

RESIDENTIAL BUILDING PERMIT PACKAGE



Residential Building Permit Process.....	2
Grading and Erosion Control Permit Application.....	4
Lot Clearing Burn Permit Application	8
Residential Building Permit Application	11
Residential Building Plan Submittal Checklist	13
Residential Plot Plan Submittal Checklist.....	14

RESIDENTIAL BUILDING Permit Process



When are building permits required?

Generally, you need a building permit from the City when you construct, enlarge, alter, repair, move, remove, improve, convert or demolish a building or other structure. This could be anything from a small shed to a house. A permit may also be needed to bring anything up to code. A separate permit may be required for grading, electric, mechanical and plumbing.

Construction projects may require both a city permit and an ACC permit. To see if an ACC permit is required you can contact the Architecture Control Committee at 479-855-8080.

Is my lot buildable?

The City is unable to determine if a lot is buildable. There are many factors and outside agencies requirements to consider: available utilities, septic or sewer, house size, building setbacks, lot elevation, etc. Some of the agencies involved can be found at the end of this document.

Do you need to hire a professional?

Per city ordinance, a contractor must have a license, from the State of Arkansas, to build a new residential home. A property owner who acts as a building contractor for the purpose of construction of his/her own residence is not required to be licensed unless the person constructs more than (1) residence per calendar year. An affidavit is needed prior to issuing the permit. Per city ordinance, electrical, mechanical and/or plumbing work requires a permit to be issued to an Arkansas state-licensed master professional of that trade.

Applying for a Permit

You may apply for a building permit when you have all the required documentation for your proposed project. The permit application and documents should be produced in a clear and legible manner, to scale, and include a current phone number and email address.

The application packet is available at the CDS counter, as well as on-line under the building department of the city website at www.bellavistaar.gov. (Departments, Building) The information needed on the plans will vary depending on the specifics of your project. Please choose the appropriate permit application that matches your scope of work.

The Review Process: What happens next?

After your application is submitted, we will review your plans. Depending on the nature of the project, the review could involve several departments.

Corrections, Clarifications, and Changes

Community Development will notify you if the plans cannot be approved as submitted, we will provide you with lists of necessary corrections.

Minor corrections can be made on the original plans submitted. However, if major changes are necessary, or if there are numerous corrections, you will be required to correct the base drawings and resubmit copies of the revised plans. Submitting thorough and complete plans initially will help avoid numerous revisions.

When revised plans are submitted, they will be submitted for subsequent review. Plans submitted for recheck will generally require less processing time than required for the initial check.

Issuing the Permit

After the City determines that the plans satisfy all code requirements and any initial inspection has passed, if required, you can pay the permit fees. Upon payment, we will issue a building permit. You can then begin construction.

When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment. An Easement Release will also need to be obtained by contacting the Architecture Control Committee. The building permit will not be issued until these items are completed.

Inspections

We will inspect your project as work progresses. The permit board must be posted onsite at all times, visible and readable from the street. You must call or schedule an inspection 24 hrs in advance as each phase of your project is completed, but before you begin the next phase. Contractors can call 479-268-4980, send an email to permits@bellavistaar.gov or go online to our home portal to schedule an inspection. Once an inspection has taken place you'll receive an email with the details.

From the day the permit is issued, you are allowed 180 days (six months) to begin work on your project. Once construction begins, you must continue to work on your project to avoid permit expiration. Your permit will be extended 180 days (six months) from the last inspection.

Why is the permit process so complex?

The process of issuing a building permit may seem complex, which it is. It involves many City departments and outside agencies, and it may include a separate Planning process. The City is required by law to enforce numerous Federal, State and local construction and development regulations to ensure that your project is safe and is an asset to the community.

Citizen Portal

The home portal is a web application that allows you to submit your permit applications online, request inspections at your convenience as well as review approved permits. On this site you may search by permit #, permit type, property address or applicant. This will allow you to view all your permits, the status of the permit, any inspections that have been done and fees paid.

The link to the Home Portal is: <https://bellavistaar.portal.iworq.net/portalhome/bellavistaar>

For more Frequently Asked Questions visit the city website at bellavistaar.gov. Go to departments, building, Residential Building FAQ's.

