



CITY OF
Siloam Springs
It's a natural.

DEVELOPMENT PROCEDURES MANUAL

City of Siloam Springs
Community Development Department
400 N. Broadway St./P.O. Box 80
Siloam Springs, AR 72761
Phone: (479) 524-5136
Fax: (479) 238-0997
www.siloamsprings.com

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Resources

City Website www.siloamsprings.com

Community Development Department: Building Division

Arkansas Fire Prevention Code 2007 Vol. I / II / III
Arkansas State Plumbing Code 2006 Edition
Arkansas Gas Code 2006 Edition
Arkansas Mechanical Code 2003 Edition

Community Development Department: Planning Division

Siloam Springs Municipal Code:

Chapter 78 Planning Code
Chapter 81 Sign Code
Chapter 54 Land Use Code
Chapter 102 Zoning Code
Title 15 Siloam Springs Subdivision Regulations

Electric Department

National Electric Code 2008 Edition

Siloam Springs Municipal Code:

Chapter 98 Utilities Code

Water/Wastewater Department

Specification Requirements for the construction of water and sewer facilities

Siloam Springs Municipal Code:

Chapter 98 Utilities Code

Street Department

City of Siloam Springs Street Construction Specifications

Siloam Springs Municipal Code:

Chapter 86 Streets, Sidewalks and Other Public Places

State Licensing Information

General Contractors:

www.state.ar.us/clb/

Plumbing Professionals:

www.healthyarkansas.com/faq/faq_plumb

Arkansas Dept of Health:

www.healthyarkansas.com

Electric Professionals:

www.state.ar.us/directory/detail2.cgi?ID=1068

Other Resources

2030 Land Use Map

Master Street Plan

Zoning Map

Downtown Parking Plan

Downtown Enhancement Plan

Contact List

The City Administration Building opens at 8:00 a.m. and closes at 5:00 p.m., Monday through Friday, except City holidays.

After Regular Business Hours call 524-4118. Call Dispatch for emergencies, such as: water leaks, sewer problems, electrical outages, reconnections, etc.

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

400 N. Broadway St./P.O. Box 80

524-5136 ext. 3321

E-mail: Development@siloamsprings.com

Issue building, plumbing, RPZ and sign permits, inspection scheduling, and code questions.

David Williams, Community Development Director

Joe Lester, Building Inspector

Brian Phillips, Code Enforcement Officer

Amy Bushnell, Administrative Assistant

PLANNING DIVISION

400 N. Broadway/P.O. Box 80

524-5136 ext. 3321

E-mail: Development@siloamsprings.com

Rezoning, conditional use and variance requests, preliminary and final plats, large scale review, right-of-way closures, and sign permit review.

Ben Rhoads, AICP, Long Range Planner

ELECTRIC DEPARTMENT

1600 W. Quarter Rd./P.O. Box 80

524-3777

E-mail: ElectricDept@siloamsprings.com

Set appointments to connect temporary electric service and inspections, street light repairs and removal of tree limbs in power lines.

Art Farine, Director

Joseph Wages, Jr., Electrical Inspector

ENGINEERING

400 N. Broadway St./P.O. Box 80

524-5136 ext. 3321

E-mail: Engineer@siloamsprings.com

Drainage questions/problems.

Adam Roark, PE, Civil Engineer

Brad Walker, Engineering Technician

Michael Blankenship, Surveying and Mapping Technician

Justin Bland, EI, Construction Manager
Amy Bushnell, Administrative Assistant

FIRE DEPARTMENT
1400 Cheri Whitlock Drive

524-3103

E-mail: FireDepartment@siloamsprings.com

Jimmy Harris, Fire Chief
Todd Colvin, Fire Marshal

WATER AND WASTEWATER DEPARTMENT
400 N. Broadway St./P.O. Box 80

524-5136 ext. 3327

E-mail: Water@siloamsprings.com

Water and sewer line information/problems, upgrade sewer service, RPZ questions/monthly inspections and set meters for new construction.

Danny Farine, Water Service Supervisor
Nancy Clark, Administrative Assistant

STREET AND SANITATION DEPARTMENT
400 N. Broadway St./P.O. Box 80

524-5136 ext. 3327

E-mail: SolidWaste@siloamsprings.com

Street repairs, right-of-way clearing, street specs, street cut/bore permits.

Randy Atkinson, Public Service Manager

UTILITY BILLING
400 N. Broadway St./P.O. Box 80

524-5136 ext. 3319

Start new accounts for residential/ commercial construction, payment of utility bills and disconnection of service.

STAFF TECHNICAL REVIEW COMMITTEE MEMBERSHIP

Ben Rhoads, AICP, Community Development Department, Committee Chair

David Williams, Community Development Department

Adam Roark, PE, Engineering Department

Brad Walker, Engineering Department

Michael Blankenship, Engineering Department

Justin Bland, EI, Engineering Department

Todd Colvin, Fire Department

Danny Farine, Water/Wastewater Department

Joseph Wages, Jr., Electric Department

Benton County Planning (*only involved if there is an item that is outside of the City limits, but is in the City's Planning Area*)

Private Utilities:

CenturyTel

Cox Communications

Arkansas Western Gas.

Schedule of Fees

The following schedule of fees includes only those fees and charges assumed at the time of application. Building permit fees, including all water and sewer tap fees and street cuts and road bores must be paid in full prior to the permit becoming valid.

SPECIAL USE OR REZONING

Rezone Development Permit	\$50
Special/ Prohibited Use Development Permit	\$50

Variable costs may be incurred by the owner depending on the scope of each project. Contact the Water/Wastewater Department for further information at 524-5136 extension 3327.

DEVELOPMENT OF LAND

Lot Split Development Permit	\$50
Preliminary Plat Development Permit	\$285
Final Plat Development Permit	\$285
Significant Development Permit	\$285

ELECTRIC SERVICE EXTENSION FEE

Per new building or structure	\$1024.54
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BOARD OF ADJUSTMENT

Variance Development Permit	\$50
Sign Variance Development Permit	\$50

BUILDING PERMITS

New, Addition, Alteration or Repair

Total Valuation

\$1000 and less
 \$15 fee for each required inspection.

SIGN PERMIT FEE

Sign Permit Fee (base) plus \$1.00 per sq. ft.	\$10
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\$1001- \$50,000
 \$15/first \$1000; \$5/each additional \$1000 in valuation or fraction thereof.

WATER TAP FEES

¾" Tap	\$400
1" Tap	\$525
2" Tap	\$1,100

\$50,001 - \$100,000
 \$260/first \$50,000, \$4/each additional \$1000 in valuation or fraction thereof.

SEWER TAP FEES

4" Tap	\$285
6" Tap	\$300
8" + Tap Variable (complete cost to be assumed by owner)	

\$100,001 - \$500,000
 \$460/first \$100,000, \$3/each additional \$1000 in valuation or fraction thereof.

\$500,001 and up
 \$1660/first \$500,000, \$2/each additional \$1000 in valuation or fraction thereof.

WATER METER FEES

¾" Meter	\$200
1" Meter	\$280
2" Meter	\$580

DEMOLITION FEE

Structure Size	
0 – 100,000 cu. ft.	\$50
100,001 cu. ft. and up	\$0.50/1,000 cu. ft.

STREET CUT/ROAD BORE

Street Cut Permit	\$150
Road Bore Permit	\$100

MOVING FEE OF TOTAL STRUCTURE

\$100

Legal Notification Requirements

Forms of Legal Notice.

Prior to a public hearing for a development permit before the City of Siloam Springs Planning Commission and/or Board of Adjustment, the Municipal Code requires adherence to three (3) legal notification guidelines. Failure to adhere to these guidelines will result in postponing the application. The guidelines required by the Municipal Code are listed below along with examples of proper legal notification.

- 1. Posting of the property.** Within twenty-four (24) hours of making application with the City for a development permit, applicants are required to post the subject property with a public notice sign for significant development and preliminary plat permits. The specifications for these notices will be supplied by the Community Development Department. For all other permit applications, the Community Development Department will post the property at the time of the site inspection.
- 2. Publication in a newspaper of general circulation.** Public notice of the development permit application is required to be published in a newspaper of general circulation within the Siloam Springs area no less than fifteen (15) nor more than thirty (30) days prior to the public hearing. Said notification shall include the subject of the application, property location and date and time of the review by the Planning and Zoning Commission and/or Board of Adjustment. An example of proper legal notification is included below.
- 3. Notification of surrounding property owners.** Public notice of the development permit application is required to be sent to all property owners within three-hundred (300) feet of the subject property no less than fifteen (15) nor more than thirty (30) days prior to the public hearing. The mailing of public notice shall be by U.S. Post Office First Class mailing. Said notification shall include the subject of the application, property location and date and time of the review by the Planning Commission and/or Board of Adjustment. On the back (or on a separate page) of the legal notice shall be a vicinity map indicating where the project is taking place so as to inform all letter recipients of the general location of the proposal. An example of proper legal notification is included below.

