

WASHINGTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST

The following must be turned in to the Planning Office by the **plat submittal date** for your Preliminary or Final Plat to be reviewed by the Planning Board. *If the development is within a city growth area, approval from the city must have been obtained.* ***Incomplete applications will not be included on the agenda.***

1. Submit a completed "Subdivision Application Form" (attached).

2. Pay plat review fee:

<u>Type</u>	<u>Fee</u>
Concept Plat	\$75.00
Preliminary Plat 50 Lots or Less	\$500.00
Preliminary Plat More than 50 Lots	\$750.00
Final Plat 50 Lots or Less	\$500.00
Final Plat More than 50 Lots	\$750.00

3. Submit **One Digital** .pdf (or **6 FOLDED** hard copies) of the plat/plans (only plats with complete information as outlined in this packet will be accepted).

4. Submit **Digital** plat by email to the project planner or email planning@washingtoncountyar.gov

5. Submit Traffic Statement (impact development is expected to have based on increase in vehicle traffic). A full Traffic Study may be required.

6. Submit a Drainage Statement explaining the expected impact. A full Drainage Report may be required (submit **3 copies**). Please refer to the attached Drainage Checklist.

7. Submit the GPM fire flow. All fire flows must meet minimum State Fire Code standards. A flow test or engineered hydraulic study may be required for all Preliminary Plat submittals for all subdivisions proposing more than 4 lots.

8. Submit a copy of the Soil Work performed by a Designated Representative (D.R.) of the Health Department.

9. (*Variance requests - if creating lot(s) smaller than 1 acre in size*) If you are asking for a waiver of a requirement, submit a completed "Variance Request Form." This form may be obtained from the Planning Office.

10. (*Plats within Planning Areas only*) Please submit either the date the plat is scheduled to go before the Planning Commission of the appropriate City or proof of approval by the city along with the conditions or stipulations that the plat was approved with, if any. If the plat is **not** scheduled to go before the Planning Commission of the appropriate city at least one week prior to the Washington Planning Board Meeting, the plat **will** be placed on the subsequent month's agenda. Staff will be happy to review the plats and issue comments in the interim.

SEE ADDITIONAL NOTES ON BACK.

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. Please contact the Planning Office for more information at 444-1724 or email planning@washingtoncountyar.gov
2. Sec 11-73 (2)a. The Planning Administrator shall send a certified letter to all adjoining property owners within three hundred feet (300') of the exterior boundary of the proposed development at least fourteen (14) days prior to the scheduled meeting of the Planning Board at which the plat is to be reviewed, said Notice shall state the date, time, and place of the proposed development review. **The developer shall reimburse the Planning office the actual costs of mailing plus \$0.15 (per notice sent).** Contact the Planning Office for more details, 444-1724.
3. **Minimum Requirements enforced by County Fire Marshal**
 - **INGRESS AND EGRESS** - The number of entrances and exits adequate to provide uninterrupted emergency services to all areas of the development.
 - **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 required for Preliminary approval).**
 - (Note a minimum of an 8" 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.
 - **DEAD END ROADS** - in excess of 150' long shall be provided with an approved turn around or cul-de-sac.
4. Disclaimer: These minimum requirements do not inhibit the County Fire Marshal from enforcing other State Fire code issues.*

4. Minimum Requirements Enforced by the County Environmental Affairs Officer

In regards to the Storm water Pollution Prevention Plan, Grading and Erosion Control regulation:

Applies to:

- Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality)
- Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas

If the project does fall within the designated areas the Washington County Environmental Affairs Office will require the following, before approval is given:

1. An approved Stormwater Pollution Prevention Plan
2. Grading plans (if applicable)
3. Erosion Control Plans
4. Fee

If you have further questions you can contact the Washington County Environmental Affairs office at 479.444.1725 or go to our website at www.co.washington.ar.us => Environmental Affairs => Stormwater

Disclaimer: These minimum requirements do not inhibit the Environmental Affairs Officer from enforcing other county regulations and state law.

WASHINGTON COUNTY, ARKANSAS **SUBDIVISION INFORMATION**

What is a “Subdivision”? (Sec.11- Appendix D)

The word “Subdivision” refers to the division of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into 2 or more lots or parcels.

