

ORDINANCE NO. 332

**AN ORDINANCE AMENDING TITLE 15, SUBDIVISION
REGULATIONS OF THE GREENLAND MUNICIPAL CODE
BY ADDING CHAPTER 15.30, LARGE SCALE
DEVELOPMENT, AND MATTERS RELATED THERETO**

WHEREAS, the Greenland Planning Commission and the City Engineer have been diligently working on a revision of the applications and Code provisions related to the planning and development process for the benefit of our citizens, City staff and others;

WHEREAS, a new Large Scale Development Application Packet (hereinafter LSDAP) has been created to assist everyone involved in the land development arena, to reduce the time involved, and to facilitate review and approval of a project by the Planning Commission; and,

WHEREAS, the Greenland Municipal Code (hereinafter GMC) requires amendments to support and compliment the LSDAP.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GREENLAND, ARKANSAS, That,

Section 1: That the Chapter Index of Title 15, Subdivision Regulations is hereby repealed in its entirety.

Section 2: That the following is hereby adopted as the Chapter Index for Title 15, Subdivision Regulations of the GMC, and shall appear therein as shown below, to-wit:

TITLE 15

SUBDIVISION REGULATIONS

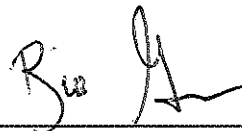
"Chapters:

15.04 In General
15.08 Procedure
15.12 Standards
15.16 Improvements
15.20 Enforcement
15.24 New Additions
15.30 Large Scale Development"

Section 3: That Exhibit A hereto is hereby adopted as Chapter 15.30, Large Scale Development of Title 15, Subdivision Regulations of the GMC effective on the date of passage and adoption of this Ordinance.

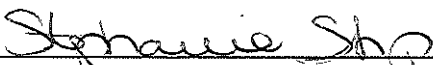
Section 4: All previous Ordinances, parts of ordinances and/or sections of the GMC in conflict with Exhibit A hereto are hereby repealed to the extent of such conflict.

PASSED AND APPROVED THE 8 day of October, 2018.



BILL GROOM, Mayor

ATTEST:



STEPHANIE SHARP, Recorder-Treasurer

CHAPTER 15.30 **LARGE SCALE DEVELOPMENT**

Sections:

15.30.01	Authority and Purpose
15.30.02	Applicability
15.30.03	Conflicts
15.30.04	General Provisions
15.30.05	Development Plan Approval Procedure
15.30.06	Excess Fee

15.30.01 Authority and Purpose The provisions within this Chapter and the Greenland Municipal Code (hereinafter GMC), as currently enacted or hereinafter enacted, are based upon, derive authority conferred upon municipalities by the Constitution of the State of Arkansas and by the Arkansas General Assembly through its Statutes.

The primary purpose of this Chapter is to protect and promote the peace, health, safety and general welfare of Greenland residents by reasonable regulations upon development enacted to promote, including, but not limited to, all statutorily approved purposes in A.C.A. Section 14-56-103.

15.30.02 Applicability The provisions of this Chapter shall apply to all lands within the corporate boundaries of Greenland, Arkansas, and its planning area as adopted and described from time to time.

A Large Scale Development plan is required for all projects meeting the definition of Large Sale Development as set forth on page 2 of the Large Scale Development Application packet (hereinafter LSDAP).

15.30.03 Conflicts The provisions of this Chapter shall be considered to be minimum requirements. Where requirements of this Chapter conflict with or are at a variance with other requirements of the Greenland Municipal Code or where one section of this Chapter conflicts with or is at a variance with requirements of another section of this Chapter, the highest or most restrictive requirements shall apply.

15.30.04 General Provisions This Chapter establishes minimum development standards providing minimum improvements to be made or guaranteed to be made by the developer, setting forth the procedure to be followed by the Planning Commission in applying these rules, regulations and standards and prescribing penalties for the violation. Title, headings and/or catch lines of the various sections of this Chapter are intended as help to indicate the content of the section and are provided for the

convenience of the reader. Such titles, headings and/or catchwords shall not be deemed or taken as part of the text of such sections as originally enacted or later amended.

Nothing contained herein shall be construed or interpreted to constitute a warranty by the City of Greenland as to the compliance by any person or persons with the provisions of this Chapter. No word, phrase or paragraph contained herein shall be interpreted or construed to waive tort immunity provided by Arkansas law.

