

Large-Scale Development Application



Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided. All application fees are non-refundable.

Fee: \$500.00 per request

PRIMARY CONTACT (select one): Engineer / Surveyor / Applicant / Agent Owner

PROPERTY INFORMATION		
Project Name:		
Property Address:		Parcel #:
Lot:	Block:	Subdivision:

OWNER INFORMATION			
OWNER CERTIFICATION: By my/our signature below, 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. I/we have read this application and consent to its filing. Further, I/we authorize the agent listed below to represent me/us in proceedings with the City of Bella Vista regarding this application. <i>(See reverse for additional acknowledgements)</i>			
Name:		Owner Signature:	
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	
Name:		Owner Signature:	
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

APPLICANT / AGENT / ENGINEER / SURVEYOR INFORMATION			
APPLICANT / AGENT ACKNOWLEDGEMENT: By my signature below, 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. <i>(See reverse for additional acknowledgements)</i>			
Name:		Applicant/ Agent Signature:	
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

This application is not valid unless signatures on both the front and back of this form have been provided.

FOR OFFICE / REVIEW USE ONLY		
Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Plastic	Work Session Date:
Reviewer:	Permit Fees:	PC Meeting Date:
Permit #:	Receipt #	PC Action:
File #:	Zoning:	Floodplain? Y / N

APPLICATION CHECKLIST

<input type="checkbox"/>	1. A completed application with appropriate fee, including the items below.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Eight signed and stamped copies of the Development Plans, drawn to a conventional engineering scale, on sheets no larger than 24"x36". Development Plans include: Site Plan/Survey; Grading & Erosion Control Plans; Landscape Plan; Easement/ROW dedications; Utility/Easement Plan; & Detail Sheets
<input type="checkbox"/>	2. Three signed and stamped copies of the traffic study, if necessary.
<input type="checkbox"/>	3. Three signed and stamped copies of the drainage report.
<input type="checkbox"/>	4. Three signed and stamped copies of the structural report on all retaining walls in excess of 10-feet in height and foundations of cell towers (including modifications to existing cell towers).
<input type="checkbox"/>	5. Copy of land deed showing ownership of the property.
<input type="checkbox"/>	6. Electronic copies of the development plans in both AutoCAD and pdf formats.

ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understanding the following:	
1. The Development Plans approved by the Planning Commission will be deemed to be a final plan for which minor adjustments and modifications may be granted upon request of the Director of Planning, Building, and Code Enforcement. In no event may any modifications to a development plan be made without prior approval of the Director. Any substantial changes in the development will be in conformance with the procedures for a new submission. Determination of the gravity of the alterations will lie with the Director.	
2. The approved development plan is conditional upon the applicant receiving a building permit, placing a footing, and receiving all permits and approvals required by City, State, and Federal regulations to start construction of the development or project within 180 days from the date of approval. Prior to the expiration of the time limit, an applicant may request the Planning Commission to extend the period to accomplish the task. The applicant has the burden to show good cause why the task could not be reasonably completed with the normal time limit. Only one extension will be permitted for a given project.	
3. Administrative decisions of the Director of Planning, Building, and Code Enforcement for disapproving and approving with conditions may be appealed to the Planning Commission within 30 days of the Director's decision. Decisions of the Planning Commission may be appealed to the City Council within 30 days of the Planning Commission decision.	
4. Upon approval or approval with conditions of the Large Scale Development, the applicant may submit an application for a building permit. The applicant must provide the following documents prior to building permit issuance: <ol style="list-style-type: none"> a. Letters of approval from AHTD, State Department of Health, or any other Department requiring State or local government entity approval. b. A 12-month guarantee from the supplier or property owner on all live plant material used in the landscape plan. c. Any large Scale Development that has over \$20,000 of donated assets, as estimated by the Engineer of Record and approved by the Mayor's designee, that are to be dedicated to the City of Bella Vista requires a maintenance letter of credit, bond, or cash deposit and warranty in accordance with Section 107-167 of the Municipal Code. 	
5. By my signature below, 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.	
Owner / Agent Signature:	Date:

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