

CITY OF FAYETTEVILLE, ARKANSAS
SITE IMPROVEMENT PLANS

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| FOR STAFF USE ONLY | FEE: \$200.00---\$800.00 Tree Preservation FEE: \$120.00 Tech Plat Resubmittal FEE: \$200.00/resubmittal S-T-R: PP#: Zone: |
| <i>Date Application Submitted:</i> <i>Date Accepted as Complete:</i> <i>Project Number:</i> <i>Public Hearing Date:</i> | |

This application applies to Site Improvement Plans that are not required to be reviewed and approved by the Planning Commission. Please fill out this form completely, supplying all necessary information and documentation to support your request. ***Your application will not be placed within the development review cycle until this information is furnished.***

Application:

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

Applicant (person making request):

Representative (engineer, surveyor, realtor, etc.):

Name: _____

Name: _____

E-mail: _____

E-mail: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Site Address / Location: _____

Current Zoning District: _____

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

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

APPLICANT / REPRESENTATIVE: I certify under penalty of perjury that the foregoing statements and answers herein made 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 approval. I understand that the City might not approve what I am applying for, or might 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 his/her behalf.)*

Owners (attach additional info if necessary):

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

Name (printed): _____ Address: _____

Signature: _____

Date: _____ Phone: _____

SIP Checklist:

Attach the following items to this application:

| | | | |
|-----|--|--|--------------|
| (1) | Payment in full of applicable fees for processing the application: | | |
| | Non-Residential: | Non-residential (5000 square feet or less) | \$400.00 |
| | | Non-residential (More than 5000 square feet) | \$800.00 |
| | Residential: | Residential (10 residential units or less) | \$200.00 |
| | | Residential (25 residential units or less) | \$400.00 |
| | | Residential (26 residential units or more) | \$800.00 |
| | Technical Plat Resubmittal (tabled items only) | | \$200.00 per |
| | Tree Preservation | | \$120.00 |

(2) Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal. Waivers and variances from requirements of the Unified Development Code will be reviewed and processed in accordance with the procedures set forth therein. Please indicate in the letter to staff if any waivers are sought and if so, justification for the request. Most waivers require a Planning Commission decision.

(3) A copy of the county parcel map from the Washington County Assessor's office or from the Washington County website (www.co.washington.ar.us). The subject property and all adjacent parcels should be identified on this parcel map. The owner's name, official mailing address, and the parcel number for every adjacent property shall be shown on this map.

(4) One (1) hard copy and one (1) digital copy on CD or USB Flashdrive in PDF format of the proposed SIP site, landscaping, grading, utility, and tree preservation plans. These plans should include all required information for an LSD listed on the Plat Requirements checklist in Section 166.03 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements and grading permit checklist pages in this application.

(5) The digital copy should be provided with all the required documents in separate, named, PDF format files.
(continued on next page)

- (6) One (1) hard copy (8 ½ x 11") and one (1) digital copy in PDF format of color elevations showing **all sides** of each proposed building (commercial and residential) with cardinal directions.
- (7) One material sample board, calling out proposed building materials, colors, etc., as indicated on the color elevations (commercial and residential buildings).
- (8) One (1) digital copy in PDF format of the Drainage Report or Drainage Letter (if exempt from the Drainage Criteria Manual requirements). Hard copy is not required.
- (9) Completed Tree Preservation forms and application (see attached).
- (10) Completed SIP application signed by current property owner of record or written verification signed by such owner designating a project representative.
- (11) Completed Fire Department Technical Plat Review Form (see Planning website – Applications).

**SIP/LSD PLAT REQUIREMENTS CHECKLIST
(Fayetteville UDC Section 166.03)**

| | |
|----|--|
| 1 | Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project. |
| 2 | Name, address, telephone numbers of owner(s), developer(s) and project representatives |
| 3 | North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use. |
| 4 | Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions. |
| 5 | Provide a complete and accurate legend. |
| 6 | A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary. |
| 7 | Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned. |
| 8 | The location of all existing structures. |
| 9 | Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area. |
| 10 | 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.) |
| 11 | Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates. |
| 12 | Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc. |
| 13 | Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing. |
| 14 | Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83). |
| 15 | Curve data for any street which forms a project boundary. |
| 16 | Show 100-yr floodplain and/or floodway and based flood elevations. Reference the FIRM panel number and effective date. |
| 17 | Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress. |
| 18 | Existing and proposed topographic information with source of the information noted. Show: <ol style="list-style-type: none"> a. Two foot contour intervals for ground slope between level and ten percent. b. Five foot contour interval for ground slope exceeding ten percent. |
| 19 | Spot elevations at grade breaks along existing round centerlines, gutter lines and top of curbs or edge of pavement. |
| 20 | Contours of adjacent land within 100 feet of the project shall also be shown. |
| 21 | Delineate trees to be retained on-site and the measures to be implemented for their protection. |
| 22 | Clearly depict the limits of soil disturbance to include all areas to be graded both on and off-site. |
| 23 | Show proposed location of all utilities. |