Grading and Erosion Control Final Inspection Checklist for Residential Lots



BELLA VISTA
A place to call home

Prior to Certificate of Occupancy, all items are required for completion. This is not a substitute for an inspection and the list does not include all possible requirements from City Inspectors.

Street Address: _____ Builder: _____
Builder Phone #: _____ Date: _____
Builder Email: _____

Required items to be completed:

- Sod, hydroseed, landscape fabric, or other revegetation method required by staff are in place **in all disturbed areas**.
 - Top soil is required underneath revegetation method.
- All sediment controls have been removed and disposed of properly.
- Streets/sidewalk are clear of sediment and/or debris.
- Correct size of culvert installed properly in the driveway (check GEC Letter).
- Culvert sticks out 2' on each side of driveway.
- An 18" apron of **asphalt** was placed between the street and driveway.
- Swale/berm installed properly as required by staff (check GEC Letter).
- Natural ditchline along the street has been maintained and preserved (code strictly **prohibits filling or altering ditches in anyway**).
- Waste disposal is removed from site.
- Concrete disposal is removed from site.
- Port-a-potty is removed from site.
- ALL TRASH is removed from site.
- Removal of anything pertaining to this site from public right of way. No project or construction items are allowed within the Right of Way at any point.
- Any retaining walls (over 30" or terraced) have been properly permitted by staff.
 - Slopes that are 1:1 or greater will be treated as a retaining wall and require proper permitting as a retaining wall.
- Final grade does NOT direct stormwater runoff **onto adjacent properties**.
- Final grade matches proposed grading plan IF one was provided.
- Anything additional required by City Staff.**

RESIDENTIAL GRADING AND EROSION CONTROL PERMIT APPLICATION



Fee: \$25.00 per application

Please note: fee may change to \$150 if unpermitted work has been found at the initial inspection

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

PRIMARY CONTACT:

Owner

Contractor

PROPERTY OWNER INFORMATION				
Name:				
Email:			Phone:	
Mailing Address:		City:	State	Zip
Property Address:		Parcel#:		
Lot :	Block:	Subdivision:		
ADEQ Permit #:	Acreage to be disturbed:		Expected Completion Date:	

CONTRACTOR INFORMATION			
Name:		Company name:	
Mailing Address:		City:	State: Zip:
Phone:		Email:	

CONSTRUCTION STORMWATER MANAGEMENT LICENSE INFORMATION	
Name:	Location:
Company:	Expiration Date:

GRADING INFORMATION		
Will the natural grade of this lot be altered with cut or fill? Yes No Proposed alteration: Cut Fill N/A		
<i>If fill is to be added on the downhill side, a licensed Landscape Architect or Professional Engineer must provide the grading plan</i>		
Proposed driveway grade: %	F.F.E:	Have property pins been properly marked? Yes No

APPLICATION CHECKLIST	
<input type="checkbox"/>	1. Plot Plan that meets the most recent Residential Plot Plan Checklist with location of erosion control BMPs, sediment control BMPS, and waste management BMPs drawn and labeled clearly.
<input type="checkbox"/>	2. Contractor must have a valid construction stormwater license prior to applying.
<input type="checkbox"/>	3. All property pins must be visibly marked prior to applying and must remain marked until the C of O is issued.

Contractor / Owner / Authorized Agent Acknowledgment: By my signature, I acknowledge that I have read, understand, and will abide by the acknowledgements on page 2 of this application. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Signature: _____

