



LARGE SCALE DEVELOPMENT APPLICATION PACKET

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City of Greenland, Arkansas
Planning Commission
8 E. Ross Street
P.O. Box 67
Greenland, AR 72737
Phone (479) 521-5760; Fax (479) 521-7780

City of Greenland, Arkansas

Large Scale Development Applicant Information

Definition of Large Scale Development

A large scale development is generally intended for, but not limited to, a non-residential, mixed-use, or multi-family development on a site of one (1) acre or greater in size developed as a single improvement. The term "development" shall include, but will not be limited to, the construction of a new improvement, construction of an addition to an existing improvement, or a parceling which results in the need for access and utilities; and, shall include commercial land alteration by way of excavating, quarrying, mining, or similar activities; examples include but are not limited to dirt pits, gravel pits, quarries, asphalt plants, concrete and cement plants, and any other commercial operation that would generate heavy traffic such that affected roads would require improvements or increased maintenance or present a danger to the public safety on said roads but in no event shall include a farm or other agricultural facility, nor shall it include a single family residence.

Jurisdiction

The City of Greenland has jurisdiction over large scale developments in the incorporated and planning areas of the city, except as otherwise provided by law.

Review and Approval Process

- Have City Staff and/or City Engineer check the zoning of the property. A Conditional Use Permit may be required.
- Pre-planning meetings (not required, but recommended)
 - Meet with City Engineer and City Staff for an explanation of pertinent requirements and to obtain the necessary application forms.
 - Meet with City of Fayetteville Engineering Division for an explanation of pertinent requirements for water and sewer and to obtain the necessary application forms.
 - Meet with Washington Water Authority for an explanation of pertinent requirements for water and to obtain the necessary application forms.
 - Meet with the Arkansas Department of Health, Washington County Health Unit for an explanation of pertinent requirements and to obtain the necessary application forms (479) 521-8181 ext. 2115.
- Preliminary Review
 - Submit a completed large scale development application along with the associated drawings and documents to the City of Greenland City Hall by the submittal date for review.
 - City Engineer, City Staff and utility companies will review drawings and associated documents.
 - Applicant will send out surrounding property owner notifications.
 - Applicant will make all needed changes to the drawings and associated documents.
- Final Review
 - City Engineer, City Staff and utility companies will review drawings and associated documents.
 - Project will be presented to the Planning Commission for approval.
 - Once all the necessary approvals have been obtained, the signature blocks on the final plan must be signed and the plan must be filed in the office of the Washington County Circuit Clerk. The development may become operational only after the final plan is signed and filed and two file stamped copies are returned to the City of Greenland City Hall.

PLEASE NOTE: It is the applicant's responsibility to submit the proposed plans and associated documents to the applicable utility companies (or coordinate with the City Engineer) for their review. Additionally, it is the applicant's responsibility to provide written comments from the applicable utility companies and associated revisions to the plans to the City of Greenland City Engineer per the attached procedures.

- Construction Plan Review
 - Depending on what improvements will be constructed as a part of the development, construction drawings and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the City Engineer, City of Fayetteville Engineering, Washington Water Authority, Arkansas Department of Health, etc.) prior to the advertising for bids or beginning construction.
- Design Standards and Required Improvements
 - The design standards and required improvements associated with the development of a Large Scale Development are outlined by Ordinance No. 270 of the City of Greenland Code of Ordinances and by the *Design Standards Pattern Book*.

City of Greenland, Arkansas

Large Scale Development Submittal Checklist

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The following items must be turned in to the City of Greenland City Hall by the submittal date (see attached procedures) for the proposed LSD plan to be reviewed by the Planning Commission. Incomplete applications will not be included on the agenda.

1. Pay LSD review fee: \$1,250
2. Submit a completed Large Scale Development Application (attached).
3. Submit one (1) full size copy of the LSD plan (only LSD plans with complete information as outlined in this packet will be accepted) on the applicable submittal date (see attached procedures).
4. In addition, submit copies of the LSD plan to the following:
 - Greenland Fire Department and/or applicable Rural Fire Department
 - Applicable Telephone Company
 - Applicable Electric Company
 - Applicable Gas Company
 - Applicable Cable Television Company
 - City of Fayetteville Engineering Division and/or Washington Water Authority (water and sewer)
 - Other applicable utility services companies
5. Submit one (1) digital copy in PDF format of the complete, signed application and plans by email to the City's Engineer. A copy in DWG (AutoCAD) format of the plans may also be requested.
6. Submit a written Traffic Statement outlining the impact the development is expected to have based on the increase in vehicle traffic. A full Traffic Study may be required.
7. Submit a preliminary Drainage Report outlining the impact the development is expected to have on stormwater runoff and drainage to surrounding areas. A full Drainage Report may be required. Please refer to the attached Drainage Checklist.
8. Submit the GPM fire flow. All fire flows must meet minimum State Fire Code standards.
9. Submit a copy of soil work performed by a Designated Representative (D.R.) of the Arkansas Department of Health, if applicable.
10. (Variance requests only) If you are asking for a waiver of a requirement, submit a completed Variance Request Application. This form may be obtained at the City of Greenland City Hall.

