

**CITY OF FAYETTEVILLE, ARKANSAS**  
**SITE IMPROVEMENT PLANS**

<b>FOR STAFF USE ONLY</b>	<b>FEE: \$200.00---\$800.00</b> <b>Tree Preservation FEE: \$120.00</b> <b>Tech Plat Resubmittal FEE: \$200.00/resubmittal</b>
Date Application Submitted:	S-T-R:
Date Accepted as Complete:	PP#:
Project Number:	Zone:
Public Hearing Date:	

This application applies to Site Improvement Plans that are not required to be reviewed and approved by the Planning Commission. Please fill out this form completely, supplying all necessary information and documentation to support your request. *Your application will not be placed within the development review cycle until this information is furnished.*

**Application:**

Indicate one contact person for this request: \_\_\_\_\_ Applicant \_\_\_\_\_ Representative

*Applicant (person making request):*

*Representative (engineer, surveyor, realtor, etc.):*

Name: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

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

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

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Site Address / Location: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Assessor's Parcel Number(s) for property: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

**APPLICANT / REPRESENTATIVE:** 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 of approval.

NAME (PRINTED): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**PROPERTY OWNER(S) / AUTHORIZED AGENT:** I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

**Owners (attach additional info if necessary):**

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIP Checklist:**

*Attach the following items to this application:*

(1)	Payment in full of applicable fees for processing the application:		
	<b>Non-Residential:</b>	Non-residential (5000 square feet or less)	\$400.00
		Non-residential (More than 5000 square feet)	\$800.00
	<b>Residential:</b>	Residential (10 residential units or less)	\$200.00
		Residential (25 residential units or less)	\$400.00
		Residential (26 residential units or more)	\$800.00
	<b>Technical Plat Resubmittal (tabled items only)</b>		\$200.00 per
	<b>Tree Preservation</b>		\$120.00

- (2) Correspondence in the form of a written letter to Planning Staff describing the scope, nature and intent of the proposal. Waivers and variances from requirements of the Unified Development Code will be reviewed and processed in accordance with the procedures set forth therein. Please indicate in the letter to staff if any waivers are sought and if so, justification for the request. Most waivers require a Planning Commission decision.
- (3) A copy of the county parcel map from the Washington County Assessor's office or from the Washington County website ([www.co.washington.ar.us](http://www.co.washington.ar.us)). The subject property and all adjacent parcels should be identified on this parcel map. The owner's name, official mailing address, and the parcel number for every adjacent property shall be shown on this map.
- (4) One (1) hard copy and one (1) digital copy in PDF format on CD of the proposed SIP site, landscaping, grading, utility, and tree preservation plans. These plans should include all required information for an LSD listed on the Plat Requirements checklist in Section 166.03 of the Fayetteville Unified Development Code. These requirements are listed on the Plat Requirements and grading permit checklist pages in this application.
- (5) The digital copy should be provided on CD with all of the required documents in separate, named, PDF format files.

- (6) One (1) hard copy (8 ½ x 11") and one (1) digital copy in PDF format of color elevations showing **all sides** of each proposed building (commercial and residential) with cardinal directions.
- (7) One material sample board, calling out proposed building materials, colors, etc., as indicated on the color elevations (commercial and residential buildings).
- (8) One (1) digital copy in PDF format of the Drainage Report or Drainage Letter (if exempt from the Drainage Criteria Manual requirements). Hard copy is not required.
- (9) Completed Tree Preservation forms and application (see attached).
- (10) Completed SIP application signed by current property owner of record or written verification signed by such owner designating a project representative.
- (11) Completed Fire Department Technical Plat Review Form (see Planning website – Applications).