Subdivision Jurisdiction. (Sec. 11-54)

The County has jurisdiction over subdivisions in the unincorporated area. If the proposed subdivision is in the planning area of a city, the city along with the county must review and approve the proposal.

Approval from the city must be obtained first, before the county can begin the review process. In a city planning area, the county has jurisdiction over roads and drainage. The city or the county can assist you in determining whether a parcel is located within a city planning area.

Review and Approval Process. (Sec. 11-Division 2)

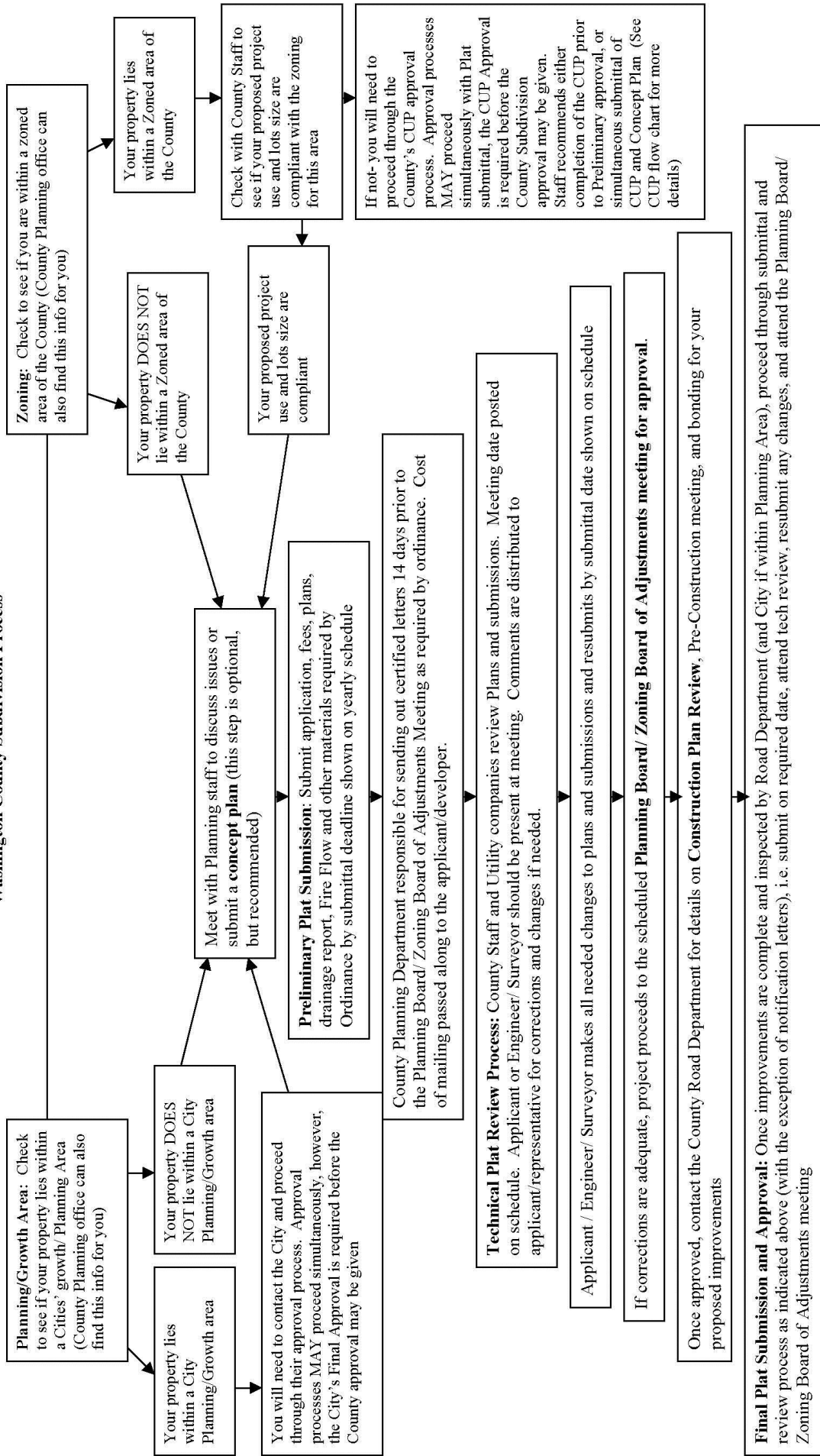
The review and approval process for developing a subdivision involves the following steps:

- Check for the current zoning of the property. Contact the Planning Office for this information.
- Pre-platting meeting
 - Meet with County Planning staff to have regulations explained and to obtain the necessary application forms. (479) 444-1724.
 - Meet with the Health Department to have regulations explained and to obtain the necessary application forms. (479) 521-8181 ext. 2115
 - Meet with City Planning staff (if the development is in a city planning area) to have regulations explained and to obtain the necessary application forms.
- Preliminary review
 - Submit a completed preliminary subdivision application and submission to the County Planning Office by the submittal date for review. If the development is also located in a City Planning Area, the City must have previously approved the plat.
 - County Staff and utility companies will review the plat and submissions
 - Planning Office will send out neighbor notifications (Sec 11-73 (2) a)
 - The applicant will make all necessary changes to the plat and submissions.
 - The project will be presented to the Planning Board/Zoning Board of Adjustment.
- Construction plan review
 - Depending on what improvements will be constructed as a part of the subdivision, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the County Road Superintendent, City Engineer, water authority, Health Department, etc.) prior to the advertising for bids or beginning construction.
- Final review
 - Submit a final subdivision application and submission to the County Planning Board for review. If the development is also located in a City Planning Area, the City must have previously approved the plat.
 - County Staff and utility companies will review plat and submissions.
 - Project will be presented to the Planning Board/Zoning Board of Adjustment.
- Signing and filing of the final plat
 - Once all the necessary approvals have been obtained, the signature blocks on the final subdivision plat must be signed and the plat must be filed in the office of the Washington County Circuit Clerk. Lots may not be sold until the final plat is filed.

Design Standards and Required Improvements. (Sec 11)

The design standards and required improvements associated with the development of a subdivision are outlined in Section 11 of the Washington County Code of Ordinances (Planning and Development).

Washington County Subdivision Process



WASHINGTON COUNTY, ARKANSAS SUBDIVISION APPLICATION

Notice: Preliminary or Final Plats to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)

Check one: Preliminary plat Final plat Concept Plat

Name of Development: _____

Applicant: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

The following statements and answers herein made and all data, information, and evidence herewith submitted are, 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 this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.

Signature of Applicant: _____ Date: _____

Property Owner: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

Name: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

Property Information:

Proposed Land Use: _____
Total Acreage of Property: _____ Total Number of units Proposed: _____

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System / Septic: _____

Parcel Information:

Tax Parcel Numbers: _____ - _____ - _____
Planning Area: _____ Current Zoning: _____
Floodplain: yes no Map #: _____ Floodplain type (A, AE, etc.): _____

Road Information:

U.S., State, or County road # giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

.....
OFFICE USE ONLY:

Conditional Use Permit Approval: _____
City Preliminary Approval: _____ City Final Approval: _____
County Preliminary Approval: _____ County Final Approval: _____

Tabled Dates: _____

Notes: _____

PLAT CHECKLIST

The following information is required on Preliminary and Final Plats as designated. Plats missing more than four (4) required informational items will not be included on the agenda:

	General Information	Concept Plat	Preliminary Plat	Final Plat
(1)	Name and address of owner, developer, engineer and surveyor.	X	X	X
(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage	X	X	X
(3)	Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lot and blocks shall be numerically identified, boundaries shown by bearings and distance, and property located by Section, Township and Range and tied to the nearest of two (2) defined and referenced Section Corners or Quartersection Corners.		X	X
(4)	Concrete or approved aluminum monuments shall be placed at the exterior boundary corners and one-half-inch by eighteen-inch steel pins shall be placed at all lot corners.		X	X
(5)	Vicinity sketch at a scale appropriate to show the relationship of the development with surrounding improvements and communities, and other information requested by the Planning Board.	X	X	X
(6)	If stage development is involved, the complete development plan with the stages of development and construction shown.		X	X

