



DEPT. OF COMMUNITY DEVELOPMENT  
PLANNING DIVISION  
301 W. CHESTNUT  
PHONE: (479) 621-1186  
FAX: (479) 986-6896

## Residential Building Planning Approval Process Application Requirements and Information

1. Draw a site plan on a full-size piece of paper, drawn and dimensioned clearly, *or a professionally drafted site plan may be required*, with the following details:
  - a) Property address and/or parcel number;
  - b) Street name;
  - c) All property lines (indicate the front, rear, and sides)
  - d) Existing structures;
  - e) Proposed additions/structures;
  - f) Building height;
  - g) Distance from closest point of the new addition to the property line for every side;
  - h) Provide lot dimensions/measurements for all lot lines;
  - i) Any known easements;
  - j) Include all significant site features (large trees, wells, creeks, and other waterways, etc.)
2. Email the site plan and the Residential Building Planning Approval Form to the Planning Division of the Community Development Department at [planning@rogersar.gov](mailto:planning@rogersar.gov) . A staff member will review and be in contact with you.
3. Once the Planning Division has signed off on the form, it will be sent over to the Risk Reduction Division. You may contact their office at 479-621-1100.

### NOTES:

- This site plan does not constitute approval of a building permit. A separate building permit is required from the Risk Reduction Division before any construction may start.
- Any new construction that has received approval of a variance must have a recorded setback reduction survey provided with their application.



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## RESIDENTIAL BUILDING PLANNING APPROVAL FORM

Applicant: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

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

I, \_\_\_\_\_, confirm the site plan provided for approval of this form is accurate to the best of my knowledge. I understand that I will be responsible for locating my property lines and confirming measurements as shown on the site plan. I understand that I must indicate whether pools are in-ground or above-ground on my site plan.

\_\_\_\_\_  
Building Permit Applicant Signature

\_\_\_\_\_  
Title

OFFICE USE ONLY

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Zoning: \_\_\_\_\_

**SETBACK INFORMATION:**

Front: \_\_\_\_\_ Back: \_\_\_\_\_ Int. Side: \_\_\_\_\_ Ext. Side: \_\_\_\_\_

*"Building setback line" means a line beyond which no buildings or structures may be erected and beyond which no portion of a building or structure or roof overhang shall extend per Sec. 14-1 of Code of Ordinances, City of Rogers. Setbacks are to be measured from a properly staked property line or right-of-way, whichever is closest. Setback information provided here may not include all easements.*

**HEIGHT INFORMATION:**

Type of Structure: \_\_\_\_\_ Height Limit: \_\_\_\_\_

**FLOODPLAIN INFORMATION:**

Floodway: Y / N Floodplain: Y / N

Minimum Finished Floor Elevation: \_\_\_\_\_

*Slab shall be a minimum of 12 inches above the highest adjacent curb gutterline.*

\_\_\_\_\_  
Planning Staff Approval

\_\_\_\_\_  
Date

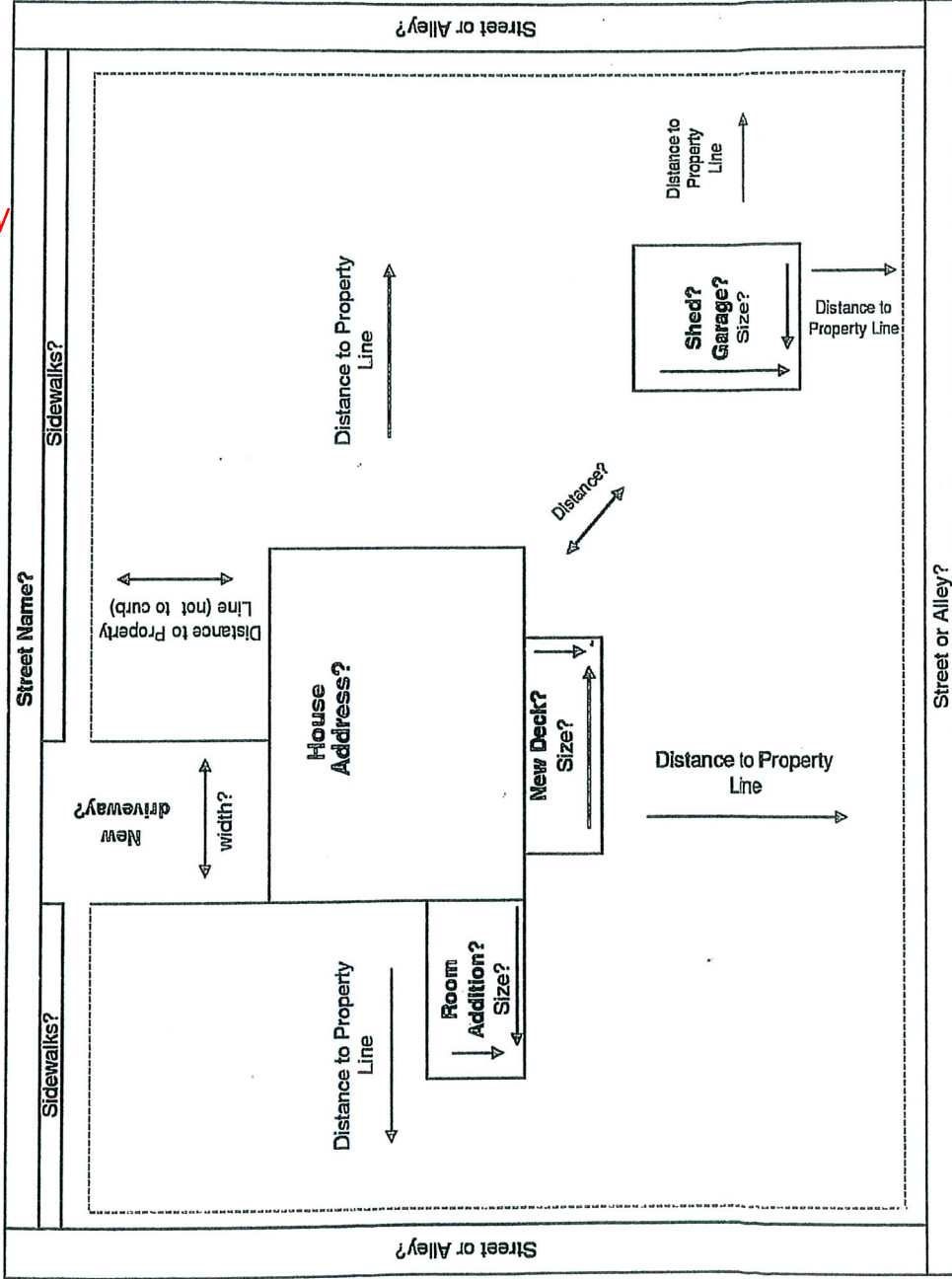
Provide Street Name and address and/or parcel number.

Provide dimensions of lot/measurements for all lot lines.

Site plan should include the dimensions of each structure and the distance between each structure and each property line and other structures.

Site plan should include all structures current and planned per this application. It must also include all significant site features, including large trees, wells, creeks and other waterways, etc.

# How to Draw a Basic Site Plan



Drawing must be on a full-size piece of paper, drawn and dimensioned clearly, or a professionally drafted site plan may be required.

Indicate front, back and sides of the lot on the site plan.

Any known easements should be shown on the site plan.