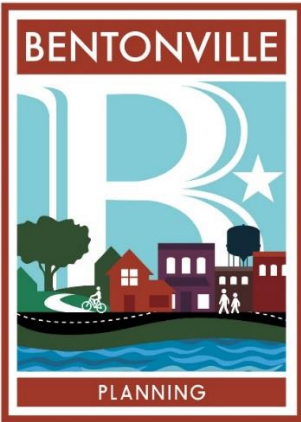


# City of Bentonville Planning Department Schedules & Submittal Guidelines



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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 4:30 PM and are a first come, first serve basis.
- **Planning Commission:** Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month and start at 5:00 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 on Monday, one week after they are submitted.
- 3<sup>rd</sup> Submittal Comments will be available the Friday after they are submitted.
- Each additional submittal will require at least 1 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 5:00 PM.
- Please note: items may be voted on if there is no representation at Board of Adjustment



# 2019 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 @ 4:30 p.m.	3rd Submittal Deadline @ Noon	*Planning Commission Meeting @ 5:00 p.m.
Nov 26, 18	Dec 5, 18	Dec 17, 18	<b>**Jan 8, 19</b>	Dec 31, 18	<b>**Jan 15, 19</b>
Dec 10, 18	Dec 20, 18	Dec 31, 18	Jan 8, 19	Jan 14, 19	Jan 15, 19
Dec 31, 18	Jan 9, 19	Jan 22, 19	Jan 29, 19	Feb 4, 19	Feb 5, 19
Jan 14, 19	Jan 23, 19	Feb 4, 19	Feb 12, 19	<b>Feb 19, 19</b>	Feb 19, 19
Jan 28, 19	Feb 6, 19	Feb 19, 19	Feb 26, 19	Mar 4, 19	Mar 5, 19
Feb 11, 19	Feb 20, 19	Mar 4, 19	Mar 12, 19	Mar 18, 19	Mar 19, 19
Feb 25, 19	Mar 6, 19	Mar 18, 19	Mar 26, 19	Apr 1, 19	Apr 2, 19
Mar 11, 19	Mar 20, 19	Apr 1, 19	Apr 9, 19	Apr 15, 19	Apr 16, 19
Apr 1, 19	Apr 10, 19	Apr 22, 19	Apr 30, 19	May 6, 19	May 7, 19
Apr 15, 19	Apr 24, 19	May 6, 19	May 14, 19	May 20, 19	May 21, 19
Apr 29, 19	May 8, 19	May 20, 19	May 28, 19	Jun 3, 19	Jun 4, 19
May 13, 19	May 22, 19	Jun 3, 19	Jun 11, 19	Jun 17, 19	Jun 18, 19
<b>May 28, 19</b>	Jun 5, 19	Jun 17, 19	Jun 25, 19	Jul 1, 19	Jul 2, 19
Jun 10, 19	Jun 19, 19	Jul 1, 19	Jul 9, 19	Jul 15, 19	Jul 16, 19
Jul 1, 19	Jul 10, 19	Jul 22, 19	Jul 30, 19	Aug 5, 19	Aug 6, 19
Jul 15, 19	Jul 24, 19	Aug 5, 19	Aug 13, 19	Aug 19, 19	Aug 20, 19
Jul 29, 19	Aug 7, 19	Aug 19, 19	Aug 27, 19	<b>Sep 3, 19</b>	Sep 3, 19
Aug 12, 19	Aug 21, 19	Sep 3, 19	Sep 10, 19	Sep 16, 19	Sep 17, 19
Aug 26, 19	Sep 4, 19	Sep 16, 19	Sep 24, 19	Sep 30, 19	Oct 1, 19
Sep 9, 19	Sep 18, 19	Sep 30, 19	Oct 8, 19	Oct 14, 19	Oct 15, 19
Sep 30, 19	Oct 9, 19	Oct 21, 19	Oct 29, 19	Nov 4, 19	Nov 5, 19
Oct 14, 19	Oct 23, 19	Nov 4, 19	Nov 12, 19	Nov 18, 19	Nov 19, 19
Oct 28, 19	Nov 6, 19	Nov 18, 19	Nov 26, 19	Dec 2, 19	Dec 3, 19
<b>Nov 12, 19</b>	Nov 20, 19	Dec 2, 19	Dec 10, 19	Dec 16, 19	Dec 17, 19
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	Jan 21, 20	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	Feb 18, 20	Feb 18, 20
Jan 27, 20	Feb 5, 20	Feb 18, 20	Feb 25, 20	Mar 2, 20	Mar 3, 20

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



**Board of Adjustment  
City of Bentonville  
2019 Schedule**

<b>Deadline</b>	<b>Board of Adjustment</b>
12/31/2018	1/9/2019
1/14/2019	1/23/2019
2/4/2019	2/13/2019
<b>Friday 2/15/2019</b>	2/27/2019
3/4/2019	3/13/2019
3/18/2019	3/27/2019
4/1/2019	4/10/2019
4/15/2019	4/24/2019
4/29/2019	5/8/2019
5/13/2019	5/22/2019
6/3/2019	6/12/2019
6/17/2019	6/26/2019
7/1/2019	7/10/2019
7/15/2019	7/24/2019
8/5/2019	8/14/2019
8/12/2019	8/28/2019
<b>Friday 8/30/2019</b>	9/11/2019
9/16/2019	9/25/2019
9/30/2019	10/9/2019
10/14/2019	10/23/2019
11/4/2019	11/13/2019
11/18/2019	11/27/2019
12/2/2019	12/11/2019
12/16/2019	<b>1/8/2020</b>
12/30/2019	1/8/2020
1/13/2020	1/22/2020

**\* 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**

**Meeting Time Location:**

Community Development Building, Planning Commission Chambers 305 SW A Street, 5:00 p.m.

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

**Denotes a change due to Holiday**