Any authority, permit or certificate which is issued in compliance with the requirements of this Chapter is issued only for the stated purposes. No other use, arrangement, construction, etc. is authorized. Any use which is at variance with the stated purpose shall be deemed a violation of this Chapter.

Violation of the provisions of this Chapter, in addition to the provisions of Chapter 1.32 of this Code, may result in the issuance of a stop work order, temporary restraining order, injunction or other remedy afforded the City by Arkansas law.

That Portion of the Large-Scale Development Application Packet (LSDAP), specifically pages 1 through 6 as appended hereto, is hereby incorporated herein word for word, figure for figure, as fully as if set forth herein. The forms set forth as pages 7 through 17 of the LSDAP may be amended, altered, deleted or supplemented from time to time as the City Engineer and Planning Commission deem necessary.

15.30.05 Development Plan Approval Procedure Before a building permit can be issued for a development that meets one or more of the criteria set forth in 15.30.02, other than a single family dwelling or a duplex, a development plan must be submitted to the Planning Commission for review and approval. A project that does not meet one or more of the criteria set forth in 15.30.02, will be considered as a non-large scale development and must be reviewed and approved as otherwise provided in the Greenland Municipal Code. The City may require any project to be submitted to the City Planning Commission where there are significant problems with storm drainage, traffic, pedestrian circulation, utility access, construction methods, impact on adjacent property or other material factors.

Pre-Application The applicant is encouraged to consult with the city engineer for assistance before the preparation of the large-scale development plan. At this time, he/she may request a Large-Scale Development Application Packet and other materials to guide him/her in the preparation of the plan. An applicant should familiarize themselves with these regulations, the master street plan, the land use plan, zoning regulations, and other official plans, policies and regulations concerning improvements. Page 2 of the LSDAP outlines the Review and Approval Process.

A. Submission

1. Large Scale Development Plan The applicant shall follow the procedure set forth on pages 3 and 4 of the LSDAP.
2. Drainage Reports In addition to following the procedure set forth on pages 3 and 4 of the LSDAP, the applicant must submit a Preliminary Drainage Report consisting of:
 - a) Project Title and Date.
 - b) Project Owner incl. address, phone contacts and email contact.
 - c) Project Location; incl. address and vicinity map per requirements
 - d) Project Description-brief description.
 - e) Aerial Photograph incl. project area and any areas that contribute to runoff.
 - f) Pre-Developed Drainage Area Map incl. 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.
 - g) Post Developed Drainage Area Map- Incl. proposed conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Includes different drainage areas and flow patterns.
 - h) Drainage Description-Description of the drainage onto, through and away from the site.
 - i) Area Drainage Problems-Description of any known onsite or downstream drainage or flooding problems.
 - j) Site Drainage-Description of site drainage for the proposed project. Describe existing and proposed conditions.
 - k) Calculation Method-Describe method of calculation and software used.
 - l) 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.
 - m) Summary of Runoff Table-A table with 2-, 10-, 25-, 50- and 100-year storm flow comparisons for existing and proposed conditions.
 - n) Stormwater Detention Design-Include a table with 2, 10, 25, 50 and 100-year stormflow 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.
 - o) 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.

NOTE: The Final Drainage Report shall consist of the foregoing PLUS:

- M-1) Design Storm Calculations-Design Flow calculations for each culvert, inlet, open channel or other drainage structures. Summarize by tables.
 - M-2) Pavement Drainage Design-If curb and gutter is used, include width of spread for design flow.
 - M-3) 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 flood plain. Minimum floor elevations for other areas shall be a minimum of one foot above the calculated 100-year water surface elevation of open channels, swales or overland flow.
- 3. Non-Large Scale Development Plan The applicant shall follow the procedure set forth elsewhere in the Greenland Municipal Code as appropriate for such development.
 - 4. Lapse of Plan An approved large scale development plan shall lapse after one (1) year unless construction is on-going and work is actively progressing on the installation of the required improvements.
- B. Submission Data; Plan Requirements The development plan shall be as required by pages 3 through 6 of the LSDAP.
 - C. Technical Plat Review The city engineer or the city staff may require the applicant or his/her representative to meet with a technical plat review committee at an appointed time to discuss the submitted plat and to answer questions concerning said plan, grading, utilities/services, and drainage report. The applicant shall address all comments of the technical plat review committee and resubmit the plan, grading, and drainage report (if required) by the date/time set on the City of Greenland, Arkansas,

"Meeting and Submittal Schedule", which is usually the last page of the LSDAP.

