



# Planned Unit Development (PUD)

## Application & Checklist

Application can be found at <http://www.tontitown.com/>

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided. PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED.**

<b>Property Information</b>	Address <u>HWY 412</u> Parcel No. <u>830-37579-000; 830-37570-000</u> Acreage <u>10.67</u> Existing Use <u>Open</u> Zoning <u>C2</u>	<b>Project Information</b>	Proposed Use(s) and amount of land devoted to each <u>PRD - 9.57</u> <u>C2 - 1.1</u>
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<b>Property Owner</b>	Name <u>Tamara Martin for Orchard Properties LLC</u> Address <u>P.O. Box 10620</u> City, State, Zip <u>Fayetteville, 72703, AR</u>	Phone <u>479-283-7744</u> Fax _____ E-mail <u>tgmartin76@gmail.com</u>	<input type="checkbox"/> Select if this is the primary contact
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<b>Representative</b>	Name <u>Zak Johnston</u> Address <u>901 N 47th Street, Suite 200</u> City, State, Zip <u>Rogers, 72756, AR</u>	Phone <u>479-878-2490</u> Fax _____ E-mail <u>zak.johnston@craftontull.com</u>	<input checked="" type="checkbox"/> Select if this is the primary contact
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<b>Representative Signature</b>	I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.		
	Representative Signature <u>Ryan Z. Johnston</u>	Date <u>09/15/15</u>	

<b>Owner Signature</b>	I certify under penalty of perjury that I am the owner of the property that is subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)		
	Owner Signature <u>Tamara Martin for ORCHARD PROPERTIES LLC</u>	Date <u>9/15/15</u>	

<b>Office Use Only</b>	Date Submitted: _____ Date Fwd to NWARPC: _____ Zone: _____	PC Meeting Date _____ Date Approved _____ Permit Fee: \$ _____ Receipt # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check _____ <input type="checkbox"/> Credit Card _____
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### Points of Contact:

Engineer/Surveyor/Architect:	<u>Zak Johnston</u>	Phone: <u>479-878-2490</u>	Email: <u>zak.johnston@craftontull.com</u>
Developer:	<u>Tamara Martin</u>	Phone: <u>479-283-7744</u>	Email: <u>tgmartin76@gmail.com</u>
Majority Owner:	<u>Tamara Martin</u>	Phone: <u>479-283-7744</u>	Email: <u>tgmartin76@gmail.com</u>

**Please Note: THE APPLICATION WILL NOT BE ACCEPTED AT THE DATE OF SUBMITTAL IF THE FIRST TEN ITEMS ARE NOT MET.**

1. **Application (Required at time of application submittal):** Completed application form.
2. **Fee (Required at time of application submittal):** Payment of the application fee as shown on this link [http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
3. **Warranty Deed (Required at time of application submittal):** A copy of the warranty deed showing the **current ownership** of the property is required.
4. **Plat/Plan.** Provide a plat or plan in DWG format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"-50') of all required information. Two (2) copies of the plat or plan (24" wide by 36" high) folded to page size with title information on the outside; as well as a PDF copy of this document. **"All DWG files submitted shall be on Arkansas State Plane North coordinate system."**
6. **Recorded Plat.** Copy of the recorded plat.
7. **Landscape Plan, including irrigation plan (LSD only).** Please refer to section 150 of the city building regulation code.
8. **Written Description.** Written description to include:
  - a) Justification of compliance with the intent of the PUD District;
  - b) Description of proposed land uses and percentage of land area devoted to each.
  - c) Description of proposed zoning and development standards.
  - d) Description of structural design
  - e) Description of compliance with PUD Development criteria; and
  - f) If phasing is proposed, a schedule of construction.
9. **Notification.** The applicant must notify, by certified mail, property owners within 200 feet of subject property at least 15 days in advance of the public hearing. A sample notification letter is attached. A vicinity map must be mailed with the notifications (staff can provide this map upon request.) Submit the mailing list to the Planning Department at least 10 days prior to the public hearing date. Do not mail notifications without a vicinity map.
10. **Legal Description.** An accurate legal description of the property to be rezoned to a PUD type written in Word provided to the Planning Department, either by e-mail or on a disk.**Publication.** The City of Tontitown will publish a notice in a local paper at least 15 days prior to the public hearing date.
11. **Plat and Plan Requirements Checklist.** Submit an initialed copy of the Plat and Plan Requirements Checklist, which can be found at this link <http://www.tontitown.com/pdfs/planplatreq.pdf>
12. Any other data or reports as deemed necessary by the City as described below.