**SIP/LSD PLAT REQUIREMENTS CHECKLIST  
(Fayetteville UDC Section 166.03)**

1	Name, address, zoning and property lines of all property owners adjacent to the exterior boundaries of the project.
2	Name, address, telephone numbers of owner(s), developer(s) and project representatives
3	North arrow, scale (graphic and written), date of preparation, zoning classification, and proposed use.
4	Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date and revisions.
5	Provide a complete and accurate legend.
6	A vicinity map of the project with a radius of 1.5 miles from the project. This map shall include any Master Street Plan streets as well as the 100 year flood plain boundary.
7	Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W. needs as determined by the AHTD and Master Street Plan. Future R.O.W. as well as existing R.O.W. and center lines should be shown and dimensioned.
8	The location of all existing structures.
9	Site coverage note indicating the percentage of site that is covered by both buildings and surfaced area.
10	Written legal descriptions including area in square feet or acres that read clockwise (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
11	Boundary survey of the property shown on the plat. The surveyor shall seal, sign and date the survey. The survey shall be tied to state plane coordinates.
12	Provide a benchmark, clearly defined with an accuracy of 1/100'. This benchmark must be tied to USC & GS Datum. Benchmarks include but are not limited to the following: fire hydrant, man hole, etc.
13	Point-of-beginning from a permanent well-defined reference point. This P.O.B. shall be clearly labeled on the drawing.
14	Each plat shall have 2 points described in State Planes Coordinates, Arkansas, North, North American Datum, 1983 (NAD 83).
15	Curve data for any street which forms a project boundary.
16	Show 100-yr floodplain and/or floodway and based flood elevations. Reference the FIRM panel number and effective date.
17	Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
18	Existing and proposed topographic information with source of the information noted. Show: <ol style="list-style-type: none"> <li>a. Two foot contour intervals for ground slope between level and ten percent.</li> <li>b. Five foot contour interval for ground slope exceeding ten percent.</li> </ol>
19	Spot elevations at grade breaks along existing round centerlines, gutter lines and top of curbs or edge of pavement.
20	Contours of adjacent land within 100 feet of the project shall also be shown.
21	Delineate trees to be retained on-site and the measures to be implemented for their protection.
22	Clearly depict the limits of soil disturbance to include all areas to be graded both on and off-site.
23	Show proposed location of all utilities.

- 24 Landscape proposals for parking lots and/or tree replacement requirements shall include proposed plant species and size. Existing and proposed utility lines shall be shown on the plan. State the method for irrigating the plant material on the plan. When an ordinance requires shrubs or other screening material, show the layout of planting beds.
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- 25 Show on the drawing all known on-site and off-site existing utilities and easements (dimensioned) and provide the structure's locations, types, and condition and note them as "existing" on the plat.
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- 26 Existing easements shall show the name of the easement holder, purpose of the easement, and the book and page number for the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.
- 
- 27 Show all storm sewer structures, sanitary sewer structures and drainage structures:
- a. Provide structure locations and types.
  - b. Provide pipe types and sizes.
- 
- 28 Sanitary sewer systems:
- a. Provide pipe locations, sizes, and types; and service location.
  - b. Manhole locations of rim and invert elevations
- 
- 29 Note the occurrence of any previous overflow problems on-site or in the proximity of the site.
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- 30 If a septic system is to be utilized, provide a table of acreage and percolation rates.
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- 31 Water systems, on or near the site:
- a. Provide pipe locations, types, and sizes; and service location.
  - b. Note the static pressure and flow of the nearest hydrant if requested.
  - c. Show location of proposed fire hydrants and meters.
- 
- 32 Underground or surface utility transmission lines: (Note: This category includes, but is not limited to Telephone, Electrical, Natural Gas, and TV Cable):
- a. Locations of all related structures (pedestals, poles, etc.)
  - b. Locations of all lines (note whether the line is below or above ground).
  - c. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
- 
- 33 State the width, location, and purpose of all proposed easements or rights of way for utilities, drainage, sewers, flood control, ingress/egress or other public purposes within and adjacent to the project.
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- 34 The location, widths, grades, and names of all existing and proposed streets (avoid using first names of people for new streets), alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Private streets shall be clearly indicated and named. Names of streets should be approved by the 911 Coordinator.
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- 35 A layout of adjoining property (within 300') in sufficient detail to show the effect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Master Street Plan, Aerial Photos, and the City Plat Pages located in the Planning Office if requested.
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- 36 The location of all existing and proposed street lights (at every intersection, cul-de-sac & every 300' and associated easements to serve each light).
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- 37 Provide a note of any known existing erosion problems on-site or within 300' downstream of the property.
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- 38 The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
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- 39 The location of known existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased)
- 
- 40 The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.).
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- 41 The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated.
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- 42 For large scale residential development, indicate the use and list in a table the number of units and bedrooms.
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- 43 For large scale non-residential development, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.
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- 44 The location and size of existing and proposed signs, if any.
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45	The location and number of bike racks provided and required.
46	Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces.
47	Location and width of curb cuts and driveways. Dimension all driveways and curb cuts from side property line and surrounding intersections.
48	Location of buffer strips, fences or screen walls, where required (check Unified Development Code for specific requirements).
49	Indicate location and type of garbage service. Dimension turnaround area at dumpster location.
50	A description of commonly held areas, if applicable.
51	Draft of covenants, conditions, and restrictions, if any.
52	A written description of requested waivers or variances.
53	Show required building setbacks. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.
54	Preliminary grading and drainage plans and reports as required in the City Engineer's Office.
55	Any other data or reports as deemed necessary for project review by the Zoning and Development Administrator, City Engineer or Planning Commission.