NOTE-the Meeting and Submittal Schedule is amended periodically, check with the city engineer to verify you have correct, current "Meeting and Submittal Schedule". The re-submittal shall contain ten (10) copies of the plans, one digital copy, and a written response to all comments of the technical plat review committee. Submission of all these items shall constitute a formal filing of a large-scale development plan with the City.

D. Planning Commission

1. Large-scale development plan Provided the Notification requirements as set forth below have been met, within sixty (60) days after acceptance for review of the large-scale development plan, the Planning Commission shall conduct a public hearing to review said plan. The applicant or his/her representative, who has been designated in writing and who has full authority to make decisions in the applicant's absence, shall be present at the Public Hearing to address all questions by the Planning Commissioners. Failure to appear at the public hearing may result in the plan being tabled. Following the public hearing the Planning Commission shall approve, approve with conditions, disapprove, or table the large-scale development plan. If the large-scale development plan is tabled, it will be placed on the agenda of the next Planning Commission meeting.
2. a) WRITTEN NOTIFICATION PROCESS: The applicant shall mail written notice (substantially similar to the Letter of Notification portion of the LSDAP) of the public hearing by certified mail, return-receipt requested, to all adjacent property owners within 300-feet of the perimeter of the exterior boundary of the proposed development to the address of the owner as shown in the records of the Washington County Assessor's Office. Adjacent property owners include those across easements and rights-of-way (excluding interstates). Applicants must notify the adjacent property owners at least fifteen (15) days prior to the scheduled public hearing and the Planning Commission meeting at which time the proposed development is to be discussed and reviewed. Said notice shall state the date, time and place of the public hearing, as well as pertinent information about the proposed development.

Prior to placement of the item on the Planning Commission agenda, the following items must be submitted to the City of Greenland by the date/time set on the City of Greenland,

Arkansas, "Meeting and Submittal Schedule", which is usually the last page of the LSDAP.

NOTE- the "Meeting and Submittal Schedule" is amended periodically, check with the city engineer to verify you have correct, current "Meeting and Submittal Schedule".

- A copy of the Notice sent to each adjacent property owner;
- A completed and signed Certificate of Mailing (substantially similar to the Certificate of mailing portion of the LSDAP; and
- 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.

b) SIGN POSTING PROCESS:

- Signs advising passersby that a public hearing concerning the proposed development and stating the time, date and place of the public hearing shall be posted on the subject property as required by the GMC;
- Signs shall be posted by the appointed designee of the City of Greenland;
- The appointed designee of the City shall be responsible for the retrieval of signs after the public hearing. If the public hearing/Planning Commission meeting on the large-scale development plan is postponed, the sign(s) shall remain on the premises until after the date of said public hearing/Planning Commission meeting on the plan.

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

3. If the applicant desires to develop only a portion of the total area intended for development, the Planning Commission shall require large-scale development plan approval for the entire area to insure that the purpose and intent of these regulations are complied with. Each phase shall be clearly defined on the large-scale development plan.
4. Non-Large Scale Development Plan Submittal as required by the

GMC.