Public Hearing Information.

The Planning Commission public hearing begins with the announcement of the application. The applicant or his or her agent must be present at the hearing to present any requested information to the Planning Commission. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Planning Commission will vote to approve, approve conditionally or deny the request.

Documentation.

Documentation shall be submitted to the City of Siloam Springs Community Development Department no later than fourteen (14) days prior to the public hearing. Documentation shall include a list of all property owners within three hundred (300) feet and proof of the required notification including proof of mailing by first class, a copy of the letter sent to the property owners, and a certificate of publication from the local newspaper after the publishing. Failure to submit the required documentation will result in the postponement of the application.

Legal Notification Examples.

Note: You will tailor the publication to the type of proposal you will be presenting by completing all underlined sections.

1. Newspaper (Planning Commission).

NOTICE OF PUBLIC HEARING

A public hearing will be held before the City of Siloam Springs Planning Commission for a (rezone, lot split, special/prohibited use, significant development or preliminary/final plat development permit) on property described as or located at (address, location or legal description). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (date) day of (month), 20___. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

2. Newspaper (Board of Adjustment).

NOTICE OF PUBLIC HEARING

A public hearing will be held before the City of Siloam Springs Board of Adjustment for a variance development permit. The applicant, (applicant's name) has requested a variance from the Siloam Springs Municipal Code to allow for (type of variance) on property described as or located at (address, location or legal description). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (date) day of (month), 20___. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

3. Deadlines for Publication of Notification.

Legal notices can be submitted to the Herald Leader in person at 101 N. Mt. Olive St., Siloam Springs, AR, 72761, by fax at 479-524-5159. The Herald Leader may also be contacted by calling 479-524-5144. It will be necessary for the applicant or his/her agent to contact the newspaper for all publication deadlines.

4. Surrounding Property Owner Notification (Planning and Commission/Board of Adjustment).

Dear Property Owner:

A public hearing will be held before the City of Siloam Springs (Planning Commission or Board of Adjustment) for a (rezone, lot split, special/prohibited use, significant development or preliminary/final plat or variance development permit) on property described as or located at (address, location or legal description). The request is an effort to (description of work to be done). The public hearing will be held at the City of Siloam Springs Administration Building, 400 N. Broadway St. at 4:00 p.m. on the (day) day of (month), 20 .

You are being notified as a requirement of the City of Siloam Springs Municipal Code. This notification will allow you an opportunity to express your views or concerns regarding the above-described petition. If you have any questions or comments concerning this application, please forward your comments in writing to City of Siloam Springs Community Development Department, P.O. Box 80, Siloam Springs, AR, 72761 or call (479) 524-5136.

Signed:

Applicant's:

Name: _____

Address: _____

**(Insert General Vicinity Map on the BACK of this sheet, OR
on a separate page)**

Note: You will tailor the letter to the type of proposal you will be presenting.

General Development Process.

For Significant Developments and Preliminary Plats

Week	Day	Submittal	Drawing Sets	Process Action
1	1 st day of the month	1 st	(10) full	Staff review.
2	Wednesday	none	none	Staff comments submitted to applicant.
3	Wednesday	none	none	Staff Technical Review. (applicant attends)
4	Wednesday	2 nd	(1) full	Staff reviews plans to ensure that all comments have been addressed.
5	Monday	3 rd	(17) abbreviated*; (1) 11x17 in.	All comments received are addressed in 3 rd Submittal.
6 or 7**	Tuesday	none	none	Planning Commission review.
Following Month	1 st Tuesday	none	none	Board of Directors approves or denies the request.

For Minor Amendments and Final Plats

Week	Day	Submittal	Drawing Sets	Process Action
1	1 st day of the month	1 st	(10) full	Staff review.
2	Wednesday	none	none	Staff comments submitted to applicant.
3	Wednesday	none	none	Staff Technical Review. (applicant attends)
4	Wednesday	2 nd	(1) full	Staff reviews plans to ensure that all comments have been addressed.
5	Monday	3 rd	(15) reduced copies; (5) originals	All comments received are addressed in 3 rd Submittal.
6 or 7**	Tuesday	none	none	Planning Commission approves or denies the request.

For Re-zonings or Use Permits

Week	Day	Submittal	Drawing Sets	Process Action
1	1 st day of the month	1 st	(10) full	Staff review.
2	Wednesday	none	none	Staff comments submitted to applicant.
3	Wednesday	none	none	Staff Technical Review. (applicant attends)
4	Wednesday	2 nd	(1) full	Staff reviews plans to ensure that all comments have been addressed.
5	Monday	3 rd	(17) full; (1) 11x17 in.	All comments received are addressed in 3 rd Submittal.
6 or 7**	Tuesday	none	none	Planning Commission Formal Review.
Following Month	1 st Tuesday	none	none	Board of Directors approves or denies the request. (See diagram on following page for details)

* Site, grading, utility and erosion control plans

**If the given month has 5 Mondays, then the Planning Commission review will occur on the 7th week.

For items not shown, see Development Guide sections for process details.

1.0 SUBDIVISION PROCEDURES

Contact Information

David Williams - Community Development Director
dwilliams1@siloamsprings.com
Adam Roark, PE – City Civil Engineer
aroark@siloamsprings.com
Ben Rhoads, AICP – City Long Range Planner
brhoads@siloamsprings.com
Joe Lester – Building Inspector
jlester@siloamsprings.com

Reference Documentation:

- Preliminary Plat Application
- Development Permit Checklist Chart (pg. 17)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 102 (Zoning Code)
- Siloam Springs Subdivision Code
- Siloam Springs Storm Water Drainage Manual
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

1.1 Subdivision Review

1.1.1 Preliminary Plat:

- Definition.** Preliminary Plat of a subdivision of land is a drawing of the preliminary site layout for a development, including a legal description of the property, dimensions of the lots, and easements on the lots. Public rights-of-way and facilities are also shown.
- Pre-Application Meeting.** The sub-divider of land, the applicant, or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the sub-divider's intent, which includes the following areas: the general character, zoning, emergency access, utilities, street configurations, flooding, drainage and any other relevant issues associated with the development of the subject property.
- Submittal Application.** Applications are due by 5:00 pm on the first business day of each month. Please refer to the Development Calendar for deadline information.
- Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be delayed to the next month's deadline. Refer to the Preliminary Plat Checklist (on pg. 17 of this manual) for specific submittal requirements.
- Submission Requirements.**
 - Application. Forms are available at www.siloamsprings.com.
 - Grading Permit Application.
 - Application Fee. \$285.00.

- Checklist Chart Submission item (see on pg. 17).
- First Submittal Requirements** (see "f" below).
- First Submittal Exhibits.** Applicants must submit ten (10) full sized copies of the proposed subdivision plat per Checklist requirements (see pg. 17 of this manual).
- Legal Notification.** This is the responsibility of the applicant or his/her agent. Refer to the Legal Notice requirements (available on pg. 9 of this manual) for details and procedures.
- Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- Staff Technical Review.** The City of Siloam Springs staff technical review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- Second Submittal Exhibits.** Once the technical review comments have been addressed, it is necessary to resubmit to the City one (1) revised copy of the plat no more than five (5) business days after Technical Review. This submittal is checked to ensure all comments have been addressed. The revisions may only include the site, grading/ erosion control and utility plans.
- Third Submittal Exhibits.** Upon addressing all remaining comments from staff, the applicant shall provide seventeen (17) signed and sealed

copies of the plat proposal folded to 8.5 x 11 in. size, three (3) of the seventeen (17) copies must be originals. The applicant must also provide one (1) 11 x 17 in. copy of the plat and an electronic copy. Note: Two (2) copies will be filed at the City offices. One (1) copy will be returned to the applicant. These copies must be signed, sealed and dated by all parties involved.

- i. **Planning Division Action.** During the submittal process, all planning and related staff members shall review the proposal for adherence to all City Codes. All commentary received by staff, from other reviewers and from the public shall be furnished in a staff report memorandum. The staff report is submitted to the Planning Commission and ultimately to the Board of Directors for review and consideration.
- m. **Planning Commission.** Each Planning Commissioner will receive one (1) copy of the plan to review and form a recommendation, taking into consideration the staff report, the information of the applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his or her agent must be present at the hearing to present information.
- n. **Pre-Construction Meeting.** Within seven (7) days after the Planning Commission review, it will be necessary for the applicant to submit three (3) copies of construction plans to the Community Development Department. These plans will need to be reviewed by staff prior to Board of Directors approval. After Board of Directors approval, staff will contact the subdivider to schedule a pre-construction meeting for the item.
- o. **Board of Directors.** The Board of Directors will be provided with the 11 x 17 in. copy of the plat for review, along with a staff memorandum. The item will be considered as a resolution, which requires one (1) reading.
- p. **Plat Approval.** If the proposal is approved by the Board of Directors, the signed copy (provided in step k of this list) will be returned.
- q. **Authorization to Proceed with Construction.** After the pre-construction meeting and the approval or conditional approval of the construction plans, the subdivider is officially authorized to proceed with the installation of improvements and the staking out of the lots and blocks. The subdivider must complete all improvements as specified on the approved plat prior to filing a final plat

application. Work must begin on the preliminary plat no later than 180 after the Board of Directors approval. If not, the application will be considered expired and the preliminary subdivision process must be started anew.

