



## Checklist for Site Plan Approval

Effective 2017

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**Project Name** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Engineer** \_\_\_\_\_ **Phone** \_\_\_\_\_

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### **Required**

A building permit is required:

- A.** for new industrial and commercial structures being constructed within the City of Mayflower.
- B.** for new occupation of an existing commercial or industrial structure within the City of Mayflower.

### **Authority**

The Planning Commission shall review Site Plans **prior** to the issuance of a building permit.

### **Definition**

Site Plan Review is a development review process that provides for case consideration of project, including the provision of parking and landscaping, drainage, siting of buildings, and the compatibility of the proposed development with adjacent uses.

All development shall be designed in such a way as to minimize any potential deleterious impact on the surrounding area. Special attention shall be given to buffering multi-family, commercial and industrial developments from adjacent single-family areas. Design of the internal street system, ingress and egress, off-street parking, loading and pedestrian ways shall be sensitive to such conditions as safety, convenience, separation of vehicular and pedestrian traffic, general attractiveness, and the proper relationship of different land uses. Landscaped areas shall be provided to reduce erosion, heat and glare, and said areas shall be maintained in an attractive condition. Existing trees on a development site shall be retained where possible. Screening, open space or other buffer may be required to give adequate separation between uses which are not compatible and shall also be provided for the beautification and enhancement of the property.

### **Applicable Zoning Districts**

1. All uses in commercial districts
2. I-1, Industrial Park
3. R-2, Multi-Family Dwellings
4. OS, Open Space District
5. All Conditional Uses



## Submission Requirements

Provided & Accepted

Does not apply

- 1. Meet submittal deadlines and Public Hearing and notice requirements.
- 2. Site Plan submitted on white paper.
- 3. Site Plan shall be no larger than twenty-four inches (24”) by thirty-six inches (36”) and shall be no smaller than eight and one-half inches (8.5) by eleven inches (11”)
- 4. Submit Ten (10) paper copies and One (1) CD copy of site plan
- 5. Graphic Scale
- 6. Magnetic North direction
- 7. Proposed lot lines
- 8. Existing and proposed vehicular circulation system
- 9. Existing and proposed vehicular and pedestrian circulation systems including streets, alleys, sidewalks, service areas and loading street parking areas and all points of vehicular ingress and egress.
- 10. Proposed perimeter of the property, indicating screening materials to be used including fences, and plant materials.
- 11. Schematic landscape plan showing proposed treatment of any areas designated as private common open space.
- 12. Location and dimension of all existing and proposed utility, drainage, and street easements and all existing public improvements within the site.
- 13. Proposed location of structures and structural dimensions of distance between buildings, and distances from structures to property lines.
- 14. Engineering drawings with pertinent location, dimensions and capacity of surface drainage in conformance with at least the minimum requirements of the City’s Subdivision Regulation Ordinance.
- 15. Show Q's waterflow on and off property, on plans; with calculations of pre- & post-development runoff and the required detention basin/structure.
- 16. Statement of proposed use of land and structures.
- 17. Topographical cross section map of the site and the location of the 100-year flood elevation in involved on the parcel of land.



## Submission Requirements

Provided & Accepted  
Does not apply

18. Quantitative Data for the following:
- A. Parcel size.
  - B. Proposed building coverage of principal and accessory buildings.
  - C. Proposed number of parking spaces
19. A registered land survey showing the exact property or boundary lines, including a legal description of the total site(s) proposed for development, including a statement of present ownership.

### Other Items

- Complies with the City of Mayflower Comprehensive Development Plan?
- Project is zoned correctly?
- Meets all ADA parking standards?
- Will the development landlock another property?
- If development is proposed within the declared floodplain, require that the Corps of Engineers permit development in case of wetlands. If in wetlands, require a 404 permit before construction. If not in wetlands, require a letter from the Corps of Engineers permitting development.

If within the Overlay District Boundaries:

- Meet Design Element Guidelines for Commercial Structures.
- Meet Construction and Appearance Design Standards for Commercial Structures.
- Submit an elevation schematics (screening, front façade, and monument elevations) drawing of main façade at 1/16 inch to 1-foot (minimum scale) showing adjoining context and a description of external building materials.
- Submit proposed landscaping to be used as screening shall be shown on the tree preservation plan or site plan.
- Sign sketches.
- Meet landscaping requirements.
- Meet fencing standards.
- Meet Overlay District setback requirements.
- Meet signage standards.



- Meet access management standards.
- Provide a Joint Access Agreement with adjoining property.
- Meet all other requirements for Overlay District.
- If proposed structure is along an Arterial or Collector Street, the applicant must put in a sidewalk.
- Meet all parking lot standards.
- If the development site is along an Arkansas State Highway, provide a driveway permit from AHTD.
- Meet all Master Street Requirements. Are new right-of-way dedications needed to meet Master Street Ordinance?
- If the applicant will disturb more than one (1) acre of land, all NPDES Phase II requirements shall be met before a building permit is issued.
- Place Public Hearing Notice in Log Cabin Democrat.
- Notify by certified mail, all property owners within three hundred feet (300') of site.
- Pay Site Plan Application Fee.

\* If all standards are not met, ***apply for a variance before submitting*** the Site Plan.