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| 24 | Landscape proposals for parking lots and/or tree replacement requirements shall include proposed plant species and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds. |
| 25 | Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structure's locations, types, and condition and note them as "existing" on the plat. |
| 26 | Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan. |
| 27 | Show all storm sewer structures, sanitary sewer structures and drainage structures: a. Provide structure locations and types. b. Provide pipe types and sizes. |
| 28 | Sanitary sewer systems: a. Provide pipe locations, sizes, and types; and service location. b. Manhole locations of rim and invert elevations |
| 29 | Note the occurrence of any previous overflow problems on-site or in the proximity of the site. |
| 30 | If a septic system is to be utilized, provide a table of acreage and percolation rates. |
| 31 | Water systems, on or near the site: a. Provide pipe locations, types, and sizes; and service location. b. Note the static pressure and flow of the nearest hydrant if requested. c. Show location of proposed fire hydrants and meters. |
| 32 | Underground or surface utility transmission lines: (Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable): a. Locations of all related structures (pedestals, poles, etc.) b. Locations of all lines (note whether the line is below or above ground). c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street. |
| 33 | State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project. |
| 34 | The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of- way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator. |
| 35 | A layout of adjoining property (within 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan, Aerial Photos, and the City Plat Pages located in the Planning Office if requested. |
| 36 | The location of all existing and proposed street lights (at every intersection, cul-de-sac & every 300' and associated easements to serve each light). |
| 37 | Provide a note of any known existing erosion problems on-site or within 300' downstream of the property. |
| 38 | The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project. |
| 39 | The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased) |
| 40 | The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.). |
| 41 | The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated. |
| 42 | For large scale residential development, indicate the use and list in a table the number of units and bedrooms. |

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| 43 | For large scale non-residential development, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use. |
| 44 | The location and size of existing and proposed signs, if any. |
| 45 | The location and number of bike racks provided and required. |
| 46 | Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces. |
| 47 | Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections. |
| 48 | Location of buffer strips, fences or screen walls, where required (check Unified Development Code for specific requirements). |
| 49 | Indicate location and type of garbage service. Dimension turnaround area at dumpster location. |
| 50 | A description of commonly held areas, if applicable. |
| 51 | Draft of covenants, conditions, and restrictions, if any. |
| 52 | A written description of requested waivers or variances. |
| 53 | Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district. |
| 54 | Preliminary grading and drainage plans and reports as required in the City Engineer's Office. |
| 55 | Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission. |
- The Zoning & Development Administrator and City Engineer may waive any of these application requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed project, or other circumstances justify such waiver. A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.*
- (Note: As this request goes through the review process, revised copies of the project plans, and elevations, if applicable, will be required (see 'materials required for submittal' notice.)**

Prior to Building Permit:

1. Prior to the issuance of a building permit, a Site Improvement Plan must be submitted, reviewed and approved by the City. Building permits may then be submitted to the Building Safety Division. For a complete listing of building permit requirements, please call 479-575-8233.
2. Grading and drainage permits must be issued.
3. The necessity of a preconstruction meeting shall be determined by the Staff Engineer. No permitting will be authorized until after a preconstruction meeting has been held with the Urban Forester and Staff Engineer, if determined necessary. It is the consulting engineer's responsibility to schedule this meeting.



Fayetteville, AR 72701 113 W. Mountain St.

URBAN FORESTRY/TREE PRESERVATION AND LANDSCAPE REGULATIONS

Prospective Applicant,

As Urban Forester for the City of Fayetteville it is my duty to uphold all City Ordinances regarding the protection and preservation of trees, and the design of landscapes. I am responsible for the review of proposed development projects to ensure that each fully complies with applicable ordinances.

It is highly recommended that prospective applicants meet with the Urban Foresters prior to site design, to effectively move through the City's development review process. Fayetteville law requires that tree preservation be made a priority for new development (see §167.01). Criteria used to evaluate the preservation of trees is found in Chapter 167 of the Tree Preservation Ordinance. [Unified Development Code](#)

The minimum canopy percentage of a land area required to be preserved is dependent on that areas zoning designation (see §167.04 Table 1). All proposed designs must meet these minimum requirements with priority being given to the preservation of existing trees to meet these requirements (see §167.04E). If preserved canopy cover falls below these requirements (and all design options have been exhausted) mitigation will be required. (see §167.04I).