Date: _____

ACKNOWLEDGEMENTS

1. Planning Commission approval of development plans does not convey final authority on the applicant to begin grading without this permit.
2. Failure to submit proper documentation according to the Bella Vista Development Codes will result in a delay in application consideration.
3. The owner/developer bears the responsibility for implementation of the SWP3 and notification of all contractors and utility agencies on the site.
4. The property owner and/or developer shall be responsible both for his or her employees and for all contractors and subcontractors from the onset of development until the property is fully stabilized.
5. The Community Development Services Department shall conduct periodic inspections during the life of a project to ensure compliance with permitted activities.
6. Any debris, soil, or mud from development sites reaching a public street shall be immediately removed.
7. The City may adopt and impose requirements identifying Best Management Practices for any activity, operation, or facility, which may cause a discharge of pollutants to a storm drainage system. Where specific BMPs are required, every person undertaking such activity or operation, or owning or operating such facility shall implement and maintain these BMPs at their own expense.
8. The property owner and/or developer of a site of construction activity shall be responsible for compliance with the requirements of local, state and federal regulations including inspecting all BMPs every 14 days and within 24 hours of every rainfall of $\frac{1}{4}$ inch or more. Based on inspections performed, personnel shall determine any appropriate modifications to the Plan and/or site BMPs. All modifications shall be completed within seven (7) days of the referenced inspection.
9. If property is transferred anytime between the onset of development and the time it is fully stabilized, all responsibility and liability for meeting the terms of the Plan shall be likewise transferred to the new property owner.
10. Persons engaged in land alteration activities regulated by these regulations shall take measures to protect public and private properties from damage by such activities.
11. Land shall be re-vegetated and restored as close as practically possible to its original conditions so far as to minimize runoff and erosion.
12. All re-vegetation, grading and erosion control plan improvements and stabilization of the exposed soil shall be in place before a Certificate of Occupancy shall be issued.
13. All developments shall be constructed and maintained so that adjacent properties are not burdened with surface waters because of such development. More specifically, new development may not impede water runoff from higher properties nor may it unreasonably channel water onto lower properties.
14. No intermittent, perennial, or permanent stream (including its 25-foot perimeter buffer strip measured from the top of the bank) shall be graded, developed, channeled, or otherwise physically altered unless part of an approved grading plan and SWPPP. A Short-Term Activity Authorization permit from the Arkansas Department of Environmental Quality may also be required.
15. Upon completion of permitted construction activity on any site, the property owner and subsequent property owners will be responsible for continued compliance with the requirements of this ordinance, in the course of maintenance, reconstruction or any other construction activity on the site.

What SHOULD you do with TRASH on a CONSTRUCTION SITE?

NO

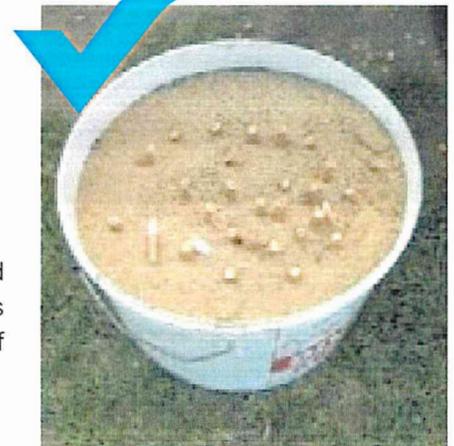


CONTAIN TRASH ON SITE

Preventing trash from blowing off construction sites and into storm drains is crucial to keeping litter out of creeks and streams. There should be established places for trash and debris to go.

Cigarette butts are a common item found at construction sites. A bucket with sand is a safe place to extinguish butts instead of throwing them on the ground.

YES

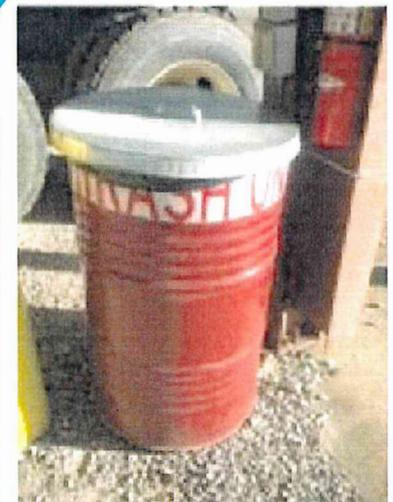


ON SITE LITTER PREVENTION

- Make sure every site has a trash can that is anchored or heavy enough so it will not blow over
- Put the trash can where it is convenient to use, like where people congregate during breaks.
- Label the trash can clearly so people to use it
- Empty trash regularly so there are not issues of overflow.
- Pick up litter around the site daily. Make routine checks in places where trash might blow and get trapped, like around fences.
- Use proper inlet protection to block trash carried by stormwater or wind.