	Existing Conditions for Land Development	Concept Plat	Preliminary Plat	Final Plat
(7)	Original <i>and proposed</i> topography at ten-foot contour intervals.		X	X
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>		X	X
(9)	All plats presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer. (sec. 13-1)		X	X
(10)	Existing roads, streets, culverts, railroads, and other features: The <i>plat</i> 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 state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes.	X	X	X
(11)	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 plat.</i>		X	X
(12)	Flood areas: 1% (100-year) flood per FEMA map.	X	X	X
(13)	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
(14)	Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service.		X	X
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plats stating there are none.</i>		X	X

	Proposed Improvements	Concept Plat	Preliminary Plat	Final Plat
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.		X	X
	<i>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.</i>			X
(17)	Street typical sections and pavements sections for each classification of street.		X	X
(18)	Bearings and linear dimensions referenced to true north of all lines, interior angles of lots may be shown in lieu of bearings.		X	X
(19)	Proposed use of all land within the development.		X	X
(20)	Location and size of all proposed utility lines.		X	X
(21)	Drainage plan for entire area.		X	
	Sizes of all driveway and road tiles shall be stated			X
(22)	Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines.		X	X

	Information to Supplement the Plat	Concept Plat	Preliminary Plat	Final Plat
(23)	Access control: The openings for ingress and egress from the platted area to public street, road or highways.		X	X
(24)	Letter of transmittal.		X	X
(25)	Payment of review fee.	X	X	X
(26)	Certification issued by the County Tax Collector to the effect there are no delinquent taxes payable at the time of the plat approval.			X
(27)	Certification of survey and accuracy of survey by the surveyor. <i>(Signature Block 2)</i>			X
(28)	Certification of ownership, title and dedication by the developer. <i>(Signature Block 3)</i>			X
(29)	Certification of the developer's engineer that the design meets the County's design standards. <i>(Signature Block 1)</i>			X
(30)	Signature block for Planning Board Approval. <i>(Signature Block 8)</i>			X
(31)	Signature block for the County Road Superintendent to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. <i>(Signature Block 7)</i>			X
(32)	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. <i>(Signature Block 4)</i>			X
(33)	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division. <i>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. (Signature Block 10)</i>			X
(34)	<i>All remaining Signature Blocks as appropriate. (Signature Blocks 5, 6, 9, 11) (Sec. 11, appendix e)</i>			X
(35)	<i>Add note to Plat: Any further splitting, use or land development not considered with this approval must come before the Planning Board for a separate approval.</i>			X
(36)	<i>Add note to Plat: Review of these plats is limited to general compliance with Washington County codes and regulations and does not warranty the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discovered after plat approval. The County's requirement 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.</i>			X

(Sec. 11-77B)

Items in italics were added for clarification.

Signature Blocks

If the plat (or any portion of the plat) is located within a City's Planned Growth area, please check with the applicable city and provide whatever signature blocks they may require in addition to the below blocks. (Ch. 11, appendix E)

1. CERTIFICATE OF ACCURACY OF STREET AND ROAD PLANS AND SPECIFICATIONS:

I certify that the street and road plans and specifications hereon comply with the requirements and specifications contained in the "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: _____ Engineer: _____

2. CERTIFICATE OF ACCURACY OF SURVEY:

I certify that the plat shown and described hereon is a true and correct survey and that the monuments have been placed as shown hereon as required by "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: _____ Surveyor: _____

3. CERTIFICATE OF OWNERSHIP & DEDICATION:

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

Date: _____ Owner: _____

4. STATE HEALTH DEPARTMENT APPROVAL:

The plan and specifications as shown on the plat were approved by the Arkansas State Health Department 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: _____ Telephone: _____

Cable TV: _____

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 Circuit Clerk on _____

Date: _____ Owner: _____

7. COUNTY ROAD SUPERINTENDENT APPROVAL:

(Use block 7a or 7b as appropriate, but not both.)

7a. The road and easement locations shown on this plat, the road plans submitted, and the grading and drainage plans submitted are approved. The required maintenance bonds have been received.

County Road Superintendent: _____

Date: _____

7b. The road easements shown are approved.

County Road Superintendent: _____

Date: _____

8. PLANNING BOARD APPROVAL:

(Use block 8a if in a city planning area and block 8b if not.)

8a. This plat lies within the planning jurisdiction of the City of _____. The plans for ingress and egress shown on this plat were approved by the Washington County Planning Board at a meeting held on (date) _____.