ADDITIONAL NOTES:

1. Please check to see if your proposed project lies within a zoned area. If so, you may be required to submit an application for a Conditional Use Permit to allow the proposed use. A Conditional Use Permit application may be obtained at the City of Greenland City Hall. Please contact City Hall for more information at (479) 521-5760.
2. Minimum Requirements enforced by City Fire Department (Title 11, Chapter 11.16)
Disclaimer: These minimum requirements do not inhibit the City Fire Department from enforcing other local or state fire codes.
 - INGRESS AND EGRESS - The number of entrances and exits adequate to provide uninterrupted emergency services to all areas of the development.

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Large Scale Development Submittal Checklist

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- WATER SUPPLY - The water supply should be adequate to support fire hydrants and maintain a reasonable amount of fire flow water to the development. (Fire Flow gpm is required for preliminary approval. Note: A minimum 8-inch water line to supply hydrants is recommended. For areas of limited water supply, alternate water supplies or storage may be built to support fire-fighting operations.)
- HYDRANT SPACING - should comply with code according to type of development.
- APPROVED ACCESS ROADS - for fire apparatus shall be constructed in a way that will support a minimum of 75,000 pounds in all weather conditions and not exceed 10% in grade.
- DEAD END ROADS – in excess of 150 feet long may be requested to provide an approved turn around or cul-de-sac.

3. Minimum Stormwater and Erosion Control Requirements Enforced by the City of Greenland (Title 11, Chapter 11.40)

Disclaimer: These minimum requirements do not inhibit the City of Greenland from enforcing other local, state or federal regulations or standards. The requirements for Stormwater Pollution Prevention Plans, Grading Plans and/or Erosion Control Plans apply to:

- Construction of projects inside the urbanized areas within the city limits and the planning area, or as otherwise determined by the Arkansas Department of Environmental Quality

If the project falls within the urbanized areas within the city limits and the planning area, the City of Greenland will require the following before approval is given:

- An approved Stormwater Pollution Prevention Plan (SWPPP)
- Grading Plans (if applicable)
- Erosion Control Plans
- Fee (see Section 11.40.04)

If you have further questions, please contact City Hall at (479) 521-5760.

- 4. A Floodplain Development Permit is required for proposed developments located within an area designated as a flood hazard area on the official Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA). A Floodplain Development Permit application may be obtained at the City of Greenland City Hall or on the city's website at: <http://greenland-ar.com/pdfs/Flood%20Plain%20permit-s.pdf>.
- 5. An easement plat is required after construction is completed showing all dedicated easements and rights-of-way. Refer to page 9 of this document for signature blocks. It is the applicant's responsibility to record the signed easement plat at the Washington County courthouse.

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The following information is required on the LSD plans as designated. Please reference the City of Greenland *Design Standards Pattern Book*. Incomplete applications will not be included on the agenda:

	General Information	Concept Plan	Preliminary Plan	Final Plan
	Name of the land development, city, county and state, date, existing zoning, acreage and square footage for the total site and individual tracts (if applicable).	X	X	X
	Address and lot number of property.	X	X	X
	Name, address and telephone number of owner(s), applicant(s), engineer and surveyor.	X	X	X
	A vicinity map drawn to a minimum scale of one inch equals 1,000 feet of the project with a radius of one-half mile from the project. This map shall include a north arrow, the city limits, any Master Street Plan streets and the 100 year flood plain boundary.	X	X	X
	A site plan of the project drawn to a minimum scale of one inch equals 50 feet including graphic scale and north arrow.	X	X	X
	Name, address, zoning, property lines and parcel numbers of all property owners within 300 feet of the perimeter of the exterior boundaries of the proposed development project.		X	X
	Written legal descriptions including area in square feet or acres that read clockwise (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)		X	X
	Boundary survey of the property shown on the plan. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.		X	X
	If the development will be constructed in phases, clearly depict the complete development plan and the proposed phases of development and construction.	X	X	X
	Existing Conditions	Concept Plan	Preliminary Plan	Final Plan
	Existing topography of the project site at a minimum of 2-foot contour intervals. Contours of adjacent land within 100 feet of the project shall also be shown.	X	X	X
	Minimum required front (street), side and rear setbacks per city code and per private requirements, if any exist that are more restrictive than city code requirements.		X	X
	Limits of 100-year (1%) flood areas with elevations referenced to and showing the exact location of the nearest benchmark per current FEMA map.	X	X	X
	Existing roads, streets, culverts, railroads, and other features: The LSD plan shall show the location, name, width, surface type, surface condition and right-of-way width of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, water courses, railroads, municipal corporation limits, county's planning district limits, oil and gas lines or wells, abandoned wells and dry holes.	X	X	X
	Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto. <i>Show the existing utilities and list the utility companies on the plan.</i>		X	X
	Watercourses: If the proposed development is traversed by a watercourse, channel, stream, creek or river, the present and proposed location of each shall be shown.	X	X	X
	Location and characteristics of all historical structures and sites.		X	X
	Soil analysis: The developer shall indicate the types of soil found in the project area according to the current USDA Soil Conservation Service Soil Survey.		X	X
	Restrictive covenants, grants of easements or other restrictions. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. If none, add a note to the plans stating there are none. (Signature Block 6)		X	X
	Proposed Improvements	Concept Plan	Preliminary Plan	Final Plan
	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations. (New street names must be approved by the City Council. New address numbers must be issued by the Washington County 911 Director, Phone: (479) 444-1721.)		X	X

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	Proposed Improvements continued	Concept Plan	Preliminary Plan	Final Plan
	Proposed topography at a minimum of 2-foot contour intervals.		X	X
	Location, square footage and exterior dimensions measured from outside walls of all existing and proposed buildings and structures.		X	X
	Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat: Lots that are over one-half acre in size will need to be addressed after the home location is known.			X
	Street typical sections and pavements sections for each classification of street.		X	X
	Proposed use of all land within the development.		X	X
	Location and size of all proposed utility lines.		X	X
	Location, dimensions and type of all proposed easements.		X	X
	Drainage report, if required by the City Engineer (See attached Drainage Report Checklist).		X	X
	Parking and traffic control plan indicating the location, dimension and type of vehicle access (ingress and egress), ADA-accessible vehicular and pedestrian access, parking spaces, loading provisions and traffic control devices.		X	X
	Location of trash dumpster.		X	X
	Sign location and type.		X	X
	Screening and buffering.		X	X
	Landscape plan indicating location, size and type of existing and proposed materials.		X	X
	Common open space plan and proposed amenities.		X	X
	Exterior lighting plan indicating location, type and direction..		X	X
	Supplemental Information	Concept Plan	Preliminary Plan	Final Plan
	Letter of transmittal.		X	X
	Payment of review fee.	X	X	X
	Certification issued by the Washington County Tax Collector that verifies there are no delinquent taxes due at the time of the LSD plan approval.			X
	Certification of survey and accuracy of survey by the surveyor. (Signature Block 1)			X
	Certification of ownership, title and dedication by the developer. (Signature Block 2)			X
	Certification of the developer's engineer that the design meets the city's design standards. (Signature Block 3)			X
	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. (Signature Block 4)			X
	Signature block for the City Engineer to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. (Signature Block 7)			X
	Signature block for the City of Fayetteville Engineering Division to certify approval of water and sanitary sewer improvements. (Signature Block 9)			X
	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division." May not be applicable to LSD. Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation. If a decentralized sewer system is being used.			X
	Signature block for Planning Commission Approval. (Signature Block 11)			X
	All remaining Signature Blocks as appropriate. (Signature Blocks 5, 8, 10)			X
	Add note to plan: Any further splitting, use or land development not considered with this approval must come before the Planning Commission for a separate approval.			X
	Add note to plan: Review of these plans is limited to general compliance with City of Greenland codes and regulations and does not warrant the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discovered after plan approval. The City's requirements shall govern over any conflicts with the plans or specifications. Any conditions determined in the field that require changes shall be subject to further review and corrective action to be paid for by the developer.			X

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Large Scale Development Application
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Please fill out this form completely, supplying all necessary information and documentation to support your request. Your application will not be placed on the Planning Commission agenda until this information is furnished. See the attached procedures for submittal dates.