YES!





City of Bella Vista
 Fire Marshal Office
 Bella Vista Fire Department



Lot Clearing Burn Permit Application

Name _____ Telephone # _____

Lot Location Information _____

Address _____

This permit is issued to the person named above for the use of burning to clear debris from lot clearing. This permit is none-transferable and **must be DISPLAYED at all times.**

Contractor: _____ Date Issued _____

License No. _____ **Permit Expires:** _____

Telephone: _____

Jason Bowman Fire Inspector Bella Vista Fire Department Telephone # 479-855-8270

**Please submit this completed application to Jason Bowman at
JBOWMAN@BELLAVISTAAR.GOV**

NOTICE: This permit may be revoked by State or Local Fire Marshal or his/her deputies for violation of any of the provisions of the code included here in and referred to the 2012 Arkansas Fire Prevention Code Volume 1 Section 307.

Prior to burning, Bella Vista Fire Department is to be notified for lot inspection and to check for Burn Ban status.

***Per Sec. 10-38, a Lot Clearing Burn Permit must be issued by the Bella Vista Fire Department before open burning. Prior to issuance of said permit, the fire department may require an inspection of the proposed

Code or Ordinances City of Bella Vista, Arkansas Chapter 10: FIRE PREVENTION AND PROTECTION

Sec. 10-38. Open burning of material other than structures.

- (a) *Except when using outdoor fireplaces, fire pits, outdoor cooking grills, smokers, or similar devices designed for the controlled use of fire, no person shall openly burn any item or material allowed to be burned and not otherwise regulated in sections 10-32 through 10-37 without first contacting the Bella Vista Fire Department **for the issuance of a permit pursuant to Section 307 of the Arkansas Fire Prevention Code.** Prior to issuing said permit, the fire chief, or the fire chief's designee, may direct an inspection of the proposed site of the burn.
- (b) *No open burning regulated by this section shall be conducted after sunset, nor shall any open burning be conducted without the physical presence of a person on site to monitor the burning for as long as open flames are visible. A water source or heavy equipment sufficient to control the fire shall also be readily available during the burn.
- (c) *No open burning regulated by this section shall be conducted in such a manner as to cause unreasonable encroachment of smoke or heat onto neighboring properties.
- (d) *Penalty. The fine for violation by this section shall be conducted in such a manner as to cause unreasonable encroachment of smoke or heat onto neighboring properties.

Per Sec. 10-38 above, a Lot Burning Permit from the Bella Vista Fire Department must be issued prior to any lot burning pursuant to Section 307 of the Arkansas Fire

2012 Arkansas Fire Prevention Code Volume 1

Section 307 Open Burning, Recreational Fires and Portable Outdoor Fireplaces

307.1 General

A person shall not kindle or maintain or authorize to be kindled or maintained any *open burning* unless conducted and approved in accordance with Sections 307.1.1 through 307.5.

307.1.1 Prohibited Open Burning

Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous.

Exception: Prescribed burning for the purpose of reducing the impact of wildland fire when authorized by the *fire code official*.

307.2 Permit Required

A permit shall be obtained from the *fire code official* in accordance with Section 105.6 prior to kindling a fire for recognized silvicultural or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled.

307.2.1 Authorization

Where required by state or local law or regulations, *open burning* shall only be permitted with prior approval from the state or local air and water quality management authority, provided that all conditions specified in the authorization are followed.

307.3 Extinguishment Authority

When open burning creates or adds to a hazardous situation, or a required permit for open burning has not been obtained, the *fire code official* is authorized to order the extinguishment of the open burning operation.

307.4 Location

The location for *open burning* shall not be less than 50 feet (15 240 mm) from any structure, and provisions shall be made to prevent the fire from spreading to within 50 feet (15 240 mm) of any structure.

Exceptions:

1. Fires in approved containers that are not less than 15 feet (4572 mm) from a structure,
2. The minimum required distance from a structure shall be 25 feet (7620 mm) where the pile size is 3 feet (914 mm) or less in diameter and 2 feet (610 mm) or less in height.