A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

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### NOTICE OF INTENT TO REZONE TO PLANNED UNIT DEVELOPMENT

\_\_\_\_\_ has requested The Tontitown Planning Commission to set a public hearing date to consider rezoning the following property from \_\_\_\_\_ to \_\_\_\_\_ a Planned Unit Development (PUD).

The legal description of the property is as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The common description of the property is: \_\_\_\_\_

Proposed land use(s): \_\_\_\_\_

The public hearing will be held \_\_\_\_\_, 20\_\_ at 6:00 p.m. It will be held at 235 E. Henri DeTonti Blvd.

This notification is in response to the requirement that all property owners within 200 feet of said property must be notified. If you wish to express any comments about the requested rezoning, you may respond by the following methods:

1. Attend the public hearing and express your views.
2. Express your opinion in writing to The Planning Commission. You may mail this to:  
City of Tontitown Planning Department, P.O. Box 305, Tontitown, AR 72770. Email to [rbennett@tontitown.com](mailto:rbennett@tontitown.com) or fax to 501-421-0012.
3. Use the bottom of this form to express your opinion by checking the appropriate box. (This may also be delivered or mailed to the above address.).

For more information, you may call the Planning Department at (479) 361-2996 ext 3.

I/we have received notice of the public hearing for the rezoning of the above described property and:

- I/we have no objections to the rezoning.
- I/we object to the rezoning because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