NAME OF DEVELOPMENT / PROJECT: _____

APPLICANT NAME: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

REPRESENTATIVE: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

Indicate preferred contact person for this request: _____ Applicant _____ Representative

PROPERTY OWNER: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

PROPERTY INFORMATION

Site Address / Location: _____

Current Zoning District: _____

Proposed Land Use: _____

Assessor's Parcel Number(s) for Property: _____

Total Acreage: _____ Number of Lots: _____ Number of Dwelling Units: _____

Floodplain: _____ Yes _____ No FIRM Map #: _____ Floodplain Type: _____

(A, AE, etc.)

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APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made and 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 approvals. I understand that the City of Greenland may not approve the application or may set conditions of approval.

Name (Printed): _____ Date: _____

Signature: _____

PROPERTY OWNER(S) / AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. (If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on her/his behalf.)

Name (Printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

Name (Printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

Name (Printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

FOR STAFF USE ONLY

LSD Fee Paid (\$1,250): _____

Date Application Submitted: _____ Date Accepted as Complete: _____

Project Number: _____

Public Hearing Date: _____

_____ Approved _____ Denied

Planning Official Signature: _____ Date: _____

Signature Blocks

If the plat (or any portion of the plat) is located within the city's planning area, please check with the Washington County Planning Office and provide the required signature blocks in addition to the blocks below. Please note that not all of the signature blocks shown below may be required for each proposed project.

1. CERTIFICATE OF ACCURACY OF SURVEY:

I certify that the plan shown and described hereon is a true and correct survey and that the monuments have been placed as stated hereon as required by the Subdivision Regulations of the City of Greenland, Arkansas.

Date: _____ Surveyor: _____

2. CERTIFICATE OF OWNERSHIP & DEDICATION:

I (We) hereon certify that I (we) am (are) the owner(s) of the property described hereon and I (we) do hereby dedicate all street, access, utility, & drainage easements to public or private use as indicated.

Date: _____ Owner: _____

3. CERTIFICATE OF ACCURACY OF DESIGN:

I certify that the plan shown and described hereon complies with the design regulations and standards of the City of Greenland, Arkansas.

Dated: _____ Engineer: _____

4. ARKANSAS DEPARTMENT OF HEALTH APPROVAL (if applicable):

The plan and specifications as shown on the plat were approved by the Arkansas Department of Health by letter.

Dated: _____ Signed By: _____

5. UTILITY EASEMENTS:

We hereby certify that all utility easements shown on this plat are satisfactory for providing service if and when service is available.

Gas: _____ Electricity: _____

Water: _____ Sewer: _____

Cable TV: _____ Telephone: _____

6. DECLARATIONS OF COVENANTS AND RESTRICTIONS (if applicable):

Covenants and restrictions are as shown on the appropriate document signed by the owner on _____, and filed with the Washington County Circuit Clerk on _____

Date: _____ Owner: _____

7. CITY ENGINEER APPROVAL:

The proposed street, access, utility, grading and drainage plans and associated easements submitted are approved. The required maintenance bonds have been received. Acceptance of all improvements into the City of Greenland system will occur after they are constructed to City of Greenland specifications and approved.

City Engineer: _____ Date: _____

8. CITY OF GREENLAND FIRE DEPARTMENT APPROVAL:

This subdivision meets minimum fire code requirements as per current City Policy and Code.

City Fire Authorized Representative: _____
Date: _____

9. CITY OF FAYETTEVILLE UTILITY SERVICES APPROVAL (if applicable):

This subdivision is in compliance with the City of Fayetteville Ordinances regarding Water and/or Sewer Systems.

Fayetteville Engineering: _____ Date: _____

10. WASHINGTON WATER AUTHORITY APPROVAL (if applicable):

This plat is in compliance with the Washington Water Authority regarding water systems.

Director: _____ Date: _____

11. PLANNING COMMISSION APPROVAL:

This plat lies within the planning jurisdiction of the City of Greenland. The plans for ingress and egress shown on this plat were approved by the City of Greenland Planning Commission at a meeting held on (date) _____.