*The Zoning & Development Administrator and City Engineer may waive any of these application requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed project, or other circumstances justify such waiver. A pre-application conference may be arranged and is encouraged to review the proposed project and discuss the checklist requirements.*

***(Note: As this request goes through the review process, revised copies of the project plans, and elevations, if applicable, will be required (see 'materials required for submittal' notice.)***

**Prior to Building Permit:**

1. Prior to the issuance of a building permit, a Site Improvement Plan must be submitted, reviewed and approved by the City. Building permits may then be submitted to the Building Safety Division. For a complete listing of building permit requirements, please call 479-575-8233.
2. Grading and drainage permits must be issued.
3. The necessity of a preconstruction meeting shall be determined by the Staff Engineer. No permitting will be authorized until after a preconstruction meeting has been held with the Urban Forester and Staff Engineer, if determined necessary. It is the consulting engineer's responsibility to schedule this meeting.



THE CITY OF FAYETTEVILLE, ARKANSAS

PARKS AND RECREATION DIVISION

113 W. Mountain St.  
Fayetteville, AR 72701  
Telephone: (479) 444-3470

Prospective Applicant,

As Urban Forester for the City of Fayetteville it is my duty to uphold all City Ordinances regarding the protection and preservation of trees, and the design of landscapes. I am responsible for the review of proposed development projects to ensure that each fully complies with applicable ordinances.

Fayetteville law requires that tree preservation be made a priority for new development (see §167.01). All plans require a site analysis, analysis report, tree preservation plan with preliminary plat or site plan. Criteria used to evaluate the preservation of trees is found in section §167.04B of the Tree Preservation Ordinance.

Specified minimum canopy cover is also required for all subdivisions, large scale developments, and commercial developments. The minimum canopy percentage of a land area required to be preserved is dependent on that areas zoning designation (see §167.04 Table 1). All proposed designs must meet these minimum requirements with priority being given to the preservation of existing priority trees to meet these requirements (see §167.04E). If preserved canopy cover falls below these requirements mitigation will be needed (see §167.04I).

Please familiarize yourself with these and other requirements found in the Tree Protection and Preservation Ordinance, as well as the Landscape Regulations Ordinance in the City's Development Manual. You may request a copy of the City's Landscape Manual to answer any further questions or contact this office. It is your obligation to know and meet all city requirements. The Urban Foresters job is to ensure your project complies with these requirements. In order to effectively move through the City's tree preservation process, it is recommended that prospective applicants meet with the Urban Forester for an initial site review prior to site design.

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# **Tree Protection and Preservation Ordinance Requirements and Procedures: §167.04 (H)**

## **Applicability:**

- New residential and non-residential subdivisions
- Large scale developments
- Building Permits within the Hillside Hilltop Overlay District
- Non residential construction requiring Building Permit
- Building Permits for residential construction of 3 units or more
- All Grading Permits (excluding all single family and duplex lots)

## **Procedural Requirements**

- Early review of the projects conceptual design with the Urban Forester to determine the areas on the project where tree preservation is recommended.
- \$120.00 fee payment is required for all developments unless trees do not exist on site in which case a waiver form is required.
- Submit 2 copies of the Site Analysis and Analysis Report to the Urban Forester at the time plans are submitted to the Planning Department – this step is not required for Grading or Building Permits.
- Submittal of a tree preservation plan.
- After Plat Review and Subdivision Committee, a staff recommendation is forwarded to the planning commission.
- Upon approval of the development by the Planning Commission, further review is required when construction documents are submitted to the engineering dept.
- Preconstruction meeting scheduled by engineering includes review of tree preservation with the contractor and developer.
- On-site inspection of tree preservation during construction
- Completion of the project

## **Abbreviated Tree Preservation Plan**

The current Tree Ordinance states that “there shall be no land disturbance, grading or tree removal until a Tree Preservation Plan has been submitted and approved, and the tree protection measures at the site inspected.”