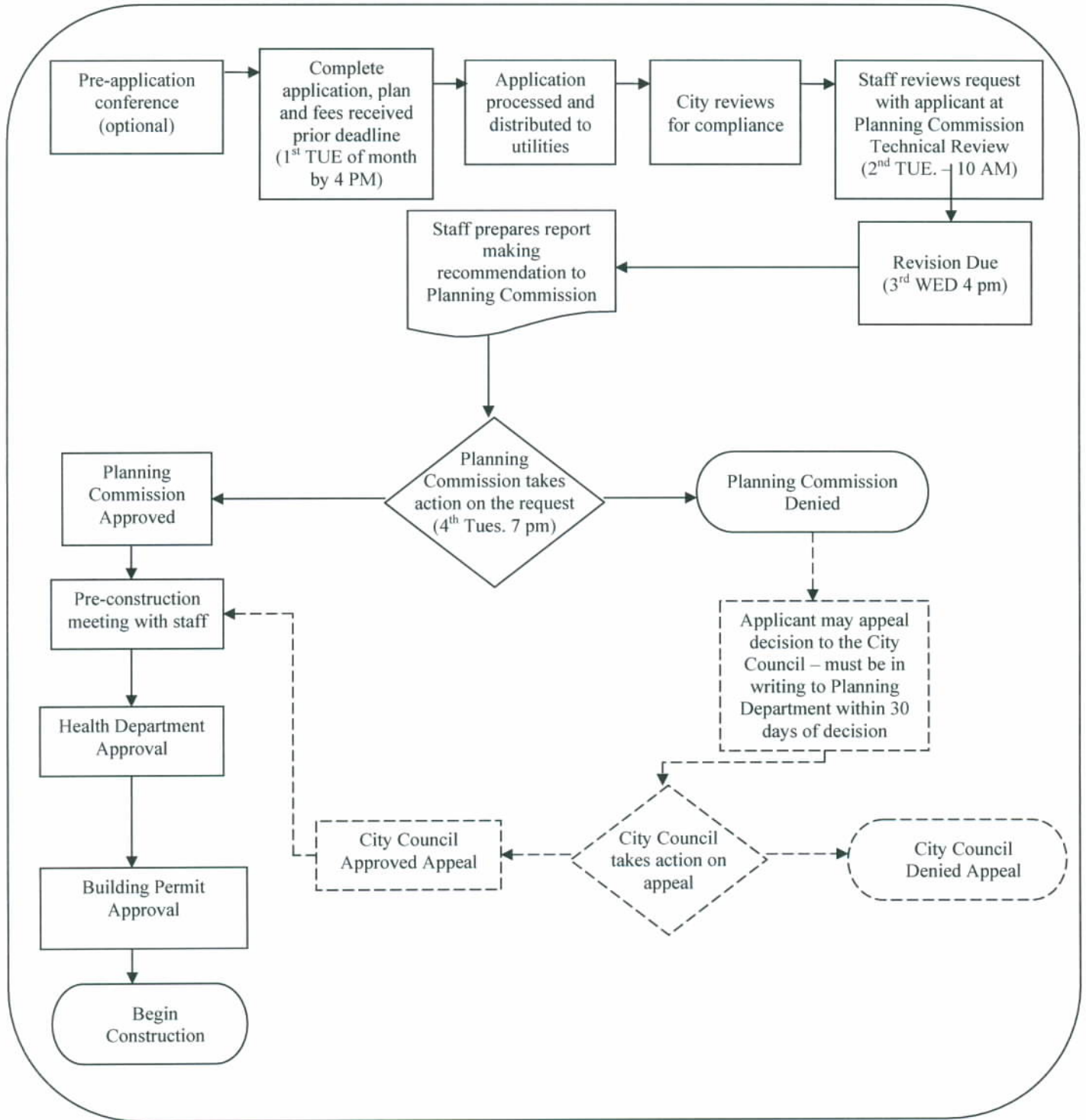
Signature \_\_\_\_\_



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### GIS Requirements per City Code Section 152.900, for "Planned Unit Development"

An ACAD file shall be submitted that must contain at a minimum all items shown visibly on the submitted original signed and sealed documents (may exclude professional seals). This includes both the Submitted Plats/plans and all As-Built documents.

The Plan/Plat and As-Built Documents bearing and coordinate system shall be based on Arkansas State Plane Coordinates using as a basis of bearings the City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums. (This is to include both the original signed and sealed documents as well as all electronic files submitted.)

The Plan/Plat drawings shall label at least 2 exterior boundary corners with Arkansas State Plane Coordinates (based on City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums.)

Any new, on or off-site easement, Right-of-way, deed restriction, or covenant documents effecting the submittal shall be provided in a (\*.pdf) file format showing a copy of the original recorded document including Recorders stamp and all required signatures.



# Large Scale Development/ Preliminary Plat

## Application & Checklist

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Application # \_\_\_\_\_

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Property Information	Address <u>HWY 412</u>	Project Information	Project Name <u>Towne Park @ Har-Ber</u>
	Parcel No. <u>830-37579-000; 830-37570-000</u>		Subdivision Name <u>Towne Park @ Har-Ber</u>
	Acreage <u>10.67</u>		Check One: <input checked="" type="checkbox"/> Large Scale Development <input type="checkbox"/> Preliminary Plat
	Existing Use <u>Open</u>		Is this project an approved PUD? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Zoning <u>C2</u>		Proposed Use <u>Residential</u>

Property Owner	Name <u>Tamara Martin / Orchard Properties, LLC</u>	Phone <u>479-283-7744</u>	<input type="checkbox"/> Select if this is the primary contact
	Address <u>P.O. Box 10620</u>	Fax _____	
	City, State, Zip <u>Fayetteville, 72703, AR</u>	E-mail <u>tgmartin76@gmail.com</u>	

