



COMMUNITY DEVELOPMENT
PLANNING DIVISION
301 W. CHESTNUT
planning@rogersar.gov
(479) 621-1186

PRELIMINARY PLAT SUBMITTAL CHECKLIST

PROJECT NAME: _____

DATE SUBMITTED: _____

A COMPLETE SUBMITTAL MUST INCLUDE THE FOLLOWING:

- \$200 review fee (paid online or in person)
- PDF plat/plan set (with all markups flattened)
- PDF drainage report (with all markups flattened)
- A signed copy of this form with the attached Plan Review Checklist completed

NOTES:

- All submissions must be made through the CityView Portal at www.permittingrogersar.gov.
- Plan revisions made subsequent to the first review date will be reviewed within 10 business days of resubmittal. All plan revisions must be resubmitted to Rogers Water Utilities separately.
- Preliminary Plats are placed on a Planning Commission agenda for approval if all required revisions have been addressed by the agenda deadline date, and Rogers Water Utilities has issued a conditional approval letter.

APPLICANT/ENGINEER SIGNATURE: _____

PRINTED NAME AND TITLE: _____

PHONE: _____

EMAIL: _____

PRELIMINARY PLAT REVIEW CHECKLIST

GENERAL REQUIREMENTS

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Provide detailed street plans-profiles-specifications including soil analysis, design calculations, typical street sections, and pavement section of each street or street classification.	Engineering	14-580	
		Provide storm drainage calculations that include plans, profiles, specifications, soil analysis, and design calculations.	Engineering	14-580	
		Provide storm drainage calculations and specifications for off-site improvements as necessary.	Engineering	14-580	
		Provide stormwater pollution prevention plans (SWPPP).	Engineering	14-580	
		Provide a copy of the detailed water and sewer plans-profiles-specifications submitted to RWU.	Engineering	14-580	
		Provide draft of covenants.	Planning	14-583	
		All sheets must provide a designated area for the official City of Rogers stamp, signature, or acknowledgement that measures 2" x 3".	Planning	14-228	

GENERAL LOT STANDARDS

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		All structures must be located on a lot that fronts a public or private street.	Planning	14-722	
		Individual lots, tracts, or parcels that require both septic and well must be 1.5 acres and have minimum frontage width of 120 feet.	Planning / RWU	14-554	

COVER SHEET INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Must be labeled as "Preliminary Plat" in addition to project name. Indicate phasing as necessary.	Planning	-	
		Include location address(es). New addresses are issued by Benton County 911 Administration. Existing addresses may be verified by the Risk Reduction Division.	Planning	-	
		Revision dates must be tracked on each resubmitted version.	Planning	-	
		Include CityView project number (PL2019XXXXXX).	Planning	-	
		Include contact information for owner, developer, and engineer.	Planning	14-580	
		Include project name, date, legend, graphic scale, and north arrow.	Planning	14-580	
		Include total site acreage and number of lots proposed.	Planning	14-580	
		Include lot/unit count and density calculations if applicable.	Planning	14-580	
		Include current zoning information.	Planning	14-580	
		Include a vicinity map indicating major streets and landmarks.	Planning	14-580	
		Include legal description of subject property with exact dimensions indicated. Include survey when possible. Verify accuracy of description.	Planning / Engineering	14-580	
		Include flood certification statement with correct FIRI effective date (June 5, 2012).	Engineering	-	

PRELIMINARY PLAT INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Verify that all proposed lots comply with the dimensional lot standards of the zoning district.	Planning	Zoning districts	
		Verify legend symbology and linework.	Planning / Engineering	-	
		Include building setback/build-to zone table based on zoning standards. BSLs should not be shown graphically in order to distinguish from easement linework.	Planning	14-580	
		Indicate maximum building height based on zoning standards.	Planning	14-580	
		Indicate zoning of adjacent property.	Planning	14-580	
		Indicate the location of all prominent physical features such as buildings, railroads, and creeks.	Planning	14-580	
		Indicate the location of all existing and proposed parcel lines, lot lines, lot and block numbers, easements, dedications, reservations, and non-buildable lots.	Planning / Engineering / RWU	14-580	
		Indicate project phasing as necessary.	Planning	-	
		Indicate adjacent driveways.	Planning	-	
		Indicate finished floor elevations for each lot (minimum 2' above base flood elevation).	Planning / Engineering	14-580	
		Indicate the location of all existing and proposed utility lines and drainage systems.	Engineering / RWU	14-580	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-580	
		Indicate flood areas if applicable.	Engineering	14-580	
		Indicate two-foot contour lines where slope is less than 10% and five-foot contour lines where slope exceeds 10%, based on actual elevations (not relative elevations).	Engineering	14-580	
		Indicate the dimensions of required ROW dedication and provide standard dedication language with signature block.	Engineering	14-580	
		Indicate the location of required RWU improvements, including street lights and street trees. Provide street construction details.	Engineering	14-580	
		Verify that street connectivity standards have been met.	Engineering	14-580	
		Verify that access management standards have been met.	Engineering	14-604	
		Verify 30' curb radius for all access points.	Engineering	14-260	
		Verify that streets are designed per MSP typical street section.	Engineering	Ch. 14 Art. V Div. 3	
		Any traffic calming measures must be coordinated with the Risk Reduction Division.	Engineering	Ch. 14 Art. V Div. 3	
		Verify adequate ROW is provided per MSP, including trails. Consider recreation easements for trails if necessary.	Engineering	Ch. 14 Art. V Div. 3	
		Verify correct sidewalk/sidepath and greenspace width is provided per MSP, including trails.	Engineering	Ch. 14 Art. V Div. 3	

