



DEPARTMENT OF PLANNING, INSPECTION, AND CODE ENFORCEMENT

SPECIFICATIONS for a SITE DEVELOPMENT PLAN

The Zoning Ordinance of the City of Jonesboro (Section 14 of the Jonesboro Municipal Code) requires Site Development Plans to be submitted and approved by the Metropolitan Area Planning Commission prior to issuance of a building permit for all commercial and industrial buildings and for multi-family residential developments containing more than four dwelling units.

AREA OF COVERAGE.

The Site Development Plan must cover the subject site plus all adjoining property including streets and property on the other side of abutting streets. It is particularly important to show driveways and fire hydrants across the street and any other off-site features that may influence development of the subject site.

INFORMATION TO BE PROVIDED.

If at all possible, a Site Development Plan should be presented on one sheet titled *Site Development Plan*. In cases of a complex or large development where all information cannot be included on a single sheet, up to three sheets may be used. Typically the first sheet would be the *Site Development Plan*, the second sheet would be the *Grading and Drainage Plan*, and the third sheet would be a *Landscaping Plan*.

Following is a checklist (conforming to Appendix "A", Site Plan/Conditional Use Permit Checklist of the Zoning Ordinance) of information that shall be provided on the *Site Development Plan*:

- _____ 1. Name of the development or subdivision;
- _____ 2. Address and lot number of the property;
- _____ 3. Location map drawn to a minimum scale of one-inch (1") equals one thousand feet (1,000') and clearly showing city limits and streets within on-half (1/2) mile radius of the site.
- _____ 4. Name, address, telephone numbers, fax numbers, and signatures for all owners of the property and the applicant.
- _____ 5. North arrow;
- _____ 6. Drawn to minimum scale of one inch (1') equals fifty feet (50') and including a graphic scale;
- _____ 7. City, county, and state.

- _____ 8. Date of plan or plans; (if the Site Development Plan consists of more than one sheet, the same date should be shown on all sheets for ease of reference);
- _____ 9. Existing zone district;
- _____ 10. Name, address, telephone number and fax number of all professional consultants;
- _____ 11. Seal (wet) of the appropriate professional registered in the State of Arkansas;
- _____ 12. Acreage and square footage of the site;
- _____ 13. Minimum required street, side and rear setbacks as set out in the Jonesboro Zoning Ordinance or by private requirements, if any exist, and if they are more restrictive than the Zoning Ordinance.
- _____ 14. Floodway and floodplain boundaries with elevations referenced to, and showing the exact location of, the nearest benchmark. If the property is not affected by a floodway or is not within a floodplain, an engineer shall so certify;
- _____ 15. Existing and proposed land contours showing vertical intervals no greater than (2');
- _____ 16. Names and addresses of all owners of adjoining property;
- _____ 17. Length of site boundaries measured to the nearest 1/10 foot;
- _____ 18. Value of all true bearings and angles as dimensioned in degrees and minutes;
- _____ 19. Location, square footage and exterior dimension, measured from the outside walls of all existing and proposed buildings and structures located on the subject site. If a proposed building is more than one story in height, the gross floor area of the entire structure should be shown on the plan;
- _____ 20. All proposed improvements in their exact relationship to existing contours and other topographic features;
- _____ 21. Easements indicating location, dimension and type. If no easements exist on the site, a note to this effect should be placed on the plan;
22. Utilities, including:
 - a. _____ Location, size and type of existing and proposed water mains (on site and off site) and the location, size and type of proposed water service lines to serve the proposed facility;
 - b. _____ Location, size and type of existing and proposed fire hydrants. Please consult with Captain Leonard Jadrach, Fire Marshal, Jonesboro Fire Department (telephone number 870 932-2428) concerning the need for additional fire hydrants and/or standpipes. Results of this consultation should be noted on the plan.
 - c. _____ Location, size and type of existing and proposed sanitary sewer mains (on site and off-site) and the location, size and type of proposed sanitary sewer service lines to serve the proposed facility;
 - d. _____ Date plumbing plans were submitted to the Arkansas State Department of Health for review;
 - e. _____ Location of existing and proposed natural gas lines and the route service lines will take to serve the building;

