

WASHINGTON COUNTY CUP SUBMITTAL CHECKLIST

The following must be turned in to the Planning Office by the **submittal date** for your CUP to be reviewed by the Planning Board. **(Incomplete applications will not be included on the agenda.)**

1. Submit a completed "CUP Application Form" (attached).
2. Pay CUP review fee: \$100.00
3. Submit **a site or sketch plan** showing all proposed structures and any other improvements proposed with this project (parking areas, driveways, interior roads, septic areas, wells, water tap, outdoor storage areas, etc.).
4. Submit Fire Marshal building info sheet.
5. Submit Traffic Statement or Traffic Study (impact development is expected to have based on increase in vehicle traffic). A full Traffic Study may be required.
6. Submit a Drainage Statement explaining the expected impact. A full Drainage Report may be required. Please refer to the attached Drainage Checklist.
7. Submit the GPM fire flow. All fire flows must meet minimum State Fire Code standards. A flow test or engineered hydraulic study may be required.
8. Submit a copy of the Soil Work performed by a Designated Representative (D.R.) of the Health Department.
9. Submit a letter of explanation stating the requested use and all pertinent details of the project.

NOTES:

- A. The Planning Administrator shall send a certified letter to all adjoining property owners within three hundred feet (300') of the exterior boundary of the proposed development at least fourteen (14) days prior to the scheduled meeting of the Planning Board at which the plat is to be reviewed, said Notice shall state the date, time, and place of the proposed development review. **The developer shall reimburse the Planning office the actual costs of mailing plus \$0.15 (per notice sent).** Contact the Planning Office for details.
- B. All CUPs must be ratified by the Quorum Court if they are approved by the Planning Board/Zoning Board of Adjustments. This ratification usually takes place at the next regularly scheduled Quorum Court meeting (the third Thursday of each month, unless otherwise scheduled).
- C. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustments. Contact the Planning Office for appeal forms and additional details.
- D. Certain properties may be subject to private covenants or deed restrictions. Washington County cannot regulate or enforce covenants or deed restrictions. It is the responsibility of each individual property owner to be aware of and comply with any applicable covenants or deed restrictions. The applicable POA or other private parties may have the authority to take legal action as a result of a violation of these private covenants or deed restriction

Minimum Requirements Enforced by County Fire Marshal

Disclaimer: These minimum requirements do not inhibit the County Fire Marshal from enforcing other State Fire code issues.

- **INGRESS AND EGRESS** - The number of entrances and exits adequate to provide uninterrupted emergency services to all areas of the development.
- **WATER SUPPLY** - The water supply should be adequate to support fire hydrants and maintain a reasonable amount of fire flow water to the development. **(Fire Flow gpm required for Preliminary approval).**
(Note a minimum of an 8" water line to supply hydrants is recommended. For areas of limited water supply, alternate water supplies or storage may be built to support fire-fighting operations.)
- **HYDRANT SPACING** - should comply with code according to type of development
- **APPROVED ACCESS ROADS** - for fire apparatus shall be constructed in a way that will support a minimum of 75,000 pounds in all weather conditions.
- **DEAD END ROADS** - in excess of 150' long shall be provided with an approved turn around or cul-de-sac.

Minimum Requirements Enforced by the County Environmental Affairs Officer

Disclaimer: These minimum requirements do not inhibit the Environmental Affairs Officer from enforcing other county regulations and state law

In regard to the Storm water Pollution Prevention Plan, Grading and Erosion Control regulation:

- Applies to:
 - Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality)
 - Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas

If the project does fall within the designated areas the Washington County Environmental Affairs Office will require the following, before approval is given:

1. An approved Stormwater Pollution Prevention Plan
2. Grading plans (if applicable)
3. Erosion Control Plans
4. Fee

If you have further questions you can contact the Washington County Environmental Affairs office at 479.444.1725 or go to our website at www.co.washington.ar.us => Environmental Affairs => Stormwater

WASHINGTON COUNTY, ARKANSAS **CONDITIONAL USE PERMIT (CUP) APPLICATION**

Notice: Conditional Use Permits to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)

Name of Development:

Applicant:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

The following statements and answers herein made and all data, information, and evidence herewith submitted are, 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 this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.

Signature of Applicant: _____ Date: _____

Property Owner:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent 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.)

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts:

Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Name: _____
Address: _____ Phone: _____
Preferred?
Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

APPLICATION CONTINUES ON BACK.