Planning Director: _____ Date: _____

8b. This plat was approved by the Washington County Planning Board at a meeting on (date): _____.

Planning Director: _____ Date: _____

9. COUNTY FIRE MARSHAL APPROVAL:

This plat meets minimum fire code requirements as per current County Policy, as of June 9, 2005.

County Fire Marshal: _____ Date: _____

10. PUBLIC UTILITY COORDINATOR APPROVAL:

(Applicable when a community sewer system is being utilized.)

This subdivision is in compliance with County Ordinances regarding Community Sewer Systems.

Public Utility Coordinator: _____ Date: _____

(Note: Fewer signatures may be required in certain instances. Check with the Planning Administrator to see which signatures are necessary if the land development has four (4) plats or less, no road improvements, or is an exempt split).

11. COUNTY JUDGE APPROVAL:

The road easement dedications shown are approved. Acceptance of roads and streets into the County Road System will occur after they are constructed to Washington County specifications.

County Judge: _____ Date: _____



FIRE MARSHAL DIVISION

Fire Alarm Submittal Guidelines

Drawings:

Applies to all sheets

1. Minimum of 4 sets of plans shall be submitted for review (at this time Washington County is only accepting hard copies). One set for owner, one set for WCSO Fire Marshal, one set for Alarm Company, and one set for alarm tech onsite.
2. Sheets to be same size (Minimum size is "C" Size 24" X 36")
3. Acceptable Scale (1/8" = 1')
4. Drawing Number, Revision & Date.
5. Name and Address of Project
6. Name and Address of Installing Contractor
7. Reviewed by Section on Title Block Showing Certification Sub-Field, Level, Number and Expire Date if required.
8. Type of System
9. Show Compass Points
10. Sheet Title
11. Key Plan for Building Sections
12. Clear and Legible Plans

First Sheet (Title Sheet)

1. Name and Address of Building Owner
2. Name and Telephone Number of Installation Company Contact person
3. Contractors License Number
4. Name and Address of General Contractor (if Applicable)
5. Name and Address of Electrical Contractor (if Applicable)
6. Square Footage of each building and Total
7. Building Occupancy Type (Found in Chapter II of the Arkansas Fire Prevention Code 2012)
8. Type of System: Conventional Hardwired, Wireless, Addressable, Analog Addressable, Class "A", Class "B", etc.
9. List applicable Codes and Standards with Editions used in the system design; Bldg Code, Fire Code, NFPA 72, NFPA 70, IMC, Elevator, and etc.
10. All Approving Agencies, Name & telephone Number
11. Sequence of operation

12. Provide a system input/output matrix. (Found in Annex A of the NFPA 72)
13. Identify if wiring is enclosed in conduit, open wiring, power Limited or Non power limited.
14. Contractor Notes with reference to this project
15. Fire Department notes with reference to this project
16. Name and Location of monitoring company
17. Scope of Work
18. Box for AHJ Approval Stamp
19. Wiring Legend
20. Symbol List with Manufacturer, Part Number and backbox.
21. If insufficient space for Wiring Legend and Symbol List on Title sheet then insert an additional sheet.

Floor Plan Sheets

1. Building Floor Plan
2. Sheet Title
3. Scale of Sheet
4. Scale Bar Graph
5. Location of All Doors Windows walls (Exterior and Interior)
6. Location of all obstructions exceeding 6ft above FFL.
7. Intended use of each room (e.g. Storage, Classroom, Restroom, Vestibule)
8. Location of all Air Supply and Return registers
9. Ceiling Heights, Ceiling Details and configuration may be shown on an additional sheet. With reference Key
10. Full Height Cross Section of building. May be shown on an additional sheet. With reference Key.
11. Mounting Heights of devices
12. Location of Main Fire Alarm Control Panel
13. Show location and source of Emergency Standby Power.
14. Location of all Annunciator panels, Sub Fire Alarm Panels, and Booster Panels
15. Location of all Power sources, Panel Numbers, and breaker Numbers for each piece of equipment
16. Show location of all Fire Alarm Detection and Notification devices. Along with Temperature ratings and Candela Ratings if applicable
17. Show location of all ancillary devices, i.e. Door Holders, Door closers, Gas Shut off, Fan shutdown, Smoke dampers, Shunt trips, etc.
18. Show location of all Fire Sprinkler risers, Waterflow switches and tamper switches.
19. Show locations of all fire pumps and fire pump controllers.