### **Applicability:** §167.04 (H) (3)

- An Abbreviated Tree Preservation Plan can be submitted for all building permits within the Hillside Hilltop Overlay District and development that does not fall under the requirements of Large Scale Developments or Subdivisions

### **Purpose:**

The purpose of the Tree Preservation Plan is to provide a plan that delineates tree preservation areas and details measures to be taken to ensure protection and survivability of trees to be saved prior to and during construction. The Abbreviated Tree Preservation Plan is an informal version of the Tree Preservation Plan, allowing the developer to submit a hand drawn version.

## Tree Preservation Plan Requirements

It is suggested that all projects with existing trees should be reviewed with the Urban Forester prior to site design to determine the extent of tree preservation required. The tree preservation plan can be combined with the proposed project's grading plan, but the plan must be titled Grading Plan/Tree Preservation Plan.

### Step 1: Identification of Existing Canopy

- \_\_\_\_\_ Show the location and determine the square footage of all existing trees on the proposed project's site.
- \_\_\_\_\_ The exact location, species, trunk diameter, health, and canopy spread of any significant trees must be identified and shown on the plan. A "significant" tree is a tree with a trunk diameter of 24 inches or more for large growing species (i.e. sycamore), 18" or more for slow growing or medium sized species, and 8 inches or more for small growing species (i.e. Redbud). To determine the canopy spread of individual trees, measure the diameter of the canopy and figure the area.
- \_\_\_\_\_ If no "significant" trees exist on the site, a statement confirming this fact must be included on the plan. Groups of existing trees that do not qualify as "significant" may be identified by their canopy edge, and a square footage of the area's canopy can then be calculated. The predominant species, average size, and health of the trees with in the grouping shall be indicated.

### Step 2: Percentage of Preserved Tree Canopy

- \_\_\_\_\_ Designate on the plan the location and square footage of **preserved tree canopy**. To determine the canopy area of existing tree cover, use the following formula:

$$\frac{ET}{S} = \text{Canopy \%}$$

ET = Total canopy of existing trees in square feet

S = Total square footage of site

REMINDER: Preservation areas must be areas that can remain entirely undisturbed at all stages of construction. If you cannot design the project to meet the minimum canopy requirement, STEP 5 describes the tree mitigation/off-site alternatives option. This option must be pre-approved by the Urban Forester.

### **OR**

**Use our calculator to determine the canopy area and requirements. Our Calculator can be found at [Tree Preservation and Landscape Calculator](http://www.fayetteville-ar.gov/3106/Tree-Preservation-and-Landscape-Calculator)**

Or <http://www.fayetteville-ar.gov/3106/Tree-Preservation-and-Landscape-Manual>

### Step 3: Tree Canopy Table

- \_\_\_\_\_ Staff prefers the calculator be used and placed on the Tree Preservation Plans.
- \_\_\_\_\_ The calculator also has tabs to determine the mitigation requirements.



Detention pond requirements should be shown on the Landscape Plan if required, (see tabs on the calculator).

\_\_\_\_\_ Street tree requirements from the calculator should be copied to the Landscape Plan

\_\_\_\_\_ Parking lot tree requirements should be placed on the Landscape Plan (see tabs on calculator).

#### **Step 4: Preservation Method Specifications**

\_\_\_\_\_ Show a distinctive graphic line for the barrier fencing, along the dripline\* or ten feet from the trunk (whichever is greater), around all tree preservation areas.

\*The dripline is an imaginary vertical line that extends downward from the outermost tips of the tree branches to the ground.

\_\_\_\_\_ Include a specification drawing to show the method and materials used for preservation fencing. See the page # ( ) for examples.

\_\_\_\_\_ Show the location of all existing and proposed utilities, and all areas affected by grading and drainage. **REMINDER:** Utility easements shall not be counted as areas for tree preservation.

