



# SIGNIFICANT DEVELOPMENT APPLICATION REQUEST

NOTE: COMPLETE SECTIONS IN WHITE.

IT IS THE APPLICANT'S RESPONSIBILITY TO ERECT THE PUBLIC NOTICE SIGN. SEE EXAMPLE ATTACHED TO THIS APPLICATION.

Application # _____	Date _____	Reviewed By _____
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**Subject Property Address** \_\_\_\_\_

Owner/Developer _____	Address _____
Phone _____	Fax _____ E-mail _____

Engineer/Architect _____	Address _____
Phone _____	Fax _____ E-mail _____

Agent for Owner _____	Address _____
Phone _____	Fax _____ E-mail _____

Zoning District \_\_\_\_\_ Proposed Project Name \_\_\_\_\_

Present Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Legal Description	Lot	Block	Addition
Surrounding Zoning	North _____ South _____	East _____	West _____
<b>Plat Information</b>	Total Res Acres _____	# of Lots-Res _____	Average Lot Size Res. _____
	Total Com Acres _____	# of Lots-Com _____	Average Lot Size Com. _____

Application Fee _____	Account Number: 08-01-475000-000	Cost \$350.00
Legal Notification _____	Site Plan _____	10 Copies
Tech Review Date: _____	Public Hearing Date: _____	Board Date: _____

**APPLICANT:** I, THE UNDERSIGNED APPLICANT, DO HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAW AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW.

I/We, \_\_\_\_\_, ("Owner") am/are all of the owner(s) of real property ("Property") generally located at \_\_\_\_\_, consisting of approximately \_\_\_ acres, as shown in the evidence of ownership, *Exhibit A*, attached to this Agreement, and made a part hereto as though set out word for word herein.

The Property is subject to the regulatory programs of the City of Siloam Springs, Arkansas. For purposes of this

Waiver, "regulatory programs" shall be defined as set forth in Act 1002 of 2015. I/We have requested that the City take/approve the land use action ("Requested Action") herein set forth: \_\_\_\_\_

I/We acknowledge that as the request is processed for approval, changes may be made to the details and requirements for approval of the request. Some of these changes may materially alter the request, so that the final approval may be substantially different than originally requested. I hereby acknowledge and agree that this waiver shall include and apply to any and all such changes, regardless of execution of an additional waiver applicable thereto.

I/We acknowledge that the Requested Action may alter my/our rights to use, divide, sell or possess our Property, and that, by signing this Agreement, I/we hereby agree to waive any and all claims for diminution in value for the Property which may arise pursuant to Act 1002 of 2015 or otherwise as a result of the City's actions, including but not limited to approvals, denials or conditions of approvals with respect to the above-described Requested Action.

I/we hereby further understand that the City is acting in reliance upon my/our representations in this waiver.

### APPLICATION AND WAIVER OF CLAIMS FOR DIMINUTION OF VALUE SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER

\_\_\_\_\_  
DATE

PZ APPROVED	DENIED	BOARD APPROVED	DENIED
PZ SIGNATURE		BOARD SIGNATURE	
		RESOLUTION NUMBER	



## Significant Development Approval Process

All referenced documents and guides are located on the City's website, [www.siloamsprings.com](http://www.siloamsprings.com), look under the Planning Division.

Application	Legal Notice	Technical Review Meeting 2:00 pm	Planning Commission 4:00 pm	Board of Directors 6:30 pm
<i>Number of Calendar Days*</i>	N/A	<b>15 - 21</b>	<b>40 - 44</b>	<b>63 - 67</b>
<b>SIGNIFICANT DEVELOPMENT</b>	1	2	3	4-PROCESS COMPLETE

*\*For exact timing, please see the development calendar. Read dates across from left to right on the application submittal date.*

Basic Application Steps: Note: these steps differ slightly from those of the Development Procedures Manual (DPM).

- STEP 1.** Set up pre-application meeting with City staff, due prior to formal submittal.
- STEP 2.** Hire an engineering firm or architect to complete the civil site plan design for your project. The plans need to contain all items shown on the commercial and industrial development checklist chart on page 32-33 of the DPM.
- STEP 3.** Submit Application. **DUE THE FIRST BUSINESS DAY OF THE MONTH**
  - A. Turn in Application form to Brian Phillips – Planning Division
  - B. Payment of \$350.00
  - C. Email a PDF of plans to [bphillips@siloamsprings.com](mailto:bphillips@siloamsprings.com)
- STEP 4.** Perform legal notification and provide documentation, including the erection of the notice sign. See Brian Phillips for details, or consult the DPM.
- STEP 5.** Final plan submittal. City staff will email your engineer or architect to work out changes needed to your plans, when this process is completed, two final paper copies are due to the Planning Division. These need to be signed by you and your engineer. This is due 8 days prior to the Planning Commission's review.
- STEP 6.** Planning Commission Review. Attend the Planning Commission to respond to any questions the Commission may have on your project. See the Development Calendar for the meeting date.
- STEP 7.** Board Review. Attend the Board of Directors meeting for final approval of your application. See the Development Calendar for the meeting date.

(continued on other side)

- STEP 8.** Pre-Construction Meeting and Architectural/Construction Plan Review. After your project has been approved by the Board, you may submit your construction plan set, this is prepared by your engineer or architect. Note, if so desired, they may be submitted before the final Board review. City staff requires 2 weeks to review the plans. After two weeks, you may call the Building Division 238-0927 and set up your pre-construction meeting. This is usually attended by the contractors, City staff and the engineer or architect. .
- STEP 9.** Building Permit Submittal and Issuance. Assuming all remaining issues have been addressed, approval normally takes 2 to 3 days. The Building Official will issue the final certificate of occupancy once the building is completed, including all site plan improvements.
- STEP 10.** Sign Permit Submittal and Issuance. Submit all sign drawings to Brian Phillips with the Planning Division. Signs erected without a permit will have their fees doubled.
- STEP 11.** Business License Submittal and Issuance. Fill out the license form on-line or in person at the City Clerk's office, no additional paperwork is required to complete an business license.
- STEP 12** (if applicable). Submit an Alcohol License if planning to serve or distribute alcohol on the premises. The City alcohol license is available through the City Clerk's office.

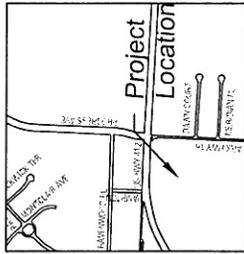
Example

8'

4'

## Name of Subdivision or Proposal

**Public Hearing Date:** Time/Month/Day/Year  
**Location:** 400 N. Broadway St  
Siloam Springs, AR



**Vicinity Map**

## **Owner/Developer**

**Description of Project**  
Example: 40 Lots of Single Family Dwellings

**City of Siloam Springs Planning Dept. (479) 524-5136**