1.12 Final Plat:

Reference Documentation:

- Final Plat Application
- Development Permit Checklist Chart (pg. 17)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 102 (Zoning Code)
- Siloam Springs Subdivision Code
- Siloam Springs Storm Water Drainage Manual
- Master Street Plan
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

- a. **Definition.** A final plat is required after all preliminary plat improvements are completed or substantially completed. The final plat records all new lots allowing them to be sold.
- b. **Pre-Application Meeting.** The sub-divider of land, the applicant, or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the sub-divider's intent, which includes the following areas: the general character, zoning, emergency access, utilities, street configurations, flooding, drainage and any other relevant issues associated with the development of the subject property.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be delayed to the next month's deadline. Refer to the Final Plat Checklist (on pg. 17 of this manual) for specific submittal requirements.
- e. **Submission Requirements.**
- i. Application. Forms are available at www.siloamsprings.com.
 - ii. Application Fee. \$285.00.
 - iii. Checklist Chart Submission item (see on pg. 17).
 - iv. **First** Submittal Requirements (see "f" below).
- f. **First Submittal Exhibits.** Applicants must submit ten (10) full sized copies of the proposed final subdivision plat per Checklist requirements (see pg. 17 of this manual).
- g. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Refer to the Legal Notice requirements (available on pg. 9 of this manual) for details and procedures.
- h. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- i. **Staff Technical Review.** The procedure is the same as in the preliminary plat stage.
- j. **Second Submittal Exhibits.** Once the technical review comments have been addressed, it is necessary to resubmit to the City one (1) revised copy of the plat no more than five (5) business days after Technical Review. This submittal is checked to ensure all comments have been addressed.
- k. **Third Submittal Exhibits.** Upon addressing all remaining comments from staff, the applicant shall be responsible to provide twenty (20) signed copies of the plat proposal folded to 8.5 x 11 in. size, five (5) of these must be originals. The applicant must also provide one (1) 11 x 17 in. copy of the plat. Note: Five (5) copies must be signed, sealed and dated by all parties involved. These copies will be used for recording at the County offices if the plat is approved.
- l. **Planning Division Action.** The procedure is the same as in the preliminary plat stage.
- m. **Planning Commission.** The procedure is the same as in the preliminary plat stage.
- n. **Board of Directors.** The procedure is the same as in the preliminary plat stage, with the exception that all public dedications shall be accepted by the Board of Directors.
- o. **Recording.** The applicant shall be responsible to obtain the signed and approved five (5) copies of the plat from the City Clerk's office. After these are received and signed by all parties, the applicant must submit these plats to the Benton County Circuit Clerk's office for recording. After this is done, the applicant must return to the City two (2) file stamped copies of the plat and one (1) filed stamped copy of the restricted covenants within forty-five (45) days of the approval. Note: If these items are not returned to the City, no additional permits related to the subdivision will be released by the City. Subdivision lots are not legal for sale until recordation is completed.
- p. **Additional Information.** If the applicant desires to retain more than one (1) copy after filing with the County and returning two (2) to the City, the applicant must submit additional copies for the number desired.

1.1.3 Revised Final Plats (re-plats):

Reference Documentation:

- Final Plat Application
- Development Permit Checklist Chart (pg. 17)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 102 (Zoning Code)
- Siloam Springs Subdivision Code
- Siloam Springs Storm Water Drainage Manual
- Master Street Plan
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

- a. **Definition.** The platting of three (3) or more lots as part of the re-platting of existing platted lots.
- b. **Process.** The submission, review and approval process for this action occurs in the same manner as a standard final plat, and will require recording.

1.1.4 Plat Checklist Chart

Preliminary Plat	Final Plat	PLAT CHECKLIST CHART
●	●	a. Indicate the name of subdivision.
●	●	b. Include the boundary of subdivisions and written legal description.
●	●	c. Provide the names and addresses of owners of record, the applicant and the registered engineer/surveyor.
●	●	d. Indicate the date of survey, map scale and north arrow.
●	●	e. Show the names, location and width of proposed and existing streets and alleys interconnecting and bordering the subdivision.
●	●	f. Dimension the street right-of-ways, blocks and lot lines.
●	●	g. Show the location of schools, parks, publicly owned or used property and any significant topographical features within the subdivision or adjacent thereto.
●	●	h. Include applicable zoning districts and the surrounding zoning.
●	●	i. Indicate the location of building setback lines.
●		j. Indicate the contour lines for drainage.
●	●	k. Show the location of all existing utility features including water main and sewer and public utility easements within the subject property and adjacent thereto.
●	●	l. Indicate the bearings of all lines not parallel or perpendicular to lines of known bearing. Interior angles of lots may be shown in lieu of bearings. All bearings shall correspond with the City's control coordinate system. Also show the radius and central deflection angle and the degree of curvature and tangent distances for the centerline of curved streets and property lines.
	●	m. Provide the location of monuments.
	●	n. Provide the certificate of licensed surveyor.
●		o. Provide the certificate of licensed engineer.
	●	p. Include a certificate of the dedication of streets and alleys to the City.
	●	q. Provide a certificate of the owners of record of property.
●	●	r. Include a signature block for Planning Commission and Board of Directors approval.
	●	s. Record protective covenants.
●		t. Include a drainage development plan. This is to include a preliminary study of topography and stormwater runoff as described in the Siloam Springs Drainage Manual.
●	●	u. Show the names of adjacent subdivisions, property lines and owners of adjacent property.
●		v. Provide a traffic impact study.
	●	w. Execute a utility service agreement, if outside the City limits.
	●	x. Attain a National Pollution Discharge Elimination System permit.

Minor Amendments to Platting

Reference Documentation:

- Lot Split Application
- Lot Consolidation Application
- Right-of-Way/Easement Closer Application
- Development Permit Checklist Chart (pg. 21)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 102 (Zoning Code)
- Siloam Springs Subdivision Code
- Master Street Plan
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

1.21 Lot Splits:

- a. **Definition.** Lot splits occur when there are one (1) or more platted lots, or a property not platted, referred to as "metes and bounds", that are split into two (2) lots or parcels. One parcel cannot be split more than once per year, unless it is used for commercial property.
- b. **Pre-Application Meeting.** The sub-divider of land, the applicant, or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the sub-divider's intent, which includes the following areas: the general character, zoning, emergency access, utilities, street configurations, flooding, drainage and any other relevant issues associated with the development of the subject property.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Incomplete Applications.** All above items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be delayed to the next month's deadline. Refer to the Lot Split Checklist (on pg. 21 of this manual) for specific submittal requirements.
- e. **Submission Requirements.**
 - i. Application. Forms are available at www.siloamsprings.com.
 - ii. Application Fee. \$50.00.
 - iii. Checklist Chart Submission item (see on pg. 21).
 - iv. First Submittal Requirements (see "f" below).
- f. **First Submittal Exhibits.** Applicants must submit ten (10) full sized copies of the proposed lot split plat per Minor Amendments Checklist Chart requirements (see pg. 21 of this manual) if the proposal is in the City limits; or eleven (11) full sized copies if the proposal is in the City's planning area (outside of the City limits).
- g. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notice requirements (on pg. 9 of this manual) for details and procedures.
- h. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- i. **Staff Technical Review.** The City of Siloam Springs staff technical review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- j. **Second Submittal Exhibits.** Once the technical review comments have been addressed, it is necessary to resubmit to the City one (1) revised copy of the plat no more than five (5) business days after Technical Review. This submittal is checked to ensure all comments have been addressed.
- k. **Third Submittal Exhibits.** Upon addressing all remaining comments from staff, the applicant shall be responsible to provide twenty (20) signed copies of the plat proposal folded to 8.5 x 11 in. size, five (5) of these must be originals. The applicant must also provide one (1) 11 x 17 in. copy of the plat. Note: Five (5) copies must be signed, sealed and dated by all parties involved. These copies will be used for recording at the County offices if the plat is approved.
- l. **Planning Division Action.** During the submittal process, all planning and related staff members shall review the proposal for adherence to all City Codes. All commentary received by staff, from other reviewers and from the public shall be furnished in a staff report memorandum. The staff reports are submitted to the Planning Commission for review and consideration.
- m. **Planning Commission Action.** Each Planning Commissioner will receive one (1) copy of the plan to review and form a recommendation, taking into consideration the staff report, the information of the applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be

present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Planning Commission will vote to approve, approve conditionally or deny the request.