- f. ____ Location of existing electrical lines and the route service lines will take to serve the building;
 - g. ____ Location, size and type of existing storm drainage facilities including culverts;
 - h. ____ Location and size of dumpster or refuse receptacle area including type of screening;
- ____ 23. Drainage plan prepared and sealed by a civil engineer licensed in Arkansas. This plan must be designed with drainage facilities adequate to dispose of all storm water, and to not increase the storm water runoff onto the surface of adjoining properties or streets. The drainage plan should include calculations of existing and proposed storm water flows. The drainage plan should contain measures for controlling erosion and sediment discharge from the construction site and to prevent discharges and runoff from causing water pollution. Erosion control facilities should be shown on the drainage plan.
24. Parking and traffic control facilities including:
- a. ____ Location of access drive (must be 20' from side property line);
 - b. ____ Dimension of access drive (maximum of 40');
 - c. ____ Width of internal driveways (excluding parking aisles);
 - d. ____ Handicapped person vehicular parking spaces and access ramps;
 - e. ____ Parking spaces including the number of spaces required and the number of spaces to be provided; the formula used in calculating parking spaces should be noted on the plan;
 - f. ____ Width and length of parking aisles;
 - g. ____ Loading areas(s);
 - h. ____ Indication by note or symbol that all driveways, parking areas, and loading areas will be paved with asphalt, concrete, or brick and the perimeter of such areas curbed (type of curbing should be indicated);
 - i. ____ Traffic control devices;
- ____ 25. Sign location and type;
- ____ 26. Screening and buffering;
- ____ 27. Landscaping plan showing the location, size and type of existing and proposed plant materials. This plan may be prepared in two phases. The first phase is a concept plan showing existing materials to remain and proposed landscape areas indicating the general type of materials to be planted. For example: "trees;" "ground cover;" "low bushes and shrubs;" and "high bushes and shrubs." The second phase landscaping plan must be submitted and approved prior to applying for a HVAC permit. This plan must show more definitive information pertaining to the location, size, and type of landscaping materials to be planted on the site. Landscaping must meet or exceed the landscaping requirements set out in the Jonesboro Zoning Ordinance.
- ____ 28. Restrictive covenants, grants of easements or other restrictions in a form that can be recorded; (note on plan if not applicable);
- ____ 29. Common open space plan, and proposed amenities (note on plan if not applicable);

- _____ 30. Lighting plan indicating location, type, direction and intensity (measured in foot candles) of proposed exterior lighting. Small developments may handle this requirement by putting the following statement on the plan: *All exterior lighting fixtures shall be located and directed so that light does not "spill" onto adjoining properties;*
- _____ 31. Location and characteristics of any historical structures and sites (note on plan if not applicable).
- _____ 32. The first sheet of the Site Development Plan must contain a statement indicating that the property owner is in agreement with the Plan. Below the statement should be a line for the property owner's signature.

Place the following statements and signature lines on the first sheet of the Site Development Plan:

I acknowledge my understanding that all site improvements shall conform to this approved Site Development Plan. The City Planner for the City of Jonesboro must approve, in writing, any deviations, variances, or changes from this approved Site Development Plan. All construction shall be in compliance with the Zoning Ordinance and with the conditions of the Zoning Permit, and with all laws and ordinances governing this type of work.

The design professional (architect, engineer, or landscape architect) sealing the approved Site Development Plan shall periodically inspect the installation and construction of all site improvements shown on and required by the Site Development Plan. Upon completion of all site improvements and prior to issuance of a Certificate of Occupancy, the design professional shall submit a letter to the City Planner verifying that construction has been completed in accordance with the approved Site Development Plan.

Owner:	Contractor:	Design Professional:
_____	_____	_____
Date: _____	Date: _____	Date: _____

Note: Signatures do not have to be provided until the final drawings are submitted.

- _____ 33. Check in the amount of \$50.00 make out to the City of Jonesboro for the site plan review fee.

Any item listed above that is not applicable to the subject site should be so noted on the plan.

Please see Chapter 14.36, General Standards of the Jonesboro Zoning Ordinance for additional information on required site improvements.