20. Show all Access Doors and signage for Duct Detector Access.
21. Show all remote indicators for hidden devices.
22. Show zoning if a conventional system.
23. Show wiring type, size, number of conductors and approx. wiring layout
24. Show all Rated Walls
25. If an addition is being done show adjacent devices and rooms along with existing calculations.

Additional sheets as required

1. Show all areas of the building
2. Show all floors and all configurations.
3. Cross Sections
4. Ceiling Details.
5. Device Wiring Details
6. Device Spacing (Typicals)
7. ADA Mounting Heights (Show Detail)

Riser Diagram Sheet

1. Full Riser diagram showing all devices as connected in the circuit, Device addresses, room numbers and or names.

Details Sheet

1. Circuit Wiring Diagram
2. Typical device & Ancillary Device wiring

Voltage Drop Calculations Sheets

1. Voltage Drop calculations for each Notification Appliance Circuit showing wire size Circuit Current and Voltage drop. (Optional if shown on Plans)

Stand-by Battery Calculation Sheets

1. Standby Battery Calculations for each Control Panel, Sub Panel, Power Booster, Central Station Transmitter, Power supply.

Submittals

1. All of the above sheets are to be submitted as a complete set of plans for approval.
2. Approved plans must be kept on site during construction.
3. Submittals shall be assembled in a binder with tabs to divide the sections
4. The title page shall contain the Job Name and address, Whom the submittal is to and the name and address of the company submitting the information
5. A table of contents shall describe the tabbed sections

6. The first section shall contain Information about the Fire Alarm control Panels, Power Supplies and annunciators
7. The second section shall contain information about the Detection Devices
8. The third section shall contain information about the Audio/Visual Devices
9. The fourth section shall contain information about the system components, modules and relays.
10. The fifth section shall contain the battery calculation sheets.
11. The sixth section shall contain the voltage drop calculation sheets
12. The seventh section shall contain the compatibility listings of all the devices connected to the Fire Alarm System.
13. The eighth section shall contain the Operating Instructions for the system (a copy of which must also be posted adjacent to the fire alarm control panel.)
14. The ninth section shall contain the Manufacturers Inspection Instructions as per NFPA72.
15. The tenth section shall contain a copy of the preparer's credentials.
16. The eleventh Section shall contain a copy of the Maintenance & Monitoring Contracts. The Table of Contents at the Front of the Submittal to identify the location of each of the contracts.

As Built Drawing Cabinet

1. An As Built Drawing Cabinet shall be installed at each project that has a Fire Alarm System and located next to the fire alarm control panel.
2. The cabinet shall be large enough to contain the following:
 - a. Complete set of As Built Drawings
 - b. A copy of each Permit (if required)
 - c. A copy of the Fire Marshal Inspection Report
 - d. A copy of the original test printout
 - e. A hard copy print out of the system configuration if a programmable system
 - f. A copy of each maintenance inspection report
 - g. Operating Instructions
 - h. A copy of the Approved equipment submittals.
 - i. Voltage Drop Calculations (If not shown on As Built Drawings)
 - j. Battery Calculations (If not shown on As Built Plans).
 - k. Any keys required for the system.
 - l. Certificate of Completion

DRAINAGE REPORT CHECKLIST
Washington County Arkansas

Project Name: _____

Date: _____

	Preliminary	Final	
_____	1. x	x	PROJECT TITLE & DATE
_____	2. x	x	PROJECT OWNER - Include address and telephone number.
_____	3. x	x	PROJECT LOCATION - Include Vicinity Map and address.
_____	4. x	x	PROJECT DESCRIPTION - Brief description of proposed project.
_____	5. x	x	AERIAL PHOTOGRAPH - Include project area and areas that contribute to runoff.
_____	6. 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.
_____	7. 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.
_____	8. x	x	DRAINAGE DESCRIPTION - Description of the drainage onto, through, and away from the site.
_____	9. x	x	AREA DRAINAGE PROBLEMS - Description of any known onsite or downstream drainage or flooding problems
_____	10. x	x	SITE DRAINAGE - Description of site drainage for the proposed project. Describe existing and proposed conditions.
_____	11. x	x	CALCULATION METHOD - Describe method of calculation and software used.
_____	12. 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.
_____	13. x	x	SUMMARY OF RUNOFF TABLE - A table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions.