- n. **Recording.** If the request is approved, the applicant shall be responsible to obtain the signed and approved five (5) copies of the plat from the City Clerk's office. After these are obtained and signed by all parties, the applicant must submit these plats to the Benton County Circuit Clerk's office for recording within forty-five (45) days of the approval. After this is done, the applicant must return to the City two (2) file stamped copies of the plat. Note: If these items are not returned to the City, no additional permits related to the lot split will be released by the City.

1.2.2 Lot Consolidation:

- a. **Definition.** A re-platting of multiple contiguously platted lots in common ownership into one (1) lot, effectively dissolving all interior lot lines. (See also Sec. 102-83 of Municipal Code.)
- b. **Pre-Application Meeting.** The sub-divider of land, the applicant, or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the sub-divider's intent, which includes the following areas: the general character, zoning, emergency access, utilities, street configurations, flooding, drainage and any other relevant issues associated with the development of the subject property.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Incomplete Applications.** All above items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be re-submitted for the next month deadline.
- e. **Submission Requirements.**
- i. Application. Forms are available at www.siloamsprings.com.
 - ii. Application Fee. \$50.00.
 - iii. Checklist Chart Submission item (see on pg. 21).
 - iv. First Submittal Requirements (see "f" below).
- f. **First Submittal Exhibits.** The applicant shall provide ten (10) copies of the proposed re-plat

for staff review per Minor Amendments Checklist Chart requirements (see pg. 21 of this manual) if the proposal is in the City limits; or eleven (11) full sized copies if the proposal is in the City's planning area (outside of the City limits).

- g. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notice requirements (on pg. 9 of this manual) for details and procedures.
- h. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- i. **Staff Technical Review.** The City of Siloam Springs staff technical review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- j. **Second Submittal Exhibit.** The applicant must re-submit one (1) revised copy of the plat addressing all staff comments. If nothing is received by ninety (90) days after comments have been released, the application will be terminated by staff.
- k. **Administrative Approval.** Upon review by City staff of the second submittal, staff will either approve, disapprove, or conditionally approve the request. Conditional approvals, with outstanding comments, must be addressed prior to final approval.
- l. **Third Submittal Exhibits.** The applicant must provide five (5) original signed and stamped copies of the final approved plat survey. An electronic copy must also be provided at this time. Authorized staff will sign these copies and return them to the applicant for recording.
- m. **Recording.** After all required signatures are obtained; the applicant must submit these plats to the Benton County Circuit Clerk's office for recording. After this is done, the applicant must return to the City two (2) of the filed stamped copies. If this item is not submitted, no additional permits related to the re-plat will be released by the City.

1.2.3 Lot Line Adjustments:

- a. **Definition.** Lot line adjustments (otherwise known as plat corrections) occur when a lot line needs to be adjusted between two lots or tracts, without changing the total number of

existing parcels, lots or tracts. A correction is necessary when there is an incorrect legal description, graphical error, or any other errant textual feature which requires a correction. Changes to the subdivision name or any other physical changes to lot configuration would fall under a revised final plat process. (See also Sec. 1.13 on pg. 16 of this manual).

- b. **Process.** The submission, review and approval process for this action occurs in the same manner as a lot line consolidation, and will require recording. Review times may vary depending on the nature of the correction or lot line alteration.

1.2.4 Right-of-Way and Easement Closures (Vacations):

- a. **Definition.** Right-of-way and easement closures means permanently closing and abandoning a public right-of-way or access easement, or any other kind of easement for public or governmental use or access.
- b. **Acceptance Criteria.** The City will only consider rights-of-way to be closed that are clearly abandoned or are impassible and pose no need for the existing or future vehicular circulation for the area. Similarly with easements, the closure must demonstrate that no utility requires the easement for existing or future utility services.
- c. **Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be re-submitted for the next month deadline. Refer to the Minor Amendment Checklist Chart (on pg. 21 of this manual) for specific submittal requirements.
- d. **Submission Deadline.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Submission Requirements.** The following items are required at the time of submittal.
 - i. Application Fee. \$50.00.
 - ii. Letter to the Board of Directors stating the request (a form letter is available at the Community Development Department).
 - iii. Signed petition from all surrounding property owners contiguous to the R-O-W.
 - iv. Ten (10) copies of a survey indicating what area is to be vacated and newly set property lines for all affected lots. The surveys should be 8.5 x 11 in. or 11 x 17 in. in size (see checklist chart on pg. 21 for more details).
- e. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notice requirements (on pg. 9 of this manual) for details and procedures. The alleyway will also be posted on both sides by City staff.
- f. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- g. **Staff Technical Review.** The City of Siloam Springs staff technical review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- h. **Staff's Recommendation.** For right-of-way and easement closures, selected City staff members and the members of the Technical Review Committee are required to sign an approval memorandum stating that the alleyway or easement may be closed before the proposed closure can be considered at the Board of Directors.
- i. **Survey Preparation.** After all staff comments have been addressed and staff has approved the proposed closure, it will be necessary for all adjoining property owners to sign the five (5) surveys for recording (this is in addition to the signed petition of closure). The signed copies of the survey shall be forwarded to the next available Board of Directors meeting.
- j. **Board Review.** The Board of Directors will approve the item as an ordinance or a resolution. If approved as an ordinance, the item will need to be read three times before approval.
- k. **Recording.** The survey must be signed and dated by all parties. The applicant must submit the five (5) signed copies to the Benton County Circuit Clerk's office for recording. After this is done, the applicant must return to the City two (2) recorded copies of the survey. If this item is not submitted, no additional permits related to the closure will be accepted by the City.

1.2.5 Minor Amendments Checklist Chart:

Lot Split	Lot Consolidation	Lot Line Adjustment	R-O-W Closure	
MINOR AMENDMENTS TO PLATTING				
●	●	●	●	a. Filing fee (see Schedule of Fees on pg. 8 of this manual).
●			●	b. Legal Notification (see Legal Notification Requirements on pg. 9 of this manual).
●	●	●	●	c. Authorization letter from the property owner for an agent to act on their behalf (if applicable).
●	●	●	●	d. Completed application form.
			●	e. Completed letter of request addressed to the Board of Directors. Letter must explain the reason for the request and include a legal description of the property to be closed.
			●	f. Signed petitions from all affected property owners who own property that abut the closure.
			●	g. One (1) 11 x 17 in. or smaller copy of the survey plat for Board of Directors' review.
●	●	●	●	h. Ten (10) copies of the development proposal drawn to scale (1st submittal). Eleven (11) for any item reviewed in the City's Planning Area.
●	●	●	●	i. One (1) digital copy of the development proposal, if applicable.
●	●	●	●	j. Include the name and address of the owner(s) of record, sub-divider(s) and the registered engineer(s) and or surveyor(s).
●				k. Provide a signature block for Planning Commission approval.
	●	●		l. Provide a signature block for Community Development Department approval.
			●	m. Provide a signature block for Board of Directors approval.
			●	n. Provide a signature block for all adjoining property owners.
●	●	●	●	o. Include a legal description of the property and complete boundary survey showing the dimensions, distances to the nearest one-hundredth foot, bearings to the nearest second and acreage to the nearest one-hundredth acre. Include evidence of survey closure. USGS State Plane coordinates for Horizontal Datum are required.
●	●	●	●	p. Indication of a scale, bar scale, north arrow and date.
●	●	●	●	q. Include a location map (within a mile section).
●	●	●	●	r. Show the location of all property lines of adjoining lands, subdivisions, property owners (by parcel or address) and city limit boundaries (if adjoining the property).
●	●	●	●	s. Show the location and description of all existing structures.
●	●	●	●	t. Show the location of all ponds, lakes, streams and areas subject to flooding based upon the Flood Insurance Rate Maps.
●	●	●	●	u. Show the location, width and name of each existing adjacent street or public way, railroad, bridge, park or other public open space.
●	●	●	●	v. Indicate all facilities or land for dedication to the public use, and/or to be reserved for the use of all property owners in the subdivision and any conditions of such dedications or reservations. All right-of-way closures shall be retained as a utility easement.
●	●	●	●	w. Show all existing utility lines, including fire hydrant locations.
			●	x. Show all utility lines located within 50 ft. of the alleyway proposed for closure.
●	●	●	●	y. Show the location, width and distance between existing street connections or drive entrances and their distance from property lines.
●	●	●	●	z. Indicate zoning district and the surrounding zoning.
●	●	●	●	aa. Indicate all required utility easements and setbacks for the split, re-plat or right-of-way closure.