- E. Plans and Specifications After the approval of the large-scale development plan by the Planning Commission but before improvements are started, the applicant shall submit engineering plans, a final drainage report, and specifications for the streets, grading, and storm drainage improvements including, but not limited to, profiles, specifications, and cross-sections along with grading and storm drainage plans and computations, pursuant to and in compliance with other applicable ordinances to the City Engineer for review and written approval prior to commencement of improvements. No work shall begin without prior approval of the City Engineer.
- F. Fees When the developer submits a large-scale development plan to the city, he/she shall remit a fee of in the amount set forth on page 3 of the LSDAP.
- G. Appeal
1. Any interpretation/decision of the City Engineer may be appealed to the Planning Commission by the applicant provided the applicant does so by filing his or her written appeal notice with the Recorder/Treasurer within fifteen (15) days of the interpretation/decision by the engineer.
 2. Any decision of the Planning Commission with the exception of a variance decision by the Board of Adjustments, of this section, may be appealed by the applicant or other interested party to the City Council provided the applicant or other interested party does so by filing his or her written appeal notice with the Recorder-Treasurer within fifteen (15) days of the decision of the Planning Commission.
- H. Approved Project Plan Term The approval of a project plan shall be effective for a term of one (1) year from its date of approval. Subject to the provisions of 15.30.05 A.4. thereafter, if construction of the improvements or any portion thereof has not been completed, the approval of the project plan shall lapse. Provided, however, prior to the lapse of the original project plan approval, the applicant may seek an extension of approval of the project plan for a certain period of time, not to exceed an additional one (1) year, upon written request to the Planning Commission stating good cause therefor and certifying that no change has occurred which would materially affect the project plan.

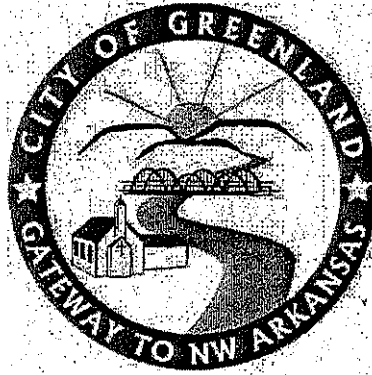
I. Enforcement

1. No building permit shall be issued until the project plan has been approved and the required improvements are constructed and certified.
2. The City Engineer may authorize adjustments in the approved plan during construction provided the adjustments conform to the purpose and intent of the project plan.

Penalty It shall be unlawful for any person, firm, organization or corporation to develop/disturb land which would require a large-scale development plan without complying with the requirements of this Chapter. It shall be unlawful for any person, firm, organization or corporation to alter or tamper with an approved public or private drainage system or detention basin or dispose of trash or debris or other construction material into a private or public drainage system. Any person, firm or corporation violating this Ordinance shall be subject to a fine not to exceed Five Hundred Dollars (\$500.00). Each day will be considered a separate violation. (Ord. No. 2007-8, Sec. 3.)

15.30.06 Excess Fee

Along with the submission of a large-scale development plan, owners and/or applicants shall complete the LSDAP provided by the City, provide all documents requested, and remit a non-refundable review fee as set by the LSDAP. In the event engineering review fees and costs exceed the fee as set by the LSDAP, the owners and/or applicants shall reimburse the City of Greenland for all additional expenses incurred. Any required excess fee must be paid before the City will issue a Certificate of Occupancy for the first building that is part of the project. Any excess fee is in addition to the standard submittal fee as set by the LSDAP.



LARGE SCALE DEVELOPMENT APPLICATION PACKET

- Applicant Information
 - Submittal Checklist
 - Application Form
 - Signature Blocks
- Drainage Report Checklist
- Notification Requirements
- Sample Documents (Letters, Certificates, Affidavits, Etc.)
 - Meeting and Submittal Schedule

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; contact Carole Jones, PE at (479) 445-7110.
 - 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 adjacent 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 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 by the resubmittal date and time shown on the attached schedule.

- 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

Page 1 of 4

The following items must be turned in to the City of Greenland City Hall by the submittal date (see attached schedule) 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: \$1,000
2. Submit a completed Large Scale Development Application (attached).
3. Submit seven (7) FOLDED copies 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 schedule).
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 AND one (1) digital copy in DWG (AutoCAD) format of the plans by email to Carole Jones, PE, City Engineer at cdjonespe@gmail.com.
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 Carole Jones, PE, City Engineer, for more information at (479) 445-7110 or email cdjonespe@gmail.com.
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.

City of Greenland, Arkansas
Large Scale Development Submittal Checklist

Page 2 of 4

- **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 6-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 shall be provided with 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 you may contact Carole Jones, PE, City Engineer, at (479) 445-7110 or cdjonespe@gmail.com.

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>.**

City of Greenland, Arkansas

Large Scale Development Checklist

Page 3 of 4

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 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

City of Greenland, Arkansas
Large Scale Development Checklist
Page 4 of 4

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.			
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.			
Lighting plan indicating location, type, direction and intensity measured in foot candles.			
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