Please familiarize yourself with these and other requirements found in the Tree Protection and Preservation Ordinance, as well as the City's Tree Preservation and Landscape Manual, [Tree Preservation and Landscape Manual](#) to answer any further questions or contact this office. It is your obligation to know and meet all city requirements. The Urban Foresters job is to ensure your project complies with these requirements.

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Tree Protection and Preservation Ordinance Requirements and Procedures:

Applicability: 167.04 A and pages 3-4 of [Tree Preservation and Landscape Manual](#)

- Small Site Improvement Plans (SIP)
- Large Site Improvement Plans (LSIP)
- Preliminary Plats (PPL)
- Planned Zoning Districts (PZD)
- Concurrent Plats (CCP)
- Large Scale Development (LSD)
- Final Plats (FPL)
- Any type of development located in the Hillside Hilltop Overlay District (HHOD)
- Parking Lots with five (5) or more spaces

Pre-Application Information- Information to gather before submitting a development review package.

- Conduct a site visit
- Determine Baseline Data- Know what zone your property is with GIS maps. [GIS Maps](#)
- Identify tree preservation percentage minimum requirements-167.04 Table 1 UDC
- Identify tree preservation priorities- Appendix 17 page 17 of the Tree Preservation and Landscape Manual or UDC 167.04 Table 2.
- Meet with Urban Forestry – If you have your zone and information this will help us better help you prior to designing the site, staff has experienced that once a design has been created, applicants are less likely to be flexible.

Development Review Package

Tree preservation Plan- The element included in this plan demonstrate how you intend to preserve and protect tree canopy on site.

Landscape Plan- The elements included in this plan help communicate the overall design and proposed installation of your landscape plan on site.

Other Information- Other information may be required as staff and code requires, such as a site analysis or site report.

Tree preservation Plan Check List

1. Show existing trees and tree canopies with legend and attach numbers to cross reference.
2. Show canopy coverage as currently exists on site.
3. Include a table with the tree species, size, health and priority level. *See *preservation priorities chart in Appendix, page 17 or UDC 167.04 Table 4.*
4. If the property has many trees, group the trees and note the significant specimens.
5. Label and number grouped trees with average species, size, health, and priority.
6. Show all existing utilities.
7. Show all property boundaries.
8. Show natural features (trees, flood ways, creeks, wetlands...) beyond the property line up to 100' or as requested by the Urban Forester.

9. Provide Soil types.
10. Show Floodplains and/or floodways.
11. Showing Existing streets, sidewalks or bike paths and rights of ways.
12. Show all proposed on-site and off-site improvements.
13. Graphically show trees/canopy to be preserved and/or removed.
14. Show Tree preservation and mitigation calculations on the Plans. [Tree Preservation and Mitigation Calculator](#)

| Tree Preservation Calculations <i>Example</i> | | |
|---|-------------|-----------------|
| | Square Feet | Percent of site |
| Total Site Area *Minus Right of Way and Easements | | 100% |
| Zoning Designation * Select Below with drop down arrow | | |
| PZD, Planned Zoning District | 0 | 25% |
| HHOD * Select Below with Drop Down Arrow | | |
| No | 0 | 0% |
| Total Canopy for Minimum Preservation Requirements | 0 | 25.0% |
| Existing Tree Canopy * Minus Right of Way and Easements | | #DIV/0! |
| Tree Canopy Preserved | 0 | #DIV/0! |
| Tree Canopy Removed *On Site | | #DIV/0! |
| Tree Canopy Removed *Off Site | | |
| Tree Canopy Removed Total | 0 | #DIV/0! |
| Removed Below Minimum | 0 | |
| Mitigation Requirements | 0 | |

Please complete the highlighted fields and use the tabs at the bottom of the workbook for more calculations.

**** If minimum requirements are not met, as indicated through Tree Preservation Calculations show the following on your Tree Preservation Plan:**

- Detail design approach used to minimize damage or removal of existing canopy.
- Provide written justification for removal of individual or groups of trees/canopy.
- Details providing information about on-site mitigation or off-site mitigation alternatives.
- Submit an analysis report/statement to justify low preservation requirements.

ALSO NOTE : The process, iterations, and approaches with tree preservation in mind.

15. Show Mitigation requirements if indicated as necessary through results of Tree Preservation Calculations. **Located on the same calculation but a different tab at the bottom of the workbook*
16. Show all existing and proposed grading.
17. Show limits of soil disturbance.
18. Show location of tree protection fencing.
19. Show limits of root pruning, if needed.
20. Show construction traffic flow on work site.
21. Locate material storage during construction.
22. Locate concrete washout during construction.
23. Locate Construction entrance/exit.
24. Locate all proposed utility easements and drainage easements.