\_\_\_\_\_ Identify on-site areas for the delivery and storage of construction materials, on-site parking, cement truck wash-out, and soil stockpiles.

\_\_\_\_\_ If root pruning, mulching, aeration, or other procedures are required, please indicate on plans.

#### **Step 5: Drainage, Grading, and Subsequent Construction Plans**

\_\_\_\_\_ Be sure the project's final drainage & grading plan, submitted for approval to the City Engineer, is coordinated with your tree preservation plan. Cut or fill within tree preservation areas is not permitted and the drainage & grading permit for the proposed project will not be issued unless it is in accordance with the tree preservation plan.

#### **Step 6: On-Site Mitigation or Off-Site Alternatives**

\_\_\_\_\_ Indicate on the Tree Canopy Table the amount of canopy in square feet that falls short of the preservation requirement

\_\_\_\_\_ Number of trees required for forestation based on the preservation priority of the canopy removed and the base density of forestation trees

See guidelines in the Manual

\_\_\_\_\_ Number of trees, the size and species, and the location of all on-site mitigation trees

\_\_\_\_\_ Dollar amount to be contributed to the tree fund if utilized for Off-Site Alternatives

\_\_\_\_\_ Complete Mitigation Form

#### **Step 7: Maintenance of Tree Preservation Areas During Construction**

\_\_\_\_\_ Prior to starting construction of the project, you are required to construct protection barriers as specified on the tree preservation plan, around all tree preservation areas.

\_\_\_\_\_ If applicable, root pruning, trimming, or other preservation activities will be required prior to any disturbance to the site unless expressly allowed by the Urban Forester.

\_\_\_\_\_ In order for the project to remain in compliance with the Tree Ordinance, and to avoid potential fines or stop work orders, you must maintain the protection of all trees designated "preserved" on the approved tree preservation plan.

\_\_\_\_\_ Preserved trees and tree preservation areas are to be indicated on the utility plans and grading plans to alert contractors of areas that require preservation.

**Step 8: Final Plat Approval/Certification of Occupancy**

\_\_\_\_\_ Compliance with the Tree Ordinance during construction must be maintained and verified by the Urban Forester during periodic site inspections,

\_\_\_\_\_ If applicable, any remedial tree preservation activity, required by the Urban Forester, must be completed before the acceptance of the final plat or Certificate of Occupancy.

\_\_\_\_\_ If utilizing the Nonresidential Subdivisions Infrastructure only option, a Tree Preservation Easement must be clearly depicted on an Easement Plat for Large Scale Developments and on the Final Plat for non-residential subdivisions. The document must meet the following guidelines:

Tree Preservation Easement Areas: §167.04 (F) (2) (a)

- The tree preservation area must be shown on the plat as it relates to the subject property and must be dimensioned or described by metes and bounds for input into the city GIS system.
- The Tree Preservation Area must be clearly marked on the Easement Plat or Final Plat and include the following language:
- Areas proposed as Tree Preservation Easements must not include any utility easements, right of way, or structures.

*Tree Preservation Area*

*The Tree Preservation Areas as indicated on this easement plat constitute a covenant running with the title of the subject property and is denoted for the property owners and their future successors, assignees or transferees to preserve, protect and maintain existing tree canopy. No tree removal or land disturbance as defined within the City of Fayetteville Unified Development Code may occur within the Tree Preservation Area unless approved by the City of Fayetteville. Persons seeking removal of such Tree Preservation Areas, or requesting to modify the property in such a way as to effect the canopy within, must seek approval from the City Council through a request made by the Urban Forester of the City of Fayetteville*

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
City of Fayetteville Urban Forester



THE CITY OF FAYETTEVILLE, ARKANSAS

113 W. Mountain St.  
Fayetteville, AR 72701  
Telephone: (479) 444-3470

**PARKS AND RECREATION DIVISION**

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**TREE PRESERVATION PLAN WAIVER FORM**

Date: \_\_\_\_\_

Project Name:  
\_\_\_\_\_

Project Contact:  
\_\_\_\_\_

Location:  
\_\_\_\_\_

Reason for waiver:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verification Submitted:  
\_\_\_\_\_  
\_\_\_\_\_

Signed by the Urban Forester:  
\_\_\_\_\_

Date: \_\_\_\_\_