Property Information:

Proposed Use: _____
Total Acreage of Property: _____ Total Number of units Proposed: _____

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric Company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System / Septic: _____

Parcel Information:

Tax Parcel Numbers: _____ - _____ - _____
Planning Area: _____ Current Zoning: _____
Floodplain: yes no Map #: _____ Floodplain type (A, AE, etc.): _____

Road Information:

U.S., State, or County road # giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

Below (Article 10 of the Washington County Zoning Ordinance) is the criterion set out by the Zoning Ordinance for the allowance of Conditional Uses.

Please submit a written (or typed) summary of the uses proposed on the property, suggested conditions that you may feel create with compatibility with the surrounding property, and any other pertinent information that may be used by Planning Staff or the Planning Board for deliberation of this application (pictures, concept plans, etc).

If you feel your development does is aligned with the criteria set on in Article 10, (1) A-G, then please state and specify your rationale for such.

As per state statute, the plans of cities (for their planning areas) within the County must be considered in the Zoning process. If your project lies within the Planning Area of a City, please contact County Planning Staff to see what the Future Land Use map (based upon the Future Land Use plans of cities for their Planning Areas) may show for your proposed development.

Please note that, while not required- a concept or sketch plan (drawn to scale), will be highly beneficial to Staff and the Zoning Board of Adjustments in this process. Please include at least 24 copies of all materials larger than 11" x 17" in size.

ARTICLE 10. Criteria for Allowance of Conditional Uses:

(1) The Zoning Board of Adjustment shall hear and decide requests for a conditional use and may authorize such if it finds:

- a. That a written application has been filed with the Planning Office and the appropriate fee has been paid.***
- b. That each property owner as set out in Article 14 has been notified by return receipt mail.***
- c. That adequate utilities, roads, drainage and other public services are available and adequate or will be made available and adequate if the use is granted.***
- d. That the proposed use is compatible with the surrounding area.***

- e. ***That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.***
- f. ***That the Conditional Use will not be injurious to the use and enjoyment of other property in the surrounding area for the purposes already permitted, nor substantially diminish and impair property values within the surrounding area.***
- g. ***That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding area for uses permitted in the zone.***

(2) If it is determined that there exist conditions that could be imposed by the Board that would significantly lessen the impact of the aforesated, then the Board has the power to impose said conditions which shall be specifically set forth.

.....
OFFICE USE ONLY:

Conditional Use Permit Approval: _____
County Preliminary Approval: _____ County Final Approval: _____

Tabled Dates: _____

Notes: _____

WASHINGTON COUNTY, ARKANSAS
Building Checklist for Fire Marshal

Please attach additional sheet if need more room for descriptions

Name of Development: _____

Applicant Name: _____

Address: _____ Phone: _____
Work: _____
Email: _____ Cell: _____

Proposed Project Information (please fill out section below)

Address or Location of Proposed Project: _____
Proposed Use: _____

Existing Structures on Property (include sq. ft., type of construction, and distance between structures):

Proposed Structures/Additions:

Will this project be an addition to, or a remodel of, one of the existing structures (If yes, please indicate to which building it is being added):

yes _____ no

Size of structure (sq. ft.): _____ Height (feet): _____ Number of Levels (be sure to include if there will be a basement or loft area as well): _____

Type of Construction*: Type I Type II Type III Type IV Type V

*definition of types of construction are located in Chapter Six of Volume II of the Arkansas Fire Prevention Code-Contact Fire Marshal for assistance at 479-444-1723.

Use and Occupancy Classification:**

Assembly: A-1 A-2 A-3 A-4 A-5
Education: Group E
High Hazard: H-1 H-2 H-3 H-4 H-5
Mercantile: Group M
Storage: S-1 S-2
Business: Group B
Factory: F-1 F-2
Industrial: I-1 I-2 I-3
Residential: Group R
Utility and Misc: Group U

**Use and Occupancy Classification are located in Chapter Three of Volume II of the Arkansas Fire Prevention Code-Contact Fire Marshal for assistance at 479-444-1723.