25. Locate all proposed rights of ways
26. Include the following standard notes and details when applicable. All found in searches on City of Fayetteville's website.
 - a. City of Fayetteville notes for Tree Preservation Plan. [City of Fayetteville Landscape Notes](#)
 - b. Tree preservation fencing detail. [Tree Preservation Fence Detail](#)
 - c. Root Pruning detail, if needed. *Contact Urban Forestry staff for the detail.*
 - d. Soil compaction prevention, if needed. *Contact Urban Forestry staff for the detail.*
 - e. Tree planking, if needed. *Contact Urban Forestry staff for the detail.*
27. An abbreviated tree preservation plan may be submitted, please contact Urban Forestry staff prior to submitting an abbreviated tree preservation plan.

Landscape Plan Checklist

1. Show tree preservation.
2. Show existing and proposed grading.
3. Show proposed building footprint and any other structures.
4. Show proposed parking lots with spaces indicated and curb or wheel stops shown, if needed.
5. Show existing and proposed utilities and label accordingly.
6. Show existing drive aisles, streets, alleys, and other improvements.
7. Show proposed landscaping. As applicable, use these letters for each proposed tree:
 - a. **'S'** or **'L'** for street trees or lot trees, one for every 3 feet or one per lot.
 - b. **'M'** for mitigation tree.
 - c. **'P'** for parking lot trees.
 - d. **'D'** for detention pond requirements.
8. Show Mitigation requirements, use the [Tree Preservation and Mitigation Calculator](#)
9. Show Parking lot requirements using the tree preservation and mitigation calculator above.
10. Show Stormwater Facility Landscape requirements using the tree preservation and mitigation calculator above.
11. Show Street Tree requirements using the tree preservation and mitigation calculator above.
12. Show a plant schedule which includes species, size and quantity.
13. Please include the following standard notes and details when applicable. All Found in searches on the City's website and the appendix of the Tree Preservation and Landscape Manual.
 - a. Detail for Tree Planting. [Tree Planting Detail](#)
 - b. Detail for Shrub Planting. [Shrub Planting Detail](#)
 - c. Detail for Urban Tree Well. [Urban Tree Well Detail](#)
 - d. Detail for Slope Tree Planting. [Tree Planting on a Slope Detail](#)
 - e. Standard City of Fayetteville Landscape Notes. [Landscape Notes](#)

THE DEVELOPMENT REVIEW PROCESS is charted in the Tree Preservation and Landscape Manual on pages 9, 10 and 11. [Tree Preservation and Landscape Manual](#)

THE CONSTRUCTION PERMIT PROCESS for attaining a **Grading Permit**, a **Building Permit**, and **Certificate of Occupancy** is charted and listed in the Tree Preservation and Landscape Manual on pages 12, 13, 14, and 15. [Tree Preservation and Landscape Manual](#)

PERFORMANCE SURETY AND 3 YEAR MAINTENANCE SURETY information is included on pages 14 and 15 of the Tree preservation and Landscape Manual [Tree Preservation and Landscape Manual](#)

Tree Preservation Easements

Tree preservation easements must be shown on the plat as it relates to the subject property and must be dimensioned or described by metes and bounds for input in to the City's GIS system.

The tree preservation easements must be shown graphically and clearly on the easement plat of the final plat with the associated signature block below.

Tree Preservation Easement

The Tree Preservation Easement indicated on this easement plat constitutes a covenant running with the title of the subject property and is denoted for the property owners and their future successors, assignees or transferees to preserve, protect and maintain existing tree canopy. No tree removal or land disturbance as defined within the City of Fayetteville Unified Development Code may occur within the Tree Preservation Area unless approved by the City of Fayetteville. Persons seeking removal of such Tree Preservation Easements, or requesting to modify the property in such a way as to effect the canopy within, must seek approval from the City Council through a request made by the Urban Forester of the City of Fayetteville.

Approved by

Date

City of Fayetteville Urban Forester

For projects without a Tree Preservation Easement use the following signature block on final plats.

Certificate of Approval of Tree Protection and Preservation

I Hereby Certify That This Plat Has Complied with The Requirements of The Tree Preservation Ordinance Of The City Of Fayetteville Unified Development Code.

Date

City of Fayetteville Urban Forester

Please contact the Urban Forester for questions about the correct signature block for final plats.

Tree Preservation Waiver forms can be found on our website. Projects without trees located on the site are eligible to complete and submit a Tree Preservation Waiver. [Tree Preservation Waiver](#). For questions concerning Tree Preservation Waiver please contact Urban Forestry staff.

Value of Trees- Please keep in mind as a site is designed and constructed that trees are a great asset to our City and an important part of what makes Fayetteville a desirable place to develop. Numerous studies have consistently shown how valuable mature trees are economically, environmentally and socially. Every Tree Counts.

Urban Forestry Staff