Planning Director: _____ Date: _____

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Drainage Report Checklist
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NAME OF DEVELOPMENT / PROJECT: _____

DATE: _____

	Preliminary	Final	
	X	X	PROJECT TITLE & DATE
	X	X	PROJECT OWNER - Include address and telephone number.
	X	X	PROJECT LOCATION - Include Vicinity Map and address.
	X	X	PROJECT DESCRIPTION - Brief description of proposed project.
	X	X	AERIAL PHOTOGRAPH - Include project area and areas that contribute to runoff.
	X	X	PRE DEVELOPED DRAINAGE AREA MAP - Include current conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
	X	X	POST DEVELOPED DRAINAGE AREA MAP - Include proposed conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
	X	X	DRAINAGE DESCRIPTION - Description of the drainage onto, through, and away from the site.
	X	X	AREA DRAINAGE PROBLEMS - Description of any known onsite or downstream drainage or flooding problems.
	X	X	SITE DRAINAGE - Description of site drainage for the proposed project. Describe existing and proposed conditions.
	X	X	CALCULATION METHOD - Describe method of calculation and software used.
	X	X	WRITTEN CONCLUSION OF PROPOSED IMPROVEMENTS - Include a summary of the proposed improvements, condition of downstream receiving areas, increase in flows, and detention or lack of detention.
	X	X	SUMMARY OF RUNOFF TABLE - A table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions.

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Drainage Report Checklist
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NAME OF DEVELOPMENT / PROJECT: _____

DATE: _____

	Preliminary	Final	
		X	DESIGN STORM CALCULATIONS - Design flow calculations for each culvert, inlet, open channel, or other drainage structures. Summarize by tables.
		X	PAVEMENT DRAINAGE DESIGN - If curb & gutter is used, include width of spread for design flow.
		X	100- YEAR WATER SURFACE ELEVATION COMPUTATION - The water surface elevation resulting from the 100-year storm for all overland flow, including flow in the streets, parking lots, swales, and between lots shall be calculated and shown on the construction plans. Minimum floor elevation shall be shown a minimum of two feet above the 100-year flood elevation on each lot when located in a designated floodplain. Minimum floor elevations for other area shall be a minimum of one foot above the calculated 100 year water surface elevation of open channels, swales or overland flow.
	X	X	STORMWATER DETENTION DESIGN - Include a table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions and detention volumes. If detention is not proposed by the Design Engineer, then the Design Engineer must submit hydrographs to document the effect of the combined runoff exiting the proposed project.
	X	X	LIABILITY STATEMENT - The Design Engineer shall stamp and sign the following statement: " I, _____, Registered Professional Engineer No. _____ in the State of Arkansas, hereby certify that the drainage studies, reports, calculations, designs, and specifications contained in this report have been prepared in accordance with standard engineering practices and with the requirements of the City of Greenland. Further, I hereby acknowledge that the review of the drainage studies, reports, calculations, designs, and specifications by the City of Greenland or its representatives does not relieve me from my professional responsibility or liability.

Submittal and Review Procedures

Submittal Deadline:

The submittal deadline for Large Scale Developments is the 5th day of the month preceding the Planning Commission meeting date. If the 5th falls on a Saturday, Sunday or federal holiday, the deadline is the day before.

For example: If the 5th falls on a Saturday, the deadline is Friday the 4th. If the 5th falls on a Sunday, the deadline is Friday the 3rd. If the 5th falls on a federal holiday on a Monday, the deadline is Friday the 2nd. If the 5th falls on a federal holiday on a Wednesday, the deadline is Tuesday the 4th, etc.

Submittals are due on or before 2:00 PM on the submittal deadline date.

Review Process:

- Applicant submits completed application, fee and one copy of the drawings on or before the 5th to City Hall.
- Applicant emails a copy of the completed application, drawings and supporting documentation to the City Engineer on or before the 5th.
- City Engineer reviews the application and the drawings and forwards to the utility representatives. City Engineer will coordinate with the applicant (letters) and City Hall (sign and newspaper) on notification requirements once a complete application has been confirmed.
- City Engineer and utilities provide written responses to the applicant around the 15th of the month. Any revisions must be re-submitted electronically to the City Engineer around the 18th of the month. Applicant will also be required to submit seven full size copies of the drawings to City Hall around the 18th of the month or when the re-submittal is approved.
- City Engineer and Planning Chair will coordinate with City Hall on the agenda, which is usually issued around the 20th of the month.

Please note: All applicants are strongly encouraged to meet with the Planning Commission to discuss the proposed Large Scale Development PRIOR to submitting an application.

Please contact City Hall at 8 East Ross Street, Greenland, AR 72701; Monday - Friday 8:00 AM - 4:00 PM; Phone: (479) 521-5760 for more information.