	Preliminary	Final	
_____ 14.		x	DESIGN STORM CALCULATIONS - Design flow calculations for each culvert, inlet, open channel, or other drainage structures. Summarize by tables.
_____ 15.		x	PAVEMENT DRAINAGE DESIGN - If curb & gutter is used, include width of spread for design flow.
_____ 16.		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.
_____ 17.	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.
_____ 18.	x	x	<p>LIABILITY STATEMENT - The Design Engineer shall stamp and sign the following statement:</p> <p>" 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 Washington County. Further, I hereby acknowledge that the review of the drainage studies, reports, calculations, designs, and specifications by Washington County or its representatives does not relieve me from my professional responsibility or liability.</p>

MEETING AND TECH REVIEW TIMES AND LOCATIONS

Planning Board / Zoning Board of
Adjustment Meeting Time and Location:

5:00 p.m. (unless otherwise posted)
Washington County Courthouse
Quorum Court Room
280 N. College
Fayetteville, AR 72701

Planning Department Location:

9:00 a.m. (unless otherwise posted)
Washington County Operations & Maintenance Center Conference Room
2615 S Brink Drive
Fayetteville, AR 72701

Authorization of Representation

This document is to be submitted to the Washington County Planning Department and Rural Development via planning@washingtoncountyar.gov

TO THE PLANNING OFFICE OF WASHINGTON COUNTY, AR

I, _____ hereby authorize
(Printed name of property owner/applicant)

_____ to represent me and/or my
(Authorized Representative)

organization and to make decisions on my behalf pertaining to the following project(s):

(Project Name/Number)

(Project Name/Number)

(Project Name/Number)

(Project Name/Number)

which is/are to be presented to the Washington County Planning Board/ZBA at their meeting to be held on _____.
(Meeting date)

(Printed name of property owner/applicant)

(Signature of property owner/applicant)

(Date)

(Printed name of property owner/applicant)

(Signature of property owner/applicant)

(Date)

2024



Washington County Planning Board and Zoning Board of Adjustment Meeting Schedule, Submittal Schedule, and Tech. Review Dates

Submittal Date	Tech. Review	Resubmittal	Planning Board/ ZBA Meeting Date	Quorum Court Meeting Date
2:00 P.M. deadline	Tuesday, 10:00 A.M. (unless otherwise posted)	Address tech review comments 2:00 P.M. deadline	Thursday, 5:00 P.M. (unless otherwise posted)	<u>CUPs only</u> Must be ratified by the Q.C. Thursday, 6:00 P.M. (unless otherwise posted)
December 8, 2023	December 19, 2024	December 27, 2024	January 11, 2024	February 15, 2024
January 12, 2024	January 23, 2024	January 30, 2024	February 22, 2024	March 21, 2024
February 23, 2024	March 5, 2024	March 12, 2024	March 28, 2024	April 18, 2024
March 29, 2024	April 9, 2024	April 16, 2024	May 2, 2024	June 20, 2024
May 3, 2024	May 14, 2024	May 21, 2024	June 6, 2024	July 18, 2024
June 7, 2024	June 18, 2024	June 25, 2024	July 11, 2024	August 15, 2024
July 12, 2024	July 23, 2024	July 30, 2024	August 22, 2024	September 19, 2024
August 23, 2024	September 3, 2024	September 10, 2024	September 26, 2024	October 17, 2024
September 27, 2024	October 8, 2024	October 15, 2024	October 31, 2024	November 21, 2024
November 1, 2024	November 12, 2024	November 19, 2024	December 5, 2024	January 16, 2025
December 6, 2024	December 17, 2024	December 26, 2024	January 9, 2025	February 20, 2025

Conditional Use Permits, Variances, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes drainage reports, traffic studies, fire flow etc. - when required). Please consult your checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda.

If approved by the Planning Board/Zoning Board of Adjustment, all Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustment. Contact the Planning Office for appeal forms and additional details.