

CITY OF FAYETTEVILLE, AR

PLANNED ZONING DISTRICT

PLEASE CONSULT WITH STAFF PRIOR TO SUBMITTING AN APPLICATION IN ENERGOV, TO CONFIRM THE APPROVAL YOU ARE SEEKING IS IN THE CORRECT PROCESS.

A Planned Zoning District application is processed with a recommendation from the Planning Commission to City Council, much like a standard rezoning review process. The City Council decides on the requested zoning and land use, not development approval.

A development application (Preliminary Plat, Large Scale Development, etc.) may be concurrently processed with a Planned Zoning District application. The development application will be decided on by the Planning Commission and any approval will be conditional upon the City Council's zoning decision.

Instructions:

Please fill out the Energov fields completely, supplying all necessary information and documentation to support your request.

It is highly recommended the applicant conduct a meeting with nearby neighborhoods to discuss the proposed zoning prior to application submittal. Your application will not be placed on the applicable agenda until all necessary information is furnished.

PZD Zoning and Development Checklist:

Attach the following items to this application:

1. Payment in full of applicable fees for processing the PZD application. *Fees must also be paid for any development application submitted concurrently with a PZD application.*

PZD Fees:

Non-Residential		
	5000 square feet or less	\$800.00
	More than 5000 square feet	\$1125.00
Residential	10 units/lots or less	\$525.00
	25 units/lots or less	\$725.00
	More than 25 units/lots	\$1,125.00
Technical Plat Resubmittal (tabled items only)		\$200.00 per
Public Notification Sign (per sign)		\$5.00

2. A copy of the county parcel map from the Washington County Assessor's office website (www.co.washington.ar.us) or the Fayetteville Address Point File ([website instructions](#)). The subject property and all parcels within 200 feet should be identified on this parcel map. The owner's name, official mailing address, and the parcel number for every property and resident addresses shall be shown on this map.
3. One (1) digital copy in PDF format of the proposed PZD plats, booklet, owner authorization, and any other items submitted with this project. These plats and booklets should include all required

information for a PZD listed in this application or within the Fayetteville Unified Development Code.

4. A legal description of the property to be rezoned in MS Word or PDF.
5. Authorization signed by the current property owner of record, or written verification signed by such owner designating a project representative.
6. The applicant is responsible for meeting the public notification requirements for a PZD listed on the Notification Requirements pages in this application.
7. Click the following link to view the UDC Section that describes a PZD. [PZD](#)

Consent of Owner Form

PROPERTY OWNER(S) / AUTHORIZED AGENT: By signing below, 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 authorized this application and consent to its filing.

PLEASE NOTE:

- Property Owners: Attach additional info/documentation if necessary.
- Authorized Agents: If signing on behalf of a Property Owner, a letter from each Property Owner must be provided indicating that the agent is authorized to act on their behalf.

Associated Project (required field)

Property Owner 1:

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 2: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 3: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

Property Owner 4: (if needed)

Name of person signing [printed] Entity/Company signator legally owns or represents

_____ Contact Email _____ Contact Phone

_____ Mailing Address

_____ **Property Owner Signature** _____ **Date**

BOOKLET INFORMATION

A project booklet describing the project in narrative/bullet form is required, in addition to the submittal of plats. Much of the same information is to be included in duplicate in both formats. Please contact a staff planner if you have questions.

- 1. A **project booklet** describing this request addressing the following items:
 - a. Current ownership information (landowner/applicant and representative if applicable) and any proposed or pending property sales.
 - b. Summary description of the scope, nature and intent of the proposal.
 - c. General project concept:
 - (1) Street and Lot Layout.
 - (2) Site Plan Showing Proposed Improvements.
 - (3) Buffer Areas.
 - (4) Tree Preservation Areas.
 - (5) Storm Water Detention Areas and Drainage.
 - (6) Undisturbed Natural Areas.
 - (7) Existing and Proposed Utility Connections and Extensions.
 - (8) Development and Architectural Design Standards.
 - (9) Building Elevations.
 - d. Proposed Planning Areas (PA's), described in this booklet and depicted on Sheet 2 of the site plan information. (PA's are those areas within a master plan (MP) designated with specific zoning standards, as required herein. Any number of PA's may be allowed within an MP, subject to approval by the City Council).
 - e. Proposed Zoning Standards for each PA (listed in the City's UDC zoning format, Chapter 161). *See sheet 2 layout for specific information.*
 - f. A chart comparing each Planning Area zoning to the current zoning district requirements (uses, setbacks, density, intensity, bulk and area regulations, etc.).
 - g. An analysis of the site characteristics related to the proposal, including any environmentally hazardous, sensitive or natural resource areas. Describe any natural or manmade hazards.
 - h. A description of the recreational facilities, including existing and proposed park sites, open space and accessibility to parks and open space areas.
 - i. Reason (need) for requesting the zoning change.
 - j. Statement of how the development will relate to existing and surrounding properties in terms of land use, traffic, appearance, and signage.
 - k. Statement of the project's compliance with the Fayetteville Comprehensive Land Use Plan.
 - l. A traffic study when required by the Planning/Engineering Divisions (consult with staff prior to submittal).
 - m. Impacts on City services, including the availability of water and sewer (state size of lines). This information is available from the City Engineering Division.
 - n. Conceptual Description of Development Standards, Conditions and Review Guidelines
 - (1) Screening and Landscaping
 - (2) Traffic and Circulation.
 - (3) Parking Standards
 - (4) Perimeter Treatment
 - (5) Sidewalks
 - (6) Streetlights.
 - (7) Water.
 - (8) Sewer.
 - (9) Streets and Drainage.
 - (10) Construction of Nonresidential Facilities.
 - (11) Tree Preservation.
 - (12) Architectural Design Standards.
 - (13) Proposed Signage (type and size)

- (14)View Protection.
- (15)Covenants, Trusts, and Homeowner Associations.

o. Response as to how the proposal fulfills the intent/purpose of the Planned Zoning District, as outlined in the attached ordinance.

PLAT INFORMATION

□ 2. A **concept/master plan** of the proposed PZD is required containing sheets detailed as follows:

a. **Sheet 1 – Cover Sheet/Survey**

- (1) The name of the proposed master development plan shall be centered at the top of the sheet along the long dimension of the sheet.
- (2) Any pertinent information regarding applicant/owner, site plat, etc. may be provided on this sheet.
- (3) Complete survey/legal description of the property to be rezoned with two points being state plane coordinates. The survey/legal description shall provide the following:
 - Written legal descriptions including area in square feet or acres that read clockwise. This shall be provided on the plat. (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.)
 - 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.
 - 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.
 - Each plat shall have 2 points described in State Plane Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
 - Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
 - Curve data for any street which forms a project boundary.
- (4) Vicinity map that depict the relationship to the surrounding area within a 1 mile radius. The vicinity map shall be superimposed on a current City of Fayetteville Plat Page, on a current City of Fayetteville Zoning Map, and on a current City of Fayetteville Master Street Plan maintaining the same scale.

b. **Sheet 2 – Zoning and Development Standards by Planning Area**

- (1) A conceptual drawing depicting the project site and proposed development with the PA's delineated and called-out.
- (2) The name of the proposed PZD master plan shall be centered at the top of the sheet along the long dimension of the sheet. The proposed zoning and development standards shall be formatted to follow the established UDC zoning format. Beginning in the upper left hand column of the sheet, state the following for each Planning Area category:

Land use designation (name of Planning Area)

- (a) Permitted uses by Use Unit.
- (b) Conditional uses by Use Unit.
- (c) Residential Density and/or Non residential Intensity.
 - Acreage
 - Number of dwelling units
 - Nonresidential square feet
 - Density/Intensity (DU/Acre and/or SF/Acre)

Bulk and area regulations.

- (d) Lot width minimum.
- (e) Lot area minimum.
- (f) Land area per dwelling.
- (g) Setback requirements.
- (h) Height regulations.
- (i) Building area.

Site Planning.

- (j) Landscaping.
- (k) Parking.
- (l) Architectural Design Standards.
- (m) Signage.

NOTE: Other standards or requirements provided in the UDC shall apply to this PZD Master Plan. This information shall be provided, in duplicate, within the project booklet.

NOTE: The number of dwellings indicated in the Planning Areas is the maximum number of dwellings requested, the total of which cannot exceed the total number approved for the proposed PZD. The density range for each Planning Area, when calculated to the maximum proposed, shall not exceed the total number of dwellings for the entire PZD. The actual number of dwellings approved by the Council may be less than shown on the plan due to subdivision or site improvement plan requirements or other requirements of the Council and Planning Commission.

c. Sheet 3 – Master Plan

- (1) The name of the proposed master plan shall be centered at the top of the sheet along the long dimension of the sheet.
- (2) Sheet 3 shall graphically depict the site and include the following:
 - (a) A block in the lower right hand corner, or along the right hand margin, which includes the following:
 - 1. North Arrow.
 - 2. Graphic and written scale at 1" = 100' or 1" = 200' or as otherwise approved by the Zoning and Development Administrator or staff planner.
 - 3. Date of Preparation.
 - (b) Dimensions, bearings, and control points along all exterior property lines.
 - (c) Topography shall be shown at maximum 10' contour intervals, including high and low spot elevations and shadow areas of 15% or greater slope. The staff planner may request that other significant topographic conditions be depicted at greater or lesser intervals where appropriate.
 - (d) Access:
 - 1. Arterials and collectors shall be depicted in all planning areas.
 - 2. Trails as coordinated with the Parks Division.
 - (e) Existing easements/right-of-way.
 - (f) 100-year floodplains, floodway, and stream/creek centerline.
 - (g) Proposed Land/ROW/Easement Dedication.
 - (h) Public or private, regional and community parks, open space and trails shall be depicted and referenced by number, letter or symbol. Local park dedication shall be determined at the time of platting/development.
 - (i) Planning Areas – Areas Identified for a Specified Permitted and/or Conditional Uses:
 - 1. All planning areas and open space areas shall be shown overlaid on topography at a scale that clearly delineates the planning area boundaries so that they can be located on the site.
 - (j) Land Use Table. A separate land use table, which indicates the total land use for the planned development, shall be prepared as follows utilizing the following categories and symbols: Partial Example (next page):

SYMBOL	LAND USE	DENSITY/INTENSITY	UNITS/SF	ACRES	%
SF	Single Family	3	120	40.0	26%
MF	Multifamily	22	765	35.0	23%
DP	Dedicated Parks	-	-	42.5	28%
Subtotal		12.5	885	117.5	77%
C	Commercial	22,651	566,280 sq. ft.	25.0	17%
I	Industrial	24,200	217,800 sq. ft.	9.0	6%
O	Office				
M.U	Mixed Use				
Subtotal		23,426	784,080 sq. ft.	34	100%

NOTIFICATION REQUIREMENTS

- 3. The developer is required to meet the notifications requirements for a PZD. The requirements are attached to this checklist and in Chapter 157 of the Fayetteville Unified Development Code.

OTHER REQUIREMENTS

- 5. Any other data or reports as deemed necessary for project review by the Zoning & Development Administrator or City Engineer.

PRIOR TO BUILDING PERMIT

- 6. Prior to the issuance of a building permit, development approval by way of Planning Commission approval of a Preliminary Plat and/or Large Scale Development, or an administrative development application, as dictated by the proposal, shall be submitted through the City of Fayetteville development review process. A development application may be processed concurrently with a PZD application.

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 is required to review the proposed project and discuss the checklist requirements.

(Note: As this request goes through the review process, revised copies of the project booklet, plats, and elevations, if applicable, may be required)

Notice:

Resources including current zoning regulations, City Plan 2030, Future Land Use Plan, Master Street Plan and Zoning maps are available for review in the Planning Office.

NOTIFICATION REQUIREMENTS

Written Notification Process:

1. The applicant shall mail a written notice of the action by first-class mail to the address of all landowners and residents with separate addresses within 200 feet of the boundary line of the property on which the use is proposed
2. CUP applications for special uses must notify all property owners in writing within 500 feet of the perimeter of the property. CUP special uses include: *Dance halls; Facilities emitting odors and facilities handling explosives; wireless communication facilities; carnival, circus, amusement park or similar temporary open-air enterprise; manufactured and mobile homes; outdoor music establishments; sexually oriented business.*
3. The applicant shall provide the following to the Planning Division (**contact staff planner or Development Services coordinator for submittal deadline**):
 - a. alphabetical list of the landowners and residents with separate addresses receiving notification (City's Address Point File)
 - b. map showing the landowners' relationship to the site (City's Address Point File)
 - c. copy of the notice sent to the landowners and residents (**example attached**)
 - d. certificate of mailing (**example attached**)
 - e. [Click here to learn how to create the list of those being notified.](#)

Sign Posting Process:

- (1) Signs shall be made available to the applicant by the Planning Division. A \$5 fee per sign shall be remitted by the applicant (**contact staff planner or Dev. Svcs. coordinator for date to pick up sign**).
 - a. The applicant shall post notice on the land for which the use is requested in a visible, prominent location no more than ten (10) feet from the street, and shall not impede the vision of drivers or pedestrians.
 - b. The staff planner may require an alternate location where the property is not adjacent to a street.
 - c. Additional signs may be required by the staff planner.
- (2) The applicant shall post the sign and submit a certificate of sign posting to the Planning Division. The sign(s) shall be photographed by the applicant and attached to the certificate (**example attached**).
- (3) The Planning Division will be responsible for retrieval of signs after the hearing; if a hearing is postponed, the applicant will be notified when a new sign has been created. The applicant shall then be responsible for posting the new date of the hearing in accordance with the criteria herein.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF MAILING

I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows:

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

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

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

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

(name of person completing the mailing)

(signature of person completing the mailing)

City File No./Name: _____

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

WRITTEN NOTIFICATION FORM

Project Description:

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

Building/land Use: _____

Zoning: _____

Size of Property: _____

Density/Intensity: _____

Public Hearings:

Subdivision Committee; 9:00 AM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 326) Fayetteville, AR 72701

Planning Commission; 5:30 PM; Month/Date/Year; 113 West Mountain Street (City Administration Building Room 219) Fayetteville, AR 72701

Property Owner:

Name: _____ Phone #: _____

Developer:

Name: _____ Phone #: _____

Review Location:

The project information is available for public review at the City of Fayetteville Planning Division, 125 West Mountain Street, Fayetteville, AR 72701 Monday-Friday 8AM-5PM; 479.575.8267.

THIS IS AN EXAMPLE ONLY – DO NOT USE THIS SHEET

CERTIFICATE OF SIGN POSTING



I, _____ (print the name of the
applicant/representative/person posting sign), attest that the above sign was posted on
_____ (month/day/year) adjacent to
_____ (name of street).

(signature of person completing the sign posting)

City File No./Name: _____