2.0 Commercial and Industrial Development Procedures

Contact Information

David Williams - Community Development Director

dwilliams1@siloamsprings.com

Adam Roark, PE – City Civil Engineer

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Ben Rhoads, AICP – City Long Range Planner

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Joe Lester – Building Inspector

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Reference Documentation:

- Significant Development Application
- Development Permit Checklist Chart (pg. 24)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 81 (Sign Code)
- Municipal Code Ch. 102 (Zoning Code)
- Legal Notification Requirements (Pg. 9)
- Siloam Springs Storm Water Drainage Manual
- www.siloamsprings.com (Planning Division)

2.1 Large Scale Review

2.1.1 Significant Development:

- Definition.** These are standard structures that are more than 5,000 sq. ft. of floor area or more than 20,000 sq. ft. in total lot coverage.
- Pre-Application Meeting.** The applicant or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the applicant's intent, which includes the following areas: the general character, zoning, emergency access, utilities, street configurations, flooding, drainage and any other relevant issues associated with the development of the subject property.
- Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications will be returned to the applicant and may be delayed to the next month's deadline. Refer to the Commercial/ Industrial Checklist Chart (on pg. 24 of this manual) for specific submittal requirements.
- Submission Requirements.** The following items are required at the time of submittal:
 - Application. Forms are available at www.siloamsprings.com
 - Application Fee. \$285.00.
 - Drainage Report.
 - Traffic Impact Study.
 - Letter of consent if applicant is not listed as the property owner.
 - Plats (10 copies). See pg. 24 of this manual for all checklist requirements.
- Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification requirements on pg. 9 of this manual for details and procedures.
- Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- Staff Technical Review.** The City of Siloam Springs staff technical review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- Second Submittal Exhibits.** Once the technical review comments have been addressed, it is necessary to resubmit to the City one (1) revised copy of the plans no more than five (5) business days after Technical Review. This submittal is checked to ensure all comments have been addressed. Revised items may include the site, grading/ erosion control and utility plans.
- Third Submittal Exhibits.** Upon addressing all remaining comments from staff, the applicant shall be responsible to provide seventeen (17) signed copies of the plat proposal folded to 8.5 x 11 in. size. Also one (1) 11 x 17 in. copy of the plat and an electronic copy must be provided at this time.
- Planning Division Action.** During the submittal process, all planning and related staff members shall review the proposal for adherence to all City Codes. The culmination of

all commentary received by staff, from other reviewers and from the public shall be furnished in a staff report memorandum. The staff report is submitted to the Planning Commission and ultimately to the Board of Directors for review and consideration.

- I. **Planning Commission Action.** The Planning Commission will make recommendation, taking into consideration the staff report, the information from the applicant, and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Planning Commission will vote to recommend approving, approving conditionally, or denying the request. The request will be scheduled for the next available meeting of the Board of Directors.
- m. **Pre-construction Meeting.** Within seven (7) days after the Planning Commission review it will be necessary for the applicant to submit three (3) copies of construction plans to the Community Development Department. These plans will need to be reviewed by staff prior to Board of Directors approval. After Board of Directors approval staff will contact the applicant to schedule a pre-construction meeting for the item.
- n. **Board of Directors.** This Board of Directors will be provided with the 11 x 17 in. copy of the proposal, along with a staff memorandum, including the original staff report. The item will be considered as a resolution, which requires one (1) reading.
- o. **Authorization to Proceed with Construction.** After the pre-construction meeting and the approval or conditional approval of the construction plans, the applicant is officially authorized to proceed. The applicant must complete all improvements as specified on the approved construction plans. Work must begin on the significant development no later than 180 days after approval from the Board of Directors, or it is deemed expired.

2.2.1 Small Scale Commercial Review:

- a. **Definition.** New commercial structures that are less than 5,000 sq. ft. of floor area and less than 20,000 sq. ft. in lot coverage.
- b. **Submittal Application.** Applications are due at anytime. The following items are required at the time of submittal:
 - i. Application. Forms are available at www.siloamsprings.com.
 - ii. Building Permit Fee (amount will vary, see Schedule of Fees on pg. 8).
 - iii. Building Plans (1 copy).
 - iv. Site Plan indicating proper scale, adjoining property, number of parking spaces provided, zoning district and utility information.
- c. **Incomplete Applications.** All above items must be submitted to City staff. Any incomplete application may be delayed for review. Refer to the Commercial/Industrial Checklist Chart available on pg. 24 of this manual for specific submittal requirements for this item.
- d. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification requirements on pg. 9 of this manual for details and procedures.
- e. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- f. **Staff Technical Review.** The City of Siloam Springs staff Technical Review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The agent/applicant is invited to attend the Technical Review Meeting. The Technical Review Committee meets on the third Wednesday of each month.
- g. **Plan Approval.** Upon acceptance of the plans staff will approve, or conditionally approve the building permit with appropriate documentation and updates as requested by City staff.
- h. **Authorization to Proceed with Construction.** If the item is approved, the applicant is authorized to proceed with the project. The applicant must complete all improvements as specified on the approved plans. Work must begin on the standard building development no later than 180 days after approval or the permit is deemed expired.

Small Scale Review:

Reference Documentation:

- Building Permit Application
- Commercial/ Industrial Checklist Chart (pg. 24)
- Municipal Code Ch. 102 (Zoning Code)
- Siloam Springs Storm Water Drainage Manual
- www.siloamsprings.com (Planning Division)

2.3 Commercial/ Industrial Checklist Chart

Large Scale Review (Significant Development)	Small Scale Review	
COMMERCIAL AND INDUSTRIAL DEVELOPMENT		
●	●	a. Filing fee (see Schedule of Fees on pg. 8 of this manual).
●	●	b. Legal Notification (see Legal Notification Requirements on pg. 9 of this manual).
●	●	c. Authorization letter from the property owner for an agent to act on their behalf (if applicable).
●	●	d. Completed application form.
●		e. One (1) 11 x 17 in. or smaller copy of the survey plat for Board of Directors' review.
●	●	f. Ten (10) copies of the development proposal (drawn to scale) for first submission.
●	●	g. One (1) digital copy of the development proposal, if applicable (Auto CAD 2000 format).
●	●	h. Indicate the name and address of the owner(s) of record, sub divider(s), the registered engineer(s) and or surveyor(s).
●		i. Provide a signature block for Planning Commission and Board of Directors approval.
●	●	j. Provide the proposed name of development proposal.
●	●	k. Indicate the zoning district.
●	●	l. Indicate the gross floor area devoted to each type of use.
●	●	m. Indicate the lot coverage and floor to area ratio.
●		n. Indication of scale, bar scale, north arrow and date.
●	●	o. Provide a legal Description of the property and complete boundary survey showing the dimensions, distances to the nearest one-hundredth foot, bearings to the nearest second and acreage to the nearest one-hundredth acre. Include evidence of survey closure. USGS State Plane coordinates for Horizontal Datum are required.
●		p. Show the location of all property lines of adjoining lands, subdivisions, property owners, and City limit boundaries (if adjoining the property) and all surrounding zoning.
●	●	q. Provide a location map (within a mile section).
●	●	r. Indicate the location and description of all existing and/or proposed structures.
●	●	s. Indicate the location of all ponds, lakes, streams and areas subject to flooding based upon the Flood Insurance Rate Maps.
●		t. Indicate the location, width and name of each existing and/or proposed street or public way, railroad, utility easement, setbacks, bridge, park or other public open space.
●	●	u. Indicate the location of facilities or land to be considered for dedication to the public use and any conditions of such dedications or reservations.
●	●	v. Indicate the location of proposed or existing utility lines, including fire hydrant locations.
●		w. Show the location, width and distance between proposed or existing street connections, drive entrances and distance from property lines.
●		x. Provide the topography with contour intervals of not more than two (2) feet based on U.S. and Geodetic Survey data.
●		y. Provide a grading, drainage and erosion control plan.
●	●	z. Indicate the location, size and arrangement of all parking areas and loading areas.
●	●	aa. Indicate the parking requirements and proposed parking.
●	●	ab. Indicate the landscaping type, quantity or coverage, and description of material.
●	●	ac. Show the dumpster location and screening material.
●		ad. Provide a traffic impact study.

