



CITY OF SEARCY PLANNING AND DEVELOPMENT

300 West Arch Avenue · Searcy, AR 72143 · (501) 279-1085 · (501) 207-5731 direct

LARGE SCALE DEVELOPMENT PACKET

Thank you for your interest in helping to develop the City of Searcy. To have a Large Scale Development approved, you must perform a number of steps. Large Scale Developments are required to be prepared and submitted in accordance with the procedures set forth in Chapter 2, Section 3 of the City of Searcy Land Development and Subdivision Regulations.

The following is a brief summary of the steps that you will need to take to get a Large Scale development approved.

Applicability:

1. Buildings or developments placed on a single plot of real property containing two acres or more.
2. A new development on any size lot containing a building or buildings with a combined square footage of 20,000 square feet or more.
3. Expansions of Developments: the size of existing buildings or lands meets the requirements of 1 or 2 due to a proposed expansion; the expansion creates the need to change the existing design of the development's access; or changes have occurred to adjacent properties that would require new site analysis of the proposed development.
4. These requirements exclude all residential developments other than multi-unit developments with more than 20 units.

Procedure:

1. Contact the Planning Office to verify upcoming Planning Commission dates and to set up a Pre-Development meeting with the City Planner and/or Technical Review Staff to review the potential Large Scale Development and all requirements.
2. Complete the application form contained herein.
3. Return the application and payment to the Planning / Code Enforcement Office by the first of each month for consideration at the next month's Planning Commission meeting. Supporting documents required on the checklist herein shall be submitted 5 business days later.
4. Appear before Technical Review Staff on the third Wednesday of the month the application was turned in at 1:00 in the Planning / Code Enforcement Office to present and then receive comments on the Large Scale Development from Staff.

5. Address any comments by Staff and turn in revised documents no later than 7 days prior to Planning Commission date.
6. Appear before Planning Commission to present the Large Scale Development.
7. If approved by Planning Commission, submit all remaining design documents to the Planning / Code Enforcement Office that may be required to obtain building permits.

Make sure that you or your representative is thoroughly familiar with these steps. If you encounter any problems whatsoever in this process, please feel free to contact the City Planner at the Planning / Code Enforcement Office.

CHECKLIST ITEMS FOR LARGE SCALE DEVELOPMENT

Planning Commission Date: _____

Technical Review Meeting Date: _____

Items Required on the First of the Month:

- Application
- Fees Paid: 20,000 square feet building but less than 50,000 square feet - \$100.00
 50,000 square feet building but less than 100,000 square feet - \$200.00
 100,000 square feet building or more - \$250.00

Items Required Five Business Days Later:

Provide two full size sets and a digital (PDF) set (digital copies may be sent via email) of the following:

- Plans and documents shall be prepared by a Professional Engineer and/or Professional Land Surveyor;
- Letter describing the intended uses of the buildings;
- Recorded Plat of property (or Preliminary Plat if applying concurrently)
- Site Plan (shall include the following):
 - Name and address of owner(s);
 - Bearings and distances of boundary from an actual survey of the property;
 - Street names, rights-of-way, centerlines, and easements bordering or traversing the property;
 - Building outline, sidewalks, curbs, drives, parking, and striping;
 - Exterior lighting quantity, direction, and pattern;
 - Exterior speaker location(s) and direction(s);
 - Proposed sign locations;
 - Proposed curb cuts for development and curb cuts of adjacent properties, including those across the street, intersections; these items shall be dimensioned relative to each other;
 - Identify all adjoining property by zone, use, and business name, if applicable;
- Drainage Plan: shall show drainage improvements and provide drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area;
- Utility Plan and Arkansas Department of Health approval;

- Letter from the Searcy Board of Public Utilities stating the status of the water and sewer service
- Landscape Plan: plan shall be prepared in accordance to Art. 6-7 of the Searcy Zoning Code;
- Building Elevations: rendered drawings of the front and side façade elevations of the building and materials list for front, side façades, roof structures, and trim.

Items Required Seven Days Prior to Planning Commission:

Provide two full size sets, ten (10) 11x17 sets, and a digital (PDF) set.

- All items required in the original submittal with any included revisions or modifications based on Staff comments during the Technical Review Meeting.

*If the Large Scale Development is approved at Planning Commission, the applicant is to provide the approval letter from the Planning Office along with complete building plans and any other remaining design documents to the Code Enforcement Office in order to obtain building permits.



CITY OF SEARCY

REQUEST FOR PLANNING COMMISSION ACTION

Date: _____

Property Owner(s) Name: _____

Address of Property: _____

Phone Number: _____ Email: _____

Mailing Address: _____

**IF YOU ARE NOT THE PROPERTY OWNER,
PLEASE HAVE THE OWNER COMPLETE THIS SECTION OF THE APPLICATION.**

I am the property owner and hereby appoint _____
to act as my legal agent in pursuing the requested action.

Owner's Signature

Date

Applicant(s) Name: _____

Phone Number: _____ Email: _____

Mailing Address: _____

ACTION REQUESTED

RE-ZONE

FROM: _____ **TO:** _____

PLAT REVIEW

TYPE: _____

CONDITIONAL USE PERMIT

OTHER (PLEASE SPECIFY)

I have received a copy of the application packet and understand that all the items and number of copies required on the submittal checklist, along with the appropriate fee, must be submitted to the Planning office no later than the close of business on _____. I further understand that if the information required is not submitted on time, the case will not be placed on the Planning Commission agenda, that some of the requirements are mandated by State Law and cannot be altered, and that the Planning Commission will not grant waivers to the adopted procedure.

Printed Name

Signature

Initials & Date Accepted by Planning Dept. _____