Representative	Name <u>Zak Johnston</u>	Phone <u>479-878-2490</u>	<input checked="" type="checkbox"/> Select if this is the primary contact
	Address <u>901 N 47th Street, Suite 200</u>	Fax _____	
	City, State, Zip <u>Rogers, 72756, AR</u>	E-mail <u>zak.johnston@craftontull.com</u>	

Representative Signature	I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.	
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	Owner Signature <u>Tamara Martin for ORCHARD PROPERTIES, LLC</u>	Date <u>9/15/15</u>

Office Use Only	Date Submitted: _____	PC Meeting Date _____	Date Approved _____	
	Date Fwd to NWARPC: _____	Permit Fee: \$ _____	Receipt# _____	
	Zone: _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____	<input type="checkbox"/> Credit Card _____



# Large Scale Development/ Preliminary Plat

## Application & Checklist

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3. **Warranty Deed (Required at time of application submittal):** A copy of the warranty deed showing the **current ownership** of the property is required.
4. **Plat/Plan.** Provide a plat or plan in DWG format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"-50') of all required information. Two (2) copies of the plat or plan (24" wide by 36" high) folded to page size with title information on the outside; as well as a PDF copy of this document. **"All DWG files submitted shall be on Arkansas State Plane North coordinate system."**
5. **Drainage Report.** One (1) Drainage reports plus 1 copy in PDF format, grading and soil erosion plan (sites over one (1) acre). Refer to the drainage criteria Manual found at this link <http://tontitown.com/pdfs/Tontitown%20Drainage%20Criteria%20Manual.PDF>
6. **Recorded Plat.** Copy of the recorded plat.
7. **Landscape Plan, including irrigation plan (LSD only).** Please refer to section 150 of the city building regulation code.
8. **Lighting Cut Sheet (LSD only).** The type of lighting fixture utilized must be a "cut-off" fixture.
9. **Architectural Drawing Elevations - showing each side of the structure (LSD only).**
10. **Plat and Plan Requirements Checklist.** Submit an initialed copy of the Plat and Plan Requirements Checklist, which can be found at this link <http://www.tontitown.com/pdfs/planplatreg.pdf>
11. Any other data or reports as deemed necessary by the City as described below.

A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

**Please note:**

- **Owner/Applicant must request final inspection pursuant Code Section § 152.700.10 FINAL INSPECTION found at: [http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titlexvlandusage/chapter152subdivisions?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=JD\\_152.700.10](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter152subdivisions?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=JD_152.700.10)**