UTILITY PLAN INFORMATION

IN PROGRESS	COMPLETED	REVIEW ITEMS	REVIEWER	CODE REF	NOTES
		Indicate the location of all existing and proposed utility lines and drainage systems.	Engineering / RWU	14-580	
		Indicate the location of all existing streets, utility easements, and drainage abutting the site.	Engineering / RWU	14-580	
		Identify any conflicts with overhead electric lines and street trees.	Engineering	-	
		Identify any conflicts with stormwater along ROW.	Engineering	-	
		Show required street lights and street trees with correct spacing.	Engineering	-	

EROSION CONTROL PLAN INFORMATION			
IN PROGRESS	COMPLETED	REVIEW ITEMS	NOTES
		Verify that an erosion control plan is provided.	
		Verify that silt fence is shown in proper area.	
		Indicate the location of non-residential trailers to be used for a project. Trailers must be removed prior to the issuance of Certificate of Occupancy or at the expiration of the temporary trailer permit.	
		Verify that ADECO mailbox is shown.	
		Verify that construction entrance is 20% of lot depth up to 100 feet. A tire wash must be shown if no construction entrance is needed.	
		Verify that a concrete washout is shown.	
GRADING PLAN INFORMATION			
IN PROGRESS	COMPLETED	REVIEW ITEMS	NOTES
		Indicate proposed site grading in accordance with the requirements of Article VII.	
		Include detention pond profiles (10-year and 100-year with 1' freeboard).	
		Verify that dry detention ponds have 5-foot wide concrete trickle channel.	
		Verify that dry detention pond bottoms have minimum 1% slope.	
		Verify that USGS Type-C staff gauge is provided at the pond outlet structure.	
		Verify that a trash rack is provided at the outlet structure.	
		Verify that all-weather access with an easement is provided to the detention pond.	
		Verify that reinforced concrete pipe is provided in r/w under traffic areas, etc.	
		Indicate any off-site drainage and whether an easement is needed.	
		Indicate the proposed storm sewer pipe on the road profile sheets, and verify HGL, slope, velocities, minimum cover, etc.	
		Verify if site is in Cave Springs Direct Recharge Area (Zones 1-3) and provide a disturbance report if needed.	
		Indicate mitigation for point discharges at property lines.	
STREET CONSTRUCTION INFORMATION			
IN PROGRESS	COMPLETED	REVIEW ITEMS	NOTES
		Provide typical street sections.	
		Include soil analysis.	
		Include design calculations.	
		Include pavement section of each street or street classification.	
		Include street tree details with minimum spacing between street lights and sidewalk.	
DETAIL SHEET INFORMATION			
IN PROGRESS	COMPLETED	REVIEW ITEMS	NOTES
		Include all standard City details.	
		Include sidewalk, driveway, and curb details.	
		Include wire-backed silt fence detail.	
		Include construction entrance detail.	
		Verify that no rip rap is shown.	
		Include fencing detail.	
DRAINAGE REPORT INFORMATION			
IN PROGRESS	COMPLETED	REVIEW ITEMS	NOTES
		Include project title and date.	
		Include project location (with street address and vicinity map).	
		Include a brief description of the proposed project.	
		Include project owner's name, address, and number.	
		Indicate the site area to the nearest 0.1 acre.	
		Indicate a brief description of the site drainage of the proposed project.	
		Provide upstream and downstream drainage problems within the area (on-site, upstream, downstream).	
		Provide upstream and downstream drainage information, including pre- and post-developed drainage area maps and inlet area maps with the TOC flow paths and proposed and existing topography shown as appropriate.	
		Include a summary runoff table with 1, 2, 5, 10, 25, 50, and 100-year storm flows.	
		Provide copies of all calculations performed.	
		Include recommendations/summary.	
		Include certification.	
		Include a FEMA FIRM file to verify the flood zone.	
		Provide a statement about water quality treatment with calculations as needed.	
		Provide a statement if the site is located in a Cave Springs Direct Recharge Area zone.	