



CITY OF SEARCY PLANNING AND DEVELOPMENT

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

SMALL SCALE DEVELOPMENT PACKET

Thank you for your interest in helping to develop the City of Searcy. To have a Small Scale Development approved in order to receive building permits, you must perform a number of steps. Small Scale Developments are required to be prepared and submitted in accordance with the procedures set forth in Chapter 2, Section 4 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 Small Scale development approved.

Applicability:

1. Any new commercial or industrial development, including any new parking lot or expansion that does not meet the criteria for a Large Scale Development approval.

Procedure:

1. Contact the Planning Office to verify all requirements for Small Scale Development approvals or to set up a Pre-Development meeting with the City Planner and/or Technical Review Staff to review the potential Small Scale Development.
2. Submit all documents required on the checklist herein to the Planning Office.
3. Staff will review documents and return comments within two weeks of submission. Technical Review Staff may request a meeting to discuss any required changes or modifications.
4. Address any comments by Staff and resubmit revised plans.
5. Once all plans are approved by Technical Review Staff, applicant may obtain building permits from the Code Enforcement Office to begin construction.

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 SMALL SCALE DEVELOPMENT

Items Required to Submit for Small Scale Development Approval:

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;
- Grading and 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 drawings of the front and side façade elevations with materials list for front, side façades, roof structures, and trim.
- Complete Building Plans: If the total project cost is over \$250,000 then the building plans are required to be stamped by a Registered Architect.