3.0 Land Use Change Procedure

Contact Information

David Williams - Community Development Director
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Ben Rhoads – Long Range Planner
brhoads@siloamsprings.com

Reference Documentation:

- Variance Application
- Statement of Hardship
- Land Use Changes Checklist Chart (pg. 28)
- Municipal Code Ch. 102 (Zoning Code)
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

3.1 Variance

3.1.1 Standard Variance:

- a. **Definition.** Variances are required whenever there is a need for relief from various zoning regulations. Relief can only be granted to 50 percent of the value of whatever standard is being varied from. Variances **must** show a non-financial hardship unique to that property that does not frequently occur in that zone. Variances cannot be used for land-use change or density.
- b. **Pre-Application Meeting.** The applicant or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the applicant's intent and allow staff to provide any relevant feedback.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications may be delayed for review. Refer to the Land Use Changes Permit Checklist (pg. 28 of this manual) for specific submittal requirements for this item.
- e. **Submission Requirements.** The following items are required at the time of submittal:
 - i. Application. Forms are available at www.siloamsprings.com
 - ii. Application Fee. \$50.00.
 - iii. Letter of consent if applicant is not listed as the property owner.
 - iv. Statement of Hardship.
 - v. Survey or site plan (15 copies) or (1 copy) if the survey is 8.5 x 11 in. size.
- f. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification requirements on pg. 9 of this manual.
- g. **Staff Review.** The City of Siloam Springs staff review provides an opportunity for planning staff and other applicable departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. Staff will take the applicant's written Statement of Hardship and other arguments to state the reasoning and merits of the variance request. Staff will **not** issue a recommendation on variances.
- h. **Planning Division Action.** The Statement of Hardship shall be included in a staff report memorandum. The staff reports are submitted to the Board of Adjustment for review and consideration.
- i. **Board of Adjustment Action.** The Board of Adjustment (the same body that makes up the Planning Commission) will make the final approval, taking into consideration the staff report and the information provided by the applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Board of Adjustment will vote to approve, approve conditionally or deny the variance.
- j. **Building Permit Issuance.** If approved, any building permits, if applicable, may be issued.

Reference Documentation:

- Sign Variance Application
- Land Use Changes Checklist Chart (pg. 28)
- Statement of Hardship
- Municipal Code Ch. 81 (Sign Code)
- Legal Notification Requirements (pg. 9)
- www.siloamsprings.com (Planning Division)

3.1.2 Sign Variance:

- a. **Definition.** Sign permits are required whenever there is a need for relief from any provision in Chapter 81 of the Municipal Code. These permits are approved solely on the basis of practical difficulties with meeting Code standards based on the characteristics of the sign and not the site where the sign is located.
- b. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- k. **Incomplete Applications.** All items must be submitted to the Community Development Department. Any incomplete applications may be delayed for review. Refer to the Land Use Changes Permit Checklist (pg. 28 of this manual) for specific submittal requirements for this item.
- a. **Submission Requirements.** The following items are required at the time of submittal:
- i. Application. Forms are available at www.siloamsprings.com.
 - ii. Application Fee. \$10.00.
 - iii. Letter of consent if applicant is not listed property owner.
 - iv. Statement of Hardship.
 - v. Sign drawing plan (15 copies).
- b. **Staff Review.** The City of Siloam Springs staff review affords an opportunity for planning staff and other applicable departments to review the applicant's sign proposal and provide comments necessary to ensure the proposal's consistency with the Municipal Code. Staff will take the applicant's written Statement of Hardship and other arguments to state the reasoning and merits of the variance request. Staff will **not** issue any recommendations on sign variances.
- c. **Planning Division Action.** The Statement of Hardship will be included in a staff report memorandum. The staff reports are submitted to the Board of Adjustment for review and consideration.
- d. **Board of Adjustment Action.** The Board of Adjustment (the same body as the Planning Commission) will make the final approval, taking into consideration the staff report, the information of the

applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Board of Adjustment will vote to approve, approve conditionally or deny the request.

- e. **Sign Permit Issuance.** After the variance is approved, the applicant may obtain the sign permit from planning staff.

3.2 Rezoning:

Reference Documentation:

- Rezoning Application
- Land Use Changes Checklist Chart (pg. 28)
- Municipal Code Ch. 54 (Land Use Code)
- Municipal Code Ch. 102 (Zoning Code)
- Legal Notification Requirements (pg. 10)
- www.siloamsprings.com (Planning Division)

- a. **Definition.** The process in which a zone is changed for the purpose of changing the allowed land use for a given area or parcel.
- b. **Pre-Application Meeting.** The applicant or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the applicant's intent, which includes the following areas: the general character, future land-use, future platting or development, and any other relevant issues associated with the rezoning of the subject property.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Submission Requirements.** The following items are required at the time of submittal:
- i. Application. Form is available at www.siloamsprings.com
 - ii. Application Fee. \$50.00.
 - iii. Letter of consent if applicant is not listed property owner.
 - iv. Surveys indicating zoning area, including legal description (10 copies) or (1 copy) if it is 8.5 x 11 in. size.
- e. **Incomplete Applications.** All items must be submitted to the Community Development

Department. Any incomplete applications may be delayed for review. Refer to the Land Use Changes Permit Checklist (pg. 28 of this manual) for specific submittal requirements for this item.

- f. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification Requirements on pg. 9 of this manual.
- g. **Staff Comments.** Within ten (10) business days after the application has been received, staff will submit comments on the project to the agent.
- h. **Technical Review.** The City of Siloam Springs staff Technical Review (see pg. 7 of this manual) provides an opportunity for various City departments to review development proposals and provide comments necessary to ensure the proposal's consistency with the Municipal Code. The staff Technical Review Committee meets on the second Monday of each month. Comments will be provided after the committee meets.
- i. **Second Submittal.** It is necessary to resubmit to the City one (1) revised copies of the survey after staff Technical Review. This is usually due no later than five (5) business days after Technical Review. If there are no comments at Technical Review, this step may be bypassed.
- j. **Third Submittal.** Upon addressing all remaining comments from staff, the applicant shall provide seventeen (17) copies of the survey and one (1) copy of the survey 11 x 17 in. or smaller.
- k. **Planning Division Action.** During the submittal process, all planning and related staff members shall review the proposal for adherence to all City Codes. All commentary received by staff, from other reviewers and from the public shall be furnished in a staff report memorandum. The staff reports are submitted to the Planning Commission and ultimately to the Board of Directors for review and consideration.
- l. **Planning Commission.** The Planning Commission will make recommendation, taking into consideration the staff report, the information of the applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application. Upon hearing all of the testimony relative to the request, the Planning Commission will vote to recommend approving, approving conditionally or denying the request. The request will be scheduled for the next available meeting of the Board of Directors.
- m. **Board of Directors.** This Board of Directors will be provided with the 11 x 17 in. or smaller copy of the

survey, along with a staff memorandum, including the original staff report. The item will be considered as an ordinance, which requires three (3) readings. This review process takes approximately five weeks for final approval. See Development Calendar for details.

- n. **Authorization to Proceed with Construction.** If the item is approved, the applicant is officially authorized to proceed with a building permit or other applicable permits.

3.3 Prohibited and Special Uses:

- a. **Definition.** Prohibited Uses and Special Uses, also referred to as conditional uses, are uses that are allowed only under special review. Refer to the matrix in Chapter 102-41 of the Code, which indicates planned uses, special uses and prohibited uses by zone.
- b. **Pre-Application Meeting.** The applicant, or his/her agent shall be responsible for scheduling this meeting. This is required prior to the formal submittal to the City. The intent of this meeting is to informally discuss the proposal with the applicant.
- c. **Submittal Application.** Applications are usually due by 5:00 p.m. on the first business day of each month. Please refer to the Development Calendar for deadline information.
- d. **Submission Requirements.** The following items are required at the time of submittal:
 - i. Application. Forms are available at www.siloamsprings.com.
 - ii. Application Fee. \$50.00.
 - iii. Letter of consent if applicant is not listed property owner.
 - iii. Any supplementary material/ information that will support the request (1 copy if 8.5 x 11; in. 10 copies if larger).
- e. **Incomplete Applications.** All items must be submitted to planning staff. Any incomplete application may be delayed for review.
- f. **Planning Division Action.** During the submittal process, all planning and related staff members will review the proposal for adherence to all City Codes. All commentary received by staff from other reviewers and from the public shall be furnished in a staff report memorandum. The staff reports are submitted to the Planning Commission and ultimately to the Board of Directors for review and consideration.
- g. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification Requirements on pg. 9 of this manual.

- h. **Planning Commission Action.** The Planning Commission will make recommendation, taking into consideration the staff report, the information of the applicant and any other interested parties. The public hearing begins with the announcement of the application. The applicant or his/her representative must be present at the hearing, as they will be given an opportunity to present information. Any interested party will be given equal time to protest or support the application.
- i. **Board of Directors.** This Board of Directors will be provided with all the materials submitted to the Planning Commission, along with a staff memorandum, including the original staff report. A special use permit is approved as a resolution, which requires one (1) reading at the Board of Directors.

2.3 Commercial and Industrial Development Checklist Chart

Variances (Standard)	Variance (Sign)	Rezoning	Conditional/ Prohibited Use	
LAND USE CHANGES				
●	●	●	●	a. Filing fee (see Schedule of Fees on pg. 8 of this manual).
●	●	●	●	b. Legal Notification (see Legal Notification Requirements on pg. 9 of this manual).
●	●	●	●	c. Authorization letter from the property owner for an agent to act on their behalf (if applicable).
●	●	●	●	d. Complete the application form.
●	●			e. Complete the Statement of Hardship.
●			●	f. Provide a scaled land survey*, site plan, or identification certificate (of any size) showing the property's current and proposed condition.
	●		●	g. Provide information, including but not limited to, diagrams, site plans, or other information explaining the variance request.
		●		h. Submit Ten (10) copies of an exhibit consisting of either a scaled land survey or a plat (including legal description) indicating the existing and proposed zoning districts.*
				* See Minor Amendments to Platting Section for land survey requirements.

4.0 General Planning Procedures

Contact Information

David Williams - Community Development Director
dwilliams1@siloamsprings.com
Ben Rhoads, AICP – Long Range Planner
brhoads@siloamsprings.com

Reference Documentation:

- The Comprehensive Plan—2008
- www.siloamsprings.com (Planning Division)
- Master Street Plan
- Master Street Plan Map

4.1 Comprehensive Plan:

- Introduction.** City staff has completed a Comprehensive Plan (Comp. Plan) for the City of Siloam Springs. The Comp. Plan effectively acts as a guide for all future development and infrastructure needs for the City. All zoning and subdivision regulation will be revised based off of the elements in the plan. Plans are usually updated every 5 to 10 years based off of new growth projections and changing community needs and character.
- Structure.** The formulation of the Comp. Plan heavily relies on staff data collection, planning research, population growth projections, and public participation. The principal focus is the future land-use map. The document has these main sections:
 - Existing Conditions.
 - Town Vision.
 - Goals and Objectives.
 - Future Land Use Map.
 - Implementation.
- Public participation.** This is critical for the visioning determining the future needs of the citizenry. Long range planning staff summons town hall meetings for overall City visioning and goal setting as well as neighborhood based plans in order to plan at the local level.
- Codification.** This is done in order to eliminate code redundancies, inaccuracies and to synthesize with City's long-range goals:
 - Updating the Existing Land-Use Code and Zoning Regulations.
 - Updating the Subdivision Regulations.
 - Updating the Sign Code.
 - Establishing a Design Guidelines Code.
 - The Comprehensive Plan Codification (on-going).

4.2 Master Street Plan:

The Master Street Plan shows the future streets and roads that are to be constructed in a 10 year timeframe. The indication of a future collector or arterial street on the map will require the dedications for right-of-way upon the development of that property. A map indicating the future street layout is available on the City website at www.silaamsprings.com

The Master Street Plan will be updated as part of the Comprehensive Planning implementation process.

4.3 Annexation

4.3.1 Petition Process:

- Background.** The annexation process in Arkansas can be obtained by three distinct methods. These are:
 - Petition.** In which the property owner petitions the County to annex into a city. The petition annexation process starts at the Benton County Clerk's office. The petitioner can obtain forms from the County Clerk's Office, or have the forms prepared by an attorney. The petitioners must provide a map or plat and legal description of the property. The map must show that the property to be annexed is contiguous to the City and its relationship to the present City limits.
 - General Election.** This is where a large tract of land can be annexed into the City by an election process by the entire City.
 - Enclosure.** This is where the City can surround a piece of property and if it is surrounded on all sides, the City may incorporate it.
- Petition Process.** The following is the procedure provided by the County.
 - The Petitioner(s) or their agent must sign the Petition for Annexation.
 - The signed petition must be filed at the Benton County Clerk's office. Along with the petition, a map, legal description and a filing fee of

\$30.00 must also be provided. The Clerk's Office will file the original and place it on record in the County Court. The Clerk will also make a file marked copy to distribute to the County Judge.

- iii. The petitioner must take the Order for Hearing to the County Judge's office to receive a hearing date. The hearing date will be more than thirty (30) days from the date the petition was filed and published.
- iv. The petitioner must complete the Notice of Hearing and have it published in the newspaper once per week for three (3) consecutive weeks.
- v. The affidavit of publication must be filed in the County Clerk's Office prior to the hearing.
- vi. On the day set for the hearing, the petitioner shall appear before the County Judge with the Decree of Annexation completed.
- vii. If the County Judge accepts the annexation, then the Decree of Annexation will be signed.
- viii. Once the Judge has signed the Decree of Annexation, the petitioner shall then deliver the Decree to the County Clerk's Office for filing.
- ix. The County Clerk's Office will then send a Certified Copy of the Decree of Annexation to the annexing city. After thirty (30) days have passed and no appeal has been filed, the City Council (or Board of Directors) can pass an ordinance or resolution annexing the property into the City and assign the property to its prospective City wards. Upon passage of the ordinance or resolution, the City Clerk will deliver the certified approved ordinance or resolution to the County Clerk's Office to indicate that the annexed land has been accepted by the City.
- x. The County Clerk submits certified copies of the ordinance or resolution, the Decree of Annexation, Map and Legal Description to the Secretary of State, Tax Division of the Arkansas Public Service Commission, Benton County Assessor and Northwest Arkansas Regional Planning Commission.
- xi. Once thirty (30) days has passed after the approval of the ordinance or resolution at the Board of Directors the property annexed will officially go into the City and receive all eligible City services.
- xii. When an annexed property enters into the City, it is zoned as A-1 (Agriculture). If the applicant desires another zone, he or she must

indicate the desired zone as part of the adoption ordinance.

- xiii. All other forms of annexation are handled by the City as either part of an election or incorporation.

4.4 Other Plans:

The City planning staff continues to work on other plans to implement the baseline concepts of the Comp. Plan. These include various district improvement plans.

5.0 Licenses and other Permitting Procedures

Contact Information

David Williams - Community Development Director

dwilliams1@siloomsprings.com

Peggy Woody - City Clerk

pwoody@siloomsprings.com

Joe Lester – Building Inspector

jlester@siloomsprings.com

Ben Rhoads, AICP – City Long Range Planner

brhoads@siloomsprings.com

Todd Colvin – Fire Marshal

firemarshal@siloomsprings.com

Danny Farine - Water Service Supervisor

dfarine@siloomsprings.com

Reference Documentation:

- Business License Application
- Sign Permit Application
- Municipal Code Ch. 22 (Municipal Code)
- www.siloomsprings.com (Planning Division)

5.1 Licenses

5.1.1 Business Licenses:

- Submittal Application.** Applicant must fill out a Business License Application provided by the City or available on-line.
- Submission Requirements.** The following items are required at the time of submittal
 - Application. Forms are available at www.siloomsprings.com.
 - Application Fee. (based on number of employees).
Note: This does not indicate an approval from the City at this time.
 - Letter of consent, if applicant is not listed property owner on application.
 - Sign Permit. See Sign Permit requirements (pg. 33).
- Incomplete Applications.** All above items must be submitted to City Staff. Any incomplete application will be delayed for review.
- Authorization to Proceed.** Upon review and approval by City staff the applicant shall be given notice to proceed. Signatures from the Building Official, Water/Wastewater Director, City Clerk, Fire Department, and the City Planner are required upon the approval of the business license.

5.1.2 Home Occupation Licenses:

- Submittal Application.** Applicant must fill out a Business License Application provided by the City or available on-line. Before applying, the applicant must know the name and type of business, number of employees, if the business is a sole-ownership or partnership, Tax ID number and the zoning district of the residence where the business will also operate. The applicant must reside in the home to qualify for a home occupation license. If the applicant leases the residence, he or she must also submit a letter of consent from the owner stating permission to operate a home-based business.
- Submission Requirements.** The following items are required at the time of submittal:
 - Completed Application Form. Forms are available on-line at: www.siloomsprings.com
 - Application Fee. \$25.00.
 - Letter of consent, if applicant is not the listed property owner.
- Incomplete Applications.** All above items must be submitted to City Staff. Any incomplete applications may be delayed for review.
- Home Occupation Requirements.** Requirements of the Home Occupation include:
 - The business use cannot occupy more than 30 percent of the residence.
 - The business cannot produce noise, odors, pollution, etc. above that which would normally occur in a residential setting.
 - No off-street parking allowed above normal residential requirements.
 - Parking must not interfere with the neighbors' typical parking needs.
 - No advertising signage is allowed.