Foundation Type: Concrete Slab Pier&Beam Partial Basement Full Basement Other _____

Type of Roof Construction: Truss Flat Roof Shed Type Other _____

Type of Roof Covering: Shingles Tile Tar&Gravel Metal Other _____

Exterior Wall Covering: Block/Brick Stone Stucco Wood Siding Metal Siding Other _____

Interior Wall Covering: Dry Wall Wood Block/Brick Other _____

Number-Size and Location of Exits: _____

Proposed Fire Walls (Location-Construction-Rating): _____

Utility Information:

Electric: Underground Service Overhead Service Company name: _____
Natural Gas: Yes No Company Name: _____
Propane: Yes No Location and size tank _____
Cable: Yes No: Company Name: _____ Phone: Yes No: Company Name: _____

APPLICATION CONTINUES ON SECOND PAGE.

Fire Protection*:**

Water Supply for Fire Protection: Hydrants On-Site Storage Tanker Support
Water Service Provider: _____ Fire Department Jurisdiction: _____
Nearest Hydrant: _____ Current Fire Flow (gpm) for Hydrant: _____

***Required Fire Flow for this proposed project: _____
***Requirements set forth in the Arkansas State Fire Appendix "e" will determine the fire flow for buildings. Contact Fire Marshal for assistance at 479-444-5740.

A review of the plans, occupancy type, construction and occupancy loading will determine if a fire protection system will be required for the building.

Sprinkler systems, standpipe systems and Automatic Extinguishing Systems shall be designed and installed by a licensed contractor according to the Arkansas State Fire Code and N.F.P.A. Standards

Fire Department Access:

Facilities, buildings, or portions of buildings hereafter constructed shall be accessible to fire apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000lbs.

Fire Apparatus roads and widths will be shown on the drawing.

If connecting to a County Road, contact the Washington County Road Department at 479-444-1610, for permitting information.

If connecting to a State Highway, contact the Arkansas Highway&Transportation Department at 479-646-5501, for permitting information.

Hazardous Materials:

Will there be any fuel tanks on the property: Yes No If yes: Aboveground Underground

List any chemicals (provide MSDS sheets for the chemicals) that will be stored on site as well as their storage location:

Describe any processes or manufacturing on site that will require the use of any type of chemicals: _____

Plans:

A site sketch and building layout plans are required to be submitted with this checklist. Please submit five (5) copies of all materials. Architectural Drawings may be required.

Signature:

I certify that I have knowledge of the proposed use of this property and that the above information is correct.

Signature of Applicant or Applicant's Representative: _____ Date: _____

Printed Name of Applicant or Applicant's Representative: _____

Fire Marshal Contact Information:

Dennis Ledbetter, Washington County Fire Marshal
2615 Brink Drive,
Fayetteville, AR 72701
Phone: 479-444-5740; Fax: 479-444-1786
Email: dledbetter@co.washington.ar.us

Tyler McCartney, Washington County Assistant Fire Marshal

tmccartney@co.washington.ar.us

DRAINAGE REPORT CHECKLIST
Washington County Arkansas

Project Name: _____

Date: _____

	Preliminary	Final	
_____	1. x	x	PROJECT TITLE & DATE
_____	2. x	x	PROJECT OWNER - Include address and telephone number.
_____	3. x	x	PROJECT LOCATION - Include Vicinity Map and address.
_____	4. x	x	PROJECT DESCRIPTION - Brief description of proposed project.
_____	5. x	x	AERIAL PHOTOGRAPH - Include project area and areas that contribute to runoff.
_____	6. x	x	PRE DEVELOPED DRAINAGE AREA MAP - Include current conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
_____	7. x	x	POST DEVELOPED DRAINAGE AREA MAP - Include proposed conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
_____	8. x	x	DRAINAGE DESCRIPTION - Description of the drainage onto, through, and away from the site.
_____	9. x	x	AREA DRAINAGE PROBLEMS - Description of any known onsite or downstream drainage or flooding problems
_____	10. x	x	SITE DRAINAGE - Description of site drainage for the proposed project. Describe existing and proposed conditions.
_____	11. x	x	CALCULATION METHOD - Describe method of calculation and software used.
_____	12. x	x	WRITTEN CONCLUSION OF PROPOSED IMPROVEMENTS - Include a summary of the proposed improvements, condition of downstream receiving areas, increase in flows, and detention or lack of detention.
_____	13. x	x	SUMMARY OF RUNOFF TABLE - A table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions.

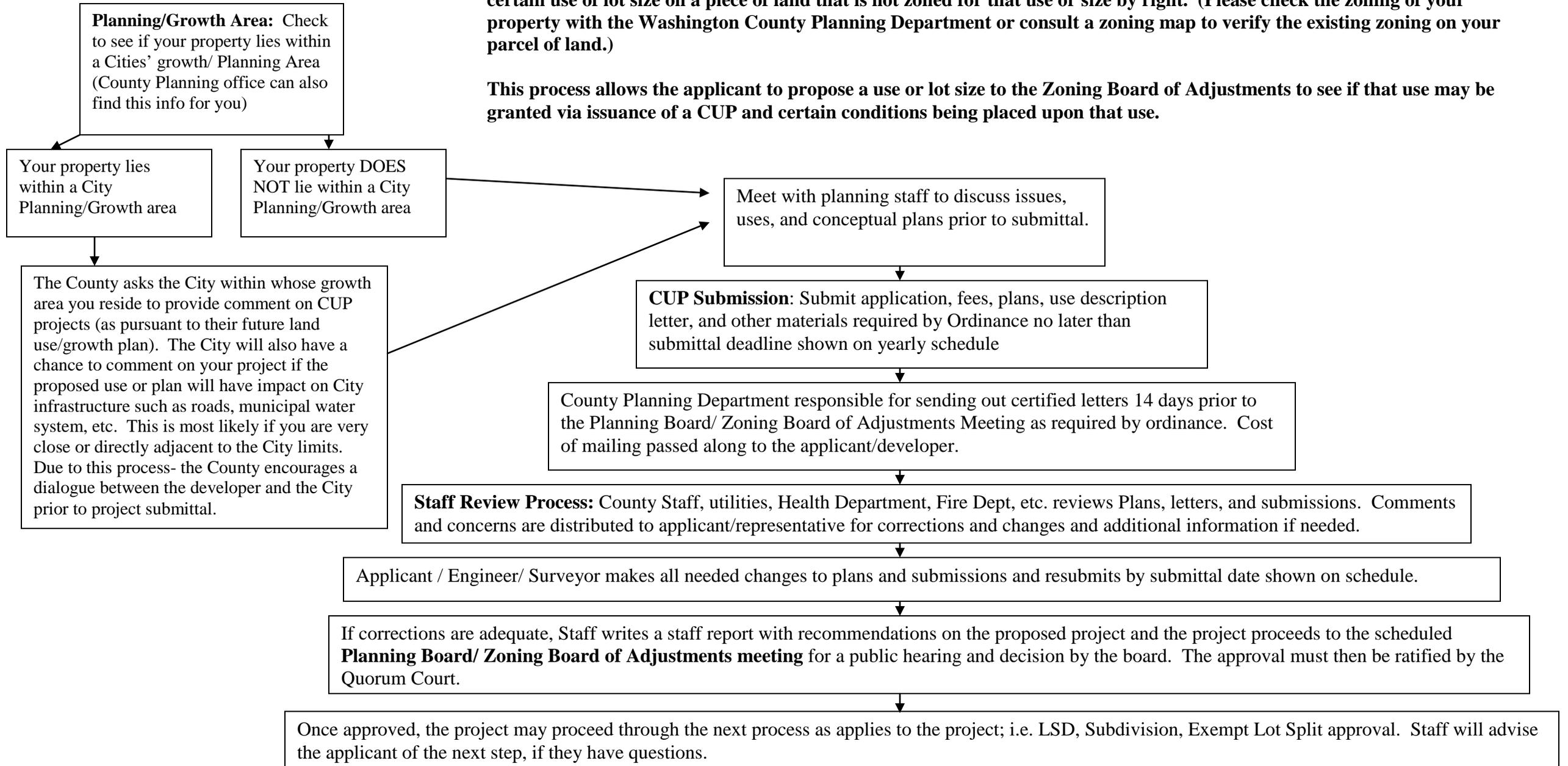
	Preliminary	Final	
_____ 14.		x	DESIGN STORM CALCULATIONS - Design flow calculations for each culvert, inlet, open channel, or other drainage structures. Summarize by tables.
_____ 15.		x	PAVEMENT DRAINAGE DESIGN - If curb & gutter is used, include width of spread for design flow.
_____ 16.		x	100- YEAR WATER SURFACE ELEVATION COMPUTATION - The water surface elevation resulting from the 100-year storm for all overland flow, including flow in the streets, parking lots, swales, and between lots shall be calculated and shown on the construction plans. Minimum floor elevation shall be shown a minimum of two feet above the 100-year flood elevation on each lot when located in a designated floodplain. Minimum floor elevations for other area shall be a minimum of one foot above the calculated 100 year water surface elevation of open channels, swales or overland flow.
_____ 17.	x	x	STORMWATER DETENTION DESIGN - Include a table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions and detention volumes. If detention is not proposed by the Design Engineer, then the Design Engineer must submit hydrographs to document the effect of the combined runoff exiting the proposed project.
_____ 18.	x	x	LIABILITY STATEMENT - The Design Engineer shall stamp and sign the following statement:

" I, _____, Registered Professional Engineer No. _____ in the State of Arkansas, hereby certify that the drainage studies, reports, calculations, designs, and specifications contained in this report have been prepared in accordance with standard engineering practices and with the requirements of Washington County. Further, I hereby acknowledge that the review of the drainage studies, reports, calculations, designs, and specifications by Washington County or its representatives does not relieve me from my professional responsibility or liability.

Washington County Conditional Use Permit (CUP) Process

A Conditional Use Permit (CUP) is required when a property owner, developer, or prospective buyer wishes to have a certain use of lot size on a piece of land that is not zoned for that use or size by right. (Please check the zoning of your property with the Washington County Planning Department or consult a zoning map to verify the existing zoning on your parcel of land.)

This process allows the applicant to propose a use or lot size to the Zoning Board of Adjustments to see if that use may be granted via issuance of a CUP and certain conditions being placed upon that use.



2016



Washington County Planning Board and Zoning Board of Adjustments Meeting Schedule, Submittal Schedule, and Tech. Review Dates

Submittal Date	Tech. Review	Resubmittal	Planning Board/ ZBA Meeting Date	Quorum Court Meeting Date <small>CUPs only</small>
2:00 p.m. deadline	Tuesday, 9:30 a.m. (unless otherwise noted)	Address tech review comments	Thursday, 5:00 p.m. (unless otherwise posted)	must be ratified by the Q.C. Thursday, 6:00 p.m.
December 4, 2015	December 15, 2015	December 22, 2015 (9:00 a.m.)	January 12, 2016 (Tuesday)	TBA
December 31, 2015	January 14, 2016 (Thursday)	January 21, 2016 (9:00 a.m.)	February 4, 2016	February 18, 2016
February 5, 2016	February 16, 2016	February 19, 2016 (2:00 p.m.)	March 3, 2016	March 17, 2016
March 4, 2016	March 15, 2016	March 22, 2016 (9:00 a.m.)	April 7, 2016	April 21, 2016
April 8, 2016	April 19, 2016	April 22, 2016 (2:00 p.m.)	May 5, 2016	May 19, 2016
May 6, 2016	May 17, 2016	May 20, 2016 (2:00 p.m.)	June 2, 2016	June 16, 2016
June 3, 2016	June 14, 2016	June 17, 2016 (2:00 p.m.)	June 30, 2016	July 21, 2016
July 8, 2016	July 19, 2016	July 22, 2016 (2:00 p.m.)	August 4, 2016	August 18, 2016
August 5, 2016	August 16, 2016	August 23, 2016 (9:00 a.m.)	September 8, 2016	September 15, 2016
September 9, 2016	September 20, 2016	September 23, 2016 (2:00 p.m.)	October 6, 2016	October 20, 2016
October 7, 2016	October 18, 2016	October 21, 2016 (2:00 p.m.)	November 3, 2016	November 17, 2016
November 4, 2016	November 15, 2016	November 22, 2016 (9:00 a.m.)	December 8, 2016	December 15, 2016

Conditional Use Permits, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes drainage reports, traffic studies, fire flow etc. - when required). Please consult your checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda.

If approved by the Planning Board/Zoning Board of Adjustments, all Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within 30 days of the decision of the Planning Board/Zoning Board of Adjustments. Contact the Planning Office for appeal forms and additional details.

MEETING AND TECH REVIEW TIMES AND LOCATIONS

Planning Board/Zoning Board of
Adjustments Meeting Time and Location:

5:00 p.m. (unless otherwise posted)
Washington County Courthouse
Quorum Court Room
280 N. College
Fayetteville, AR 72701

Tech. Review Time and Location:

9:30 a.m. (unless otherwise stated)
Washington County Operations & Maintenance Center Conference Room
2615 Brink Drive
Fayetteville, AR

(Tech Review time slots will be assigned and communicated to individual projects prior to each meeting)