Notification Requirements

Written Notification Process:

The applicant will mail a written notice of the public hearing by certified mail to all surrounding property owners within 300 feet of the perimeter of the exterior boundary of the proposed project to the address as shown in the records of the Washington County Assessor's Office. Surrounding property owners include those across easements and rights-of-way, excluding interstates. Applicants must notify surrounding property owners at least fifteen (15) days prior to the scheduled public hearing of the Planning Commission at which the proposed project is to be discussed and reviewed. Said notice must state the date, time, and place of the public hearing, as well as pertinent information about the proposed project.

Prior to placement of the item on the Planning Commission agenda, the following items must be submitted to the City of Greenland prior to the public hearing:

- A copy of the notice sent to each surrounding property owner (See attached *Letter of Notification*);
- A completed and signed certificate of mailing listing the property owners receiving notification (See attached *Certificate of Mailing*);
- The signed return receipt requested cards, any notices returned by the USPS as undeliverable, and the certified mail receipt forms stamped by the USPS for all notices not returned.

Newspaper Publishing Process:

- Notice of the public hearing will be published in a newspaper of general circulation in the city at least fifteen (15) days prior to the public hearing as required by the Greenland Municipal Code by the appointed designee of the City of Greenland.
- The notice must include the time, date, and place of the public hearing, give the general location and description of the property, and describe the nature, scope, and purpose of the project.

Sign Posting Process:

- Signs advising passersby that a public hearing concerning the proposed project and stating the time, date and place of the public hearing shall be posted on the subject property at least fifteen (15) days prior to the public hearing as required by the Greenland Municipal Code.
- Signs shall be posted by the appointed designee of the City of Greenland.
- The appointed designee for the City of Greenland shall be responsible for the retrieval of signs after the hearing. If a hearing is postponed, the sign shall remain on the premises until the hearing date.

FAILURE TO STRICTLY FOLLOW THE WRITTEN NOTIFICATION PROCESS AND THE NEWSPAPER PUBLISHING AND SIGN POSTING PROCESS may be grounds for postponement of the public hearing and/or the associated Planning Commission meeting to consider the proposed item. A repeat failure to strictly follow the written notification process may result in denial of the proposed plan.

Letter of Notification

Project Description: _____

The applicant _____ proposes a _____ at _____
Name Type of Development Project Address

Building/Land Use: Current: _____ Proposed: _____

Zoning: Current: _____ Proposed: _____

Size of Property: Current: _____ Proposed: _____

Density/Intensity: Current: _____ Proposed: _____

Public Hearing:

Planning Commission; 6:00 PM _____ 170 N Letitia Avenue, Greenland, AR
Month/Date/Year

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Greenland City Hall, 8 East Ross Street, Greenland, AR 72701; Monday - Friday 8:00 AM - 4:00 PM; Phone: (479) 521-5760. Please contact City Hall for more information.

Certificate of Mailing

Applicant's Name: _____

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. Mail via certified, return receipt requested, on this _____ day of _____ 20_____.

Certified receipts are attached to the application for the names and addresses as follows:

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Name: _____
Address: _____
City, State, Zip: _____

Printed Name of Person Completing the Mailing

Signature of Person Completing the Mailing

Certificate of Covenants

Applicant's Name: _____

I hereby certify that I have made a thorough search of all pertinent sources, to include my deed, abstract, and the Washington County Circuit Clerk's office and have found no covenants or any evidence that covenants exist for the property identified in my application.

If covenants do exist, I have attached a copy of the covenant(s) to my application, and I hereby certify that there is no covenant specified therein prohibiting the development or use I have requested.

Dated this _____ day of _____ 20_____

Signature

Printed Name

Notary

STATE OF ARKANSAS
COUNTY OF _____

Subscribed and sworn before me on this _____ day of _____ 20_____

Notary Signature

Printed Name

Commission Expires:

Affidavit

(Property Owner Authorization)

Applicant's Name: _____

Public Hearing Date: _____

I, _____, certify by my signature below that I hereby authorize
_____ to proceed with a _____

request to the City of Greenland, Arkansas, regarding the activity of _____
on the below described property. I have reviewed and attest to the truth and correctness of all facts
and information presented within the application.

Property Described As: _____

Signature of Title Holder

Date

Notary

STATE OF ARKANSAS
COUNTY OF _____

Subscribed and sworn before me on this _____ day of _____ 20_____

Notary Signature

Printed Name

Commission Expires:
