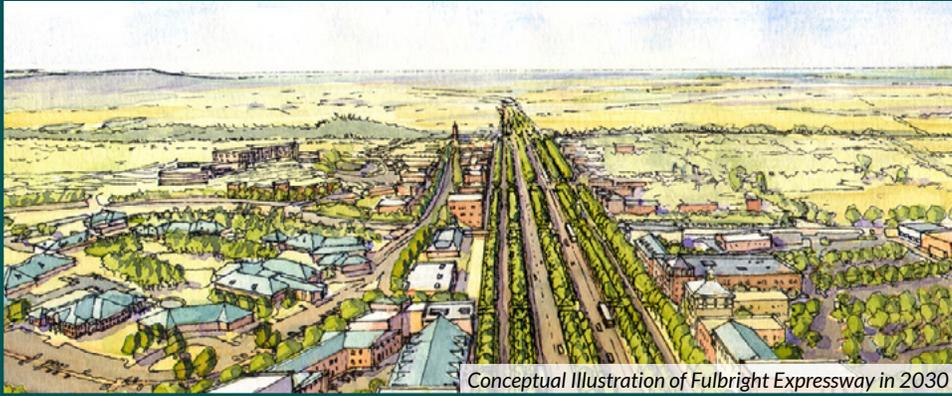


# GOOD NEIGHBOR GUIDE FOR RESIDENTIAL INFILL



## INTRODUCTION TO THE GUIDE

The City of Fayetteville is in a constant state of change. Some of this change takes place in Fayetteville's residential neighborhoods, where people build new homes or renovate existing homes. This process of building and renovating in established neighborhoods is called "residential infill."

Our Good Neighbor Guide for Residential Infill is intended for property owners and contractors starting a construction project in an established neighborhood, as well as for neighbors living close to infill projects. The guide highlights important aspects of infill construction and provides best practices and tips for keeping the lines of communication open through the life of a project.

Residential infill projects can contribute to the health, vitality and value of Fayetteville's existing neighborhoods. Observing the City's codes / bylaws along with good planning, management and communication are important to a successful project.

## GET TO KNOW THE PLAYERS



**PROPERTY OWNER / DEVELOPER** A person who owns the property and initiates the construction project. Property owners are ultimately responsible for any construction projects on their land.



**BUILDER / CONTRACTOR** A person who constructs or renovates a building, including contractors and other professionals involved in the construction work. In some cases, the builder may also be the property owner.



**NEIGHBOR / COMMUNITY MEMBER** A person who lives in the neighborhood and who may be affected by construction.



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## GOOD COMMUNICATION

If a project is not well planned, managed and communicated, construction can be disruptive and result in negative impacts on neighbors and the community. Informed neighbors are more likely to be understanding and supportive of a project, so it is important to communicate proposed plans early in the process.

Whether you are a property owner or a construction professional, you can ensure that your project has a lasting, positive effect for yourself and your neighborhood. Working together as neighbors, you can run a successful and safe project.

### FOR CONTRACTORS, BUILDERS, AND PROPERTY OWNERS:

- Property owners and builders should contact neighbors with information about proposed work, anticipated timelines and how the work might impact them. At the beginning of demolition or construction, property owners or builders should provide neighbors with a way to contact them if issues arise and have a plan in place to resolve issues in a timely manner.
- The building permit(s) must be posted in a conspicuous location for the duration of the project, and a sign with contact and emergency numbers can help to reduce complaints.



### FOR NEIGHBORS:

- Construction is an inherently noisy and messy business, and the most valuable contribution a neighbor can add to the process is patience. The best sources for information about any construction project are the owner and contractor—and friendly communication is the best way to build a healthy relationship and keep the communication channels open. Understand that contractors and owners can't be on the job site and watching over the project all day, every day.
- Neighbors interested in nearby construction should seek information about the project and educate themselves about potential impacts while the work is underway.

To learn more about the City's Development Services Department, please visit [www.fayetteville-ar.gov/development](http://www.fayetteville-ar.gov/development).

# GOOD NEIGHBOR PRACTICES

If you are a property owner, you are responsible for any construction project on your land. If you are a construction professional, you can limit unwanted disturbances and build a positive profile for your business by being courteous to residents of the neighborhood.

Following a few commonsense practices and guidelines can help minimize disruptions to your project and limit the potential for inconvenience to your neighbors.

Noise created by private development construction must cease by 11 p.m. everyday and not begin prior to 7 a.m. on all days except Sundays when the “quiet” time shall extend until 9 a.m. per [ordinance](#).

- Inform all surrounding neighbors about your plans and what you are doing.
- Obtain all required permits and approvals.
- Protect the immediate neighborhood, including streets and trees.
- Do not drive on or damage sidewalks, curbs or gutters on streets.
- Do not block driveways; keep streets and alleys open.
- Use only legal parking spaces or provide off-site parking arrangements.
- Protect your neighbors’ properties from damage.
- Do not use your neighbors’ properties to access the job site.
- Keep the site clean—maintain erosion control measures, keep streets and sidewalks free of debris and materials, provide the proper trash enclosure and keep loose litter and waste to a minimum.
- Understand there will be noise and other disturbances during the project.
- Respect work hours and noise regulations ([Chapter 96, City of Fayetteville Code](#)).



## IF YOU HAVE CONCERNS ABOUT A PROJECT IN YOUR NEIGHBORHOOD, FOLLOW THESE STEPS

1. Discuss your concern with the property owner.
2. If you are unable to get in touch with the owner, contact the builder; all builders should have their contact information posted and available at the project site.
3. If you are unable to reach the owner or builder, or if issues are not resolved, please contact the City of Fayetteville’s Development Services office at 479-575-8233.



## TYPES OF PERMITS:

- Development approvals
- Building permits
- Trade permits

## STARTING WORK WITHOUT PERMITS...

If you begin work without first obtaining the required permits, you may be liable for substantial fines, required to remove the unpermitted structure or subject to possible prosecution.

## WHEN DO I NEED PERMITS?

- Changes to your property that include constructing, renovating or changing the use of a building require permits from the City of Fayetteville.
- New construction, alterations/renovations and additions to existing buildings will require separate subcontractor permits for plumbing, electrical and HVAC work. Smaller residential projects may only need a stand-alone building permit.
- In accordance with City Ordinance and building codes, permits are required prior to performing any building or alteration work. Permits should be posted in an obvious location and must remain on site for the duration of the project.

## WHY DO I NEED PERMITS?

To ensure a building meets all requirements established under Fayetteville's Unified Development Code (UDC), the Arkansas Fire Prevention Code and other applicable regulations, the City is responsible for reviewing applications for construction or for changing how a structure is used.

## HOW DO I APPLY FOR PERMITS?

The permitting process begins with submittal of a complicated application along with all the required documentation. The complete submittal package is then distributed to the appropriate City divisions for review. Once each division has reviewed and approved the submittal documents, the permit(s) may be issued.

## INSPECTIONS INFORMATION:

All permits have inspections attached. Check out the [Building Safety Division Inspection Guide \(PDF\)](#).

City Building Inspectors will make periodic site visits to perform a variety of required inspections. Inspections are requested by the owner/contractor on an as-needed basis, and the City requires 24 hours notice to add an inspection to the schedule.

## UTILITY PROVIDERS:

### WATER & SEWER, TRASH & RECYCLING

- City of Fayetteville Utilities Department:  
479-521-1258 or [utilitybill@fayetteville-ar.gov](mailto:utilitybill@fayetteville-ar.gov)

### ELECTRICITY (Depends on address)

- Arkansas Electric Power (AEP) / SWEPCO:  
888-216-3523 or [www.swepco.com](http://www.swepco.com)
- Ozarks Electric Cooperative:  
800-521-6144 or [www.ozarksecc.com](http://www.ozarksecc.com)

### GAS

- Black Hills Energy:  
888-242-3969 or [www.blackhillsenergy.com](http://www.blackhillsenergy.com)

## KEY CITY OF FAYETTEVILLE CONTACTS:

Development Review: 479-575-8267  
Engineering Division: 479-575-8206  
Building Safety Division: 479-575-8238