### **Site Plan Approval/Disapproval**

The Planning Commission may:

1. Approve the site plan as submitted.
2. Approve the site plan with modifications.
3. Defer the site plan for future review.
4. Deny the site plan.
5. In addition to the special requirements, the Planning Commission may impose on a site plan such additional requirements as are necessary to safeguard the public health, safety and general welfare. The Planning Commission may require the applicant to submit a revised site plan incorporating the imposed requirements and modifications or may elect to approve a site plan on the contingency the requirements and modifications will be made.

### **Appeals**

Any applicant aggrieved by a decision of the Planning Commission as it relates to the site plan review process shall have the right to appeal to the City of Mayflower City Council.



## **Implementation Time Requirements**

*The City of Mayflower Planning Commission requires that the improvements for the site plan be implemented within one (1) year. A bond may be put up for public improvements if the City of Mayflower Planning Commission allows.*

## **Public Hearing Requirements**

1. Legal notice- Notice of Public Hearing, shall be published in a newspaper of general circulation in Mayflower one (1) time at least fifteen (15) days prior to said hearing as required by law. The notice shall be published at the applicant's expense and shall give the time and place of the proposed hearing and proposed changes.
2. To Affected Parties- by the mailing of notice to the names and addresses of property owners within three hundred feet (300') of the site development site informing them of the public hearing. The mailing of notice to the names and addresses that an applicant has obtained from an abstract company shall be considered adequate notice. If an applicant fails to provide the supplemental notice requirements herein, the Planning Commission shall defer action on such application until supplemental notice has been adequately provided.

## **Reviewers and Processes**

The sketch or preliminary plan needs to go to *Fire Chief / Building Inspector* – Josh Woods and/or *Mayor* – Randy Holland.

After completing their recommendations, the sketch plans can go before the Planning Commission for their preliminary approval, if they are on the agenda.

***The City representatives then need to review all site plans and add comments and recommendations on plans:*** After all corrections are made, the plans need to go back to each representative that has not signed off on plans for their signature. The plans with all signatures on Approval Sheet can then be presented at Planning Commission Meeting, ***if they are on the agenda.***

### ***The City representatives are:***

*Fire Chief / Building Inspector* – Josh Woods

*Planning Staff* - Metroplan

*City Engineer* – CWB

*Waterworks Supervisor* – Raymond Arnold

*Street Superintendent* – Jimmy Joe Johnson

*Mayor* – Randy Holland

*Planning Commissioners* – List

## **Certificate of Occupancy**

***To receive a City of Mayflower Certificate of Occupancy, the site plan applicant will have to have implemented all parts of the approved site plan or have received a conditional site plan approval from the Planning Commission. No water connections shall be granted until the final inspection takes place for the Certificate of Occupancy and the site plan has been fully implemented.***

**Notice of Public Hearing and Certified Letter Format**



The following information shall be included in the newspaper notification and certified letters.

Notice is hereby given that **(name)** \_\_\_\_\_  
has filed an application for Site Plan approval with the City of Mayflower Planning Commission  
requesting **(list use of site)** \_\_\_\_\_  
be allowed at **(address and legal description)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

A public hearing will be held on said application **(date)** \_\_\_\_\_  
at 6:00 PM in the City Center, 5 Ashmore Street, Mayflower, Arkansas. All persons are called upon to  
show cause for or against the granting of said permit.

Jana Green-Fornash, Chairman  
City Planning Commission  
City of Mayflower, Arkansas, 72106

**This notice is to be run in the legal section of the Log Cabin Democrat no later than 15 days prior to the public hearing.**

**Deadline for legal notices: the deadline for the legal notices is 2 PM, two business days before publication.**

**Legals that are longer than two typewritten pages of 8.5 inches by 14 inches double-spaced material will require an extra day for preparation.**

**Legals may be e-mailed to [legals@thecabin.net](mailto:legals@thecabin.net) faxed to 501-327-6787 or dropped off at the office at 1111 Main Street Suite 102. Questions concerning the Log Cabin Democrat’s procedures should be directed to:**

**Legals  
Log Cabin Democrat  
1111 Main St. Suite 102  
Conway, AR 72032  
501-327-6621**



# APPLICATION FOR SITE PLAN REVIEW

## MAYFLOWER PLANNING COMMISSION

Date: \_\_\_\_\_, 2021

Filing Fee: \$125.00

Proposed Location Address: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_ Block Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Project Engineer and/or Architect: \_\_\_\_\_ Phone \_\_\_\_\_

Description of Site Plan Approval Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: ATTACH ALL NECESSARY MAPS AND DRAWINGS TO THIS APPLICATION.**

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

### PLANNING COMMISSION ACTION:

Approved \_\_\_\_\_ Approved with Exceptions \_\_\_\_\_ Not Approved \_\_\_\_\_

Exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Jana Green-Fornash, Chairman

\_\_\_\_\_

Date



## Project Approval Sheet

**Name of Project:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

*Fire Chief / Building Inspector – Josh Woods*

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*Signature*

*Date*

*Planning Staff - Metroplan*

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*Signature*

*Date*

*City Engineer – CWB*

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*Signature*

*Date*

*Waterworks Supervisor – Raymond Arnold*

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*Signature*

*Date*

*Street Superintendent – Jimmy Joe Johnson*

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*Signature*

*Date*

*Mayor – Randy Holland*

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*Signature*

*Date*