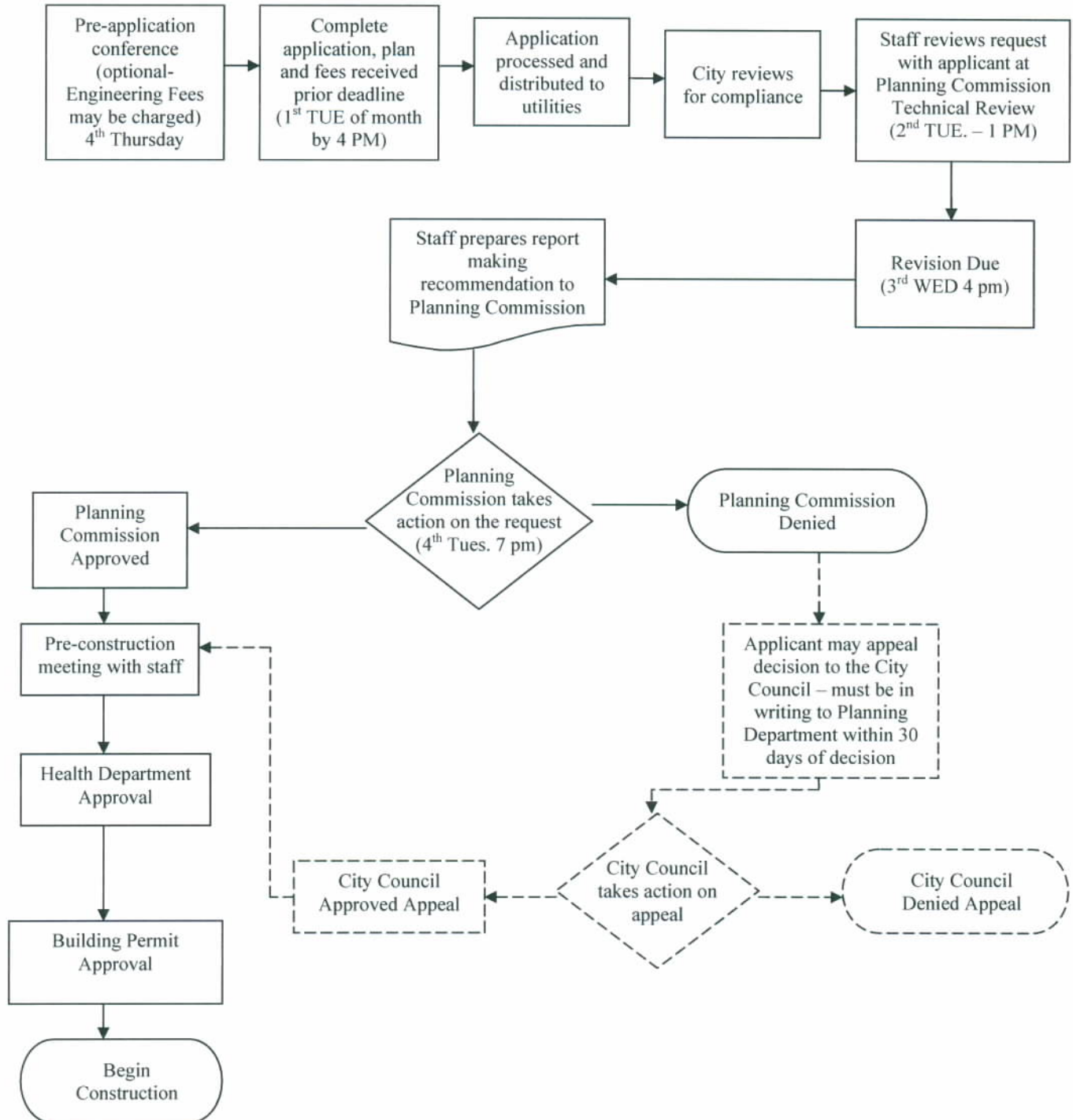


# Large Scale Development/ Preliminary Plat

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### Planning Commission Process Flow







# Large Scale Development/ Preliminary Plat

## Application & Checklist

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### GIS Requirements per City Code Section 152.900, for "Large Scale Development/Preliminary Plat Application":

- An ACAD file shall be submitted that must contain at a minimum all items shown visibly on the submitted original signed and sealed documents (may exclude professional seals). This includes both the Submitted Plats/plans and all As-Built documents.
- The Plan/Plat and As-Built Documents bearing and coordinate system shall be based on Arkansas State Plane Coordinates using as a basis of bearings the City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums. (This is to include both the original signed and sealed documents as well as all electronic files submitted.)
- The Plan/Plat drawings shall label at least 2 exterior boundary corners with State Plane Coordinates (based on City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums.)
- The plan / plat drawings shall contain the following layer names along with associated autocad objects.
  - Existing Streets
  - Proposed Streets
  - Existing Water
  - Proposed Water
  - Existing Sewer
  - Proposed Sewer
  - Existing Stormwater
  - Proposed Stormwater
  - Proposed Building Footprint
  - Existing Utility Easements
  - Proposed Utility Easements
  - Temporary Construction Easements
  - Proposed Building Set Back
  - Proposed Lots with associated text
  - Existing Parking (in the final plat only)
  - Proposed Parking
- The layers may be contained within a single DWG file or submitted as separate files. The layers shall contain all associated text eg. Existing Streets should contain street names.
- Any new, on or off-site easement, Right-of-way, deed restriction, or covenant documents effecting the submittal shall be provided in a (\*.pdf) file format showing a copy of the original recorded document including Recorders stamp and all required signatures.