- vi. No non-residential structural alterations are allowed.
 - vii. No deliveries allowed that require a vehicle larger than a passenger car except standard FedEx, UPS, USPS, etc.
 - viii. No manifestation of the business shall be visible from the residence's exterior.
 - ix. No inventory or materials may be stored outside.
 - x. All federal, state, county and City laws/ordinances must be obeyed.
- e. **Authorization to Proceed.** Upon review and approval by City staff the applicant shall be given notice to proceed. Signatures from the Building Official, City Clerk, and the City Planner are required upon the approval of the home occupation license.
- f. **Violation of City Code.** It is illegal to operate a home occupation without a home occupation license. Violations of Municipal Code regarding home occupations are misdemeanors punishable, upon conviction, by fines of up to \$250 per day.

5.2 Residential Building Permit:

Reference Documentation:

- Business License Application, See license requirements
- Building Permit Checklist
- Municipal Code Ch. 22 (Businesses)
- 2007 Arkansas Fire Prevention Code Volume I-III
- 2006 Arkansas Plumbing Code and Mechanical Code
- 2006 Arkansas Gas Code
- www.siloamsprings.com (Building Division)

- a. **Submittal Application.** Complete the Building Permit Application. The application is available at the Community Development Department or at www.siloamsprings.com.
- b. **Submission Requirements.**
 - i. Building Drawings. Two (2) complete sets of building drawings showing size and dimensions of the structure, the size and dimensions of all rooms, windows, doors, etc. and what type of building material are to be used. The plans must be submitted with the application (with engineering/architectural stamp, if required).
 - ii. Elevations. These drawings should be prepared by a design specialist or architect.
 - iii. Site Plan. This drawing **must** be drawn to scale and show the following items:
 - a) Legal Description
 - b) Indication of scale and north arrow.
 - c) Setbacks (from property line).
 - d) Lot dimensions.
 - e) All existing or proposed easements or streets.
 - f) All existing or proposed structures or improvements.
 - g) Floodplain boundaries (if applicable).
 - h) No hand-drawn site plans for new structures.
 - i) The structure must meet the required setbacks. See Residential Setbacks Ch. 102 of the Municipal Code.
- c. **Incomplete Applications.** All above items must be submitted to City Staff. Any incomplete application may be delayed for review.
- d. **Residential Building Inspections.** All required inspections must be scheduled with the Building Division **at least 24 hours** in advance.

5.3 Sign Permits:

Contact Information

David Williams- Community Development Director
dwilliams1@siloomsprings.com
Brian Phillips – Code Enforcement Officer
bphillips@siloomsprings.com

Reference Documentation:

- Sign Permit Application
- Municipal Code Ch. 81 (Sign Code)
- www.siloomsprings.com (Planning Division)

- Definition.** Any device visible from the exterior of a structure where its essential purpose and design is to convey to the general public either commercial or noncommercial messages by means of graphical presentation of alphabetic or pictorial symbols or representations. Anyone erecting a new sign or altering an existing sign is required to apply for a sign permit.
- Submittal Application.** Applicant must complete a Sign Permit Application provided by the City or available on-line. This is required by the City from any business owner wanting to advertise their business through signage either on the building wall or as freestanding supported by columns or posts by the roadway.
- Submission Requirements.** The following items are required at the time of submittal:
 - Application. Forms are available on-line at www.siloomsprings.com.
 - Application Fee. (Base Fee of \$10 plus \$1 for every one (1) sq. ft. of sign surface area).
Fees will be doubled plus any fines accrued for signs installed prior to the approval of the sign request.
 - Letter of consent if applicant is not listed as the property owner.
 - At least one diagram stating the dimensions of the sign.
 - An additional diagram if applicant is proposing a free-standing sign. This must include setback footage as well as height and design of the sign.
- Incomplete Applications.** All required items must be submitted to City Staff. Any incomplete application may delay approval.
- Staff Review.** Staff will review the application. This will consist of a site visit to determine correct zoning designation, setbacks, location of sign in relation to abutting lots, character of sign, sign

height and any other factors included on the application.

- Authorization to Proceed.** Upon review and approval by City staff the applicant shall be given notice to proceed with sign installation. Signatures from the Code Enforcement Officer are required upon the approval. **If the sign is installed prior to authorization to proceed, then this shall be deemed a sign violation and subject to fines.**
- Sign Permit Decal.** Once the sign permit has been approved, the applicant will receive a sign permit decal. This is a sticker that must either be affixed to the sign or placed with the business license displayed on the premises. Failure to display the decal will constitute a sign violation.
- Violation of the Sign Ordinance.** If a violation has occurred, the sign permit applicant may be subject to a fine. Fines cannot exceed \$500 per violation. Each day a violation is in effect may incur an additional fine of up to \$250 per day. Violations include, but are not limited to, erecting a sign without a permit or exceeding the provisions of an approved permit application.

5.4 Street Cut and Road Bore Permit:

Contact Information

Randy Atkinson - Public Service Manager
ratkinson@siloamsprings.com
Danny Farine - Water Service Supervisor
dfarine@siloamsprings.com
Nancy Clark - Administrative Assistant
nclark@siloamsprings.com

Reference Documentation:

- Street Cut Permit Application
- Road Bore Permit Application
- Municipal Code Ch. 86-6 (Street, Sidewalks and other Public Places)
- www.siloamsprings.com

- Submittal Application.** The applicant must complete a Street Cut and/or Road Bore Permit Application. This application is provided by the City or available on-line and is required for any contractor/developer wanting to perform any street cuts or specific boring for the purpose of utility extension.
- Submission Requirements.** The following items are required at the time of submittal:
 - Application. Forms are available at www.siloamsprings.com or at the Water/Wastewater Dept.
 - Application Fees.
Street Cut (\$150)
Road Bore (\$100)
 - Surety Bond, cash, or irrevocable letter of credit of \$2,500 for 12 months.
- Incomplete Applications.** All above items must be submitted to the Water/Wastewater Department. Any incomplete application may be delayed for review.
- Staff Review.** Staff will review the application. This will consist of a site visit to determine correct location of the bore or cut, existing utilities and any other factors included on the application.
- Authorization to Proceed.** Upon review and approval by City staff, the applicant shall be given notice to proceed no sooner than seven (7) days after approval. Applicant is responsible for hiring a contractor to perform the cut or bore.
- Violation of Ordinance.** If a violation has occurred, the permit applicant may be subject to a fine up to \$500 per violation. Each day a violation is in effect may incur an additional fine of up to \$250 per day. Violations include but are not limited to street cutting and/or road boring without a permit.

5.5 Appeal Applications:

Contact Information

David Williams - Community Development Director
dwilliams1@siloamsprings.com
Peggy Woody - City Clerk
pwoody@siloamsprings.com
Ben Rhoads, AICP - City Long Range Planner
brhoads@siloamsprings.com

Reference Documentation:

- Appeals Application
- Municipal Code Ch. 54-41 thru 43 (Land Use Code)
- www.siloamsprings.com

5.5.1 Appeal from the City Administrator:

- Submittal Application.** The applicant must complete an appeal from the City Administrator Application. This application is provided by the City at the Community Development Department and is required from any party wishing to appeal the determination regarding any development permit.
- Submission Requirements.** The following items are required at the time of submittal:
 - Deadline. Applications must be submitted no later than fifteen (15) days after the final written determination of the Administrator or his designee.
 - Application. Forms are available at the Community Development Department.
 - Application Fee. (\$50.00)
 - Letter. A letter discussing the reason for the appeal.
- Incomplete Applications.** All above items must be submitted to the Community Development Department. Any incomplete application may be delayed for review.
- Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification Requirements on pg. 9 of this manual.
- Review Stage.** The application is forwarded to the Board of Directors where the Board will not directly approve or disapprove of the appeal, but rather explore if changes are possible to the Municipal Code which can address the need for the appeal. If this aspect fails, the appeal is forwarded to the Board of Adjustment for determination on its merits. The Board of Adjustment will make the final decision on the appeal.

5.5.2 Appeal from the Board of Adjustment or Planning Commission:

- a. **Submittal Application.** The applicant must complete an appeal from the Planning Commission/ and or the Board of Adjustment Application. This application is provided by the Community Development Department and is required from any party wishing to appeal the determination regarding any development permit.
- b. **Submission Requirements.** The following items are required at the time of submittal:
 - i. **Deadline.** Applications must be submitted no later than 30 days after the final determination of the Planning Commission or Board of Adjustment.
 - ii. **Application.** Forms are available at the Community Development Department.
 - iii. **Application Fee.** (\$50.00)
 - iv. **Letter** discussing the reason for the appeal.
- c. **Incomplete Applications.** All above items must be submitted to the Community Development Department. Any incomplete application may be delayed for review.
- d. **Legal Notification.** This is the responsibility of the applicant or his/her agent. Please refer to the Legal Notification Requirements on pg. 9 of this manual.
- e. **Review Stage.** The application is forwarded to the Board of Directors where the Board will review the item de novo, but only upon evidence and arguments reasonably presented to the Planning Commission.