307.4.1 Bonfires

A bonfire shall not be conducted within 50 feet (15 240 mm) of a structure or combustible material unless the fire is contained in a barbecue pit. Conditions which could cause a fire to spread within 50 feet (15 240 mm) of a structure shall be eliminated prior to ignition.

307.4.2 Recreational Fires

Recreational fires shall not be conducted within 25 feet (7620 mm) of a structure or combustible material. Conditions which could cause a fire to spread within 25 feet (7620 mm) of a structure shall be eliminated prior to ignition.

307.4.3 Portable Outdoor Fireplaces

Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

Exception: Portable outdoor fireplaces used at one- and two-family dwellings.

307.4.4 Construction Warming Fires

Unless prohibited by local or county ordinance or by local burn ban, warming fires shall be allowed when temperatures are below 32°F (°C). Warming fires must be contained in a noncombustible container with a spark arrestor. Warming fires shall not be located within 25 feet (7620 mm) of any combustible structure or within 10 feet (3048 mm) of a roadway. Only vegetation and nontreated lumber will be allowed to be used for fuel.

307.5 Attendance

Open burning, bonfires, *recreational fires* and use of portable outdoor fireplaces shall be constantly attended until the fire is extinguished. A minimum of one portable fire extinguisher complying with Section 906 with a minimum 4-A rating or other approved on-site fire-extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.

City of Bella Vista
PO Box 5655
Bella Vista, AR 72714



Bella Vista Road Paving Policy

Effective October 1, 2021

Due to increases in the level and rate of home construction, a financial burden has been placed on the city. The city is desirous of being able to meet this financial burden, and to operate in the best interests of all the taxpayers. In some instances, new homes are being built in areas where there are no paved roads. For economic reasons, the city would like to encourage home construction in areas where a paved road already exists, and have less construction of isolated homes in areas where there is no paved road.

Policy:

1. For any new home construction, the city makes no commitment that any road paving will occur. The road will be made passable for the purpose of emergency vehicles (police, fire, and ambulance), consistent with minimal state law requirements.
2. Any waiver of this policy for "special circumstances" shall not imply a general abrogation of the policy, or entitle others to a similar or different waiver.
3. In the case of an entire new development, rules relating to new developments shall apply.

Please direct questions regarding this policy to the Bella Vista Streets Committee at the following e-mail address: streetinfo@bellavistaar.gov

RESIDENTIAL BUILDING APPLICATION



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

PROPERTY INFORMATION			
Property Owner:			
Build Site Address:		Parcel #:	
Subdivision:	Block:	Lot:	
Phone:		Email:	
CONTRACTOR INFORMATION			
Contractor/Company Name:		State Contractor's License #:	
Primary Contact Name:		License Expires:	
Primary Phone:		Email:	
BUILDING INFORMATION			
Was this property built prior to 1978? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>If yes, you are required by the US EPA's Renovation, Repair, & Painting rule to be a Lead Safe Certified Firm with the US EPA if performing work that will disturb a painted surface in homes, child care facilities and pre-schools built before 1978.</i>			
Total SQ FT:	Total Heated SF:	Deck/Porch SF:	Garage SF:
Foundation:	# of Floors:	# Bedrooms:	# Bathrooms:
Septic or Sewer:	Septic Size:	Insulation:	Fireplace:
<i>Permit fees are based on the valuation of construction using the International Code Council's Building Valuation Data Table.</i>			
APPLICATION CHECKLIST			
<input type="checkbox"/>	1. Contractor must provide a copy of current license as required from the State of Arkansas. (Unless on file with office.) When a homeowner is acting as the General Contractor an affidavit must be signed.		
<input type="checkbox"/>	2. Plot Plan drawn to 1:20 or 1:30 scale, and comply with the requirements from plan submittal checklist onsheets no larger than 11"x17".		
<input type="checkbox"/>	3. Building drawings, drawn to a conventional Architectural or Engineering Scale, with all requirements from the plan submittal checklist on sheets no larger than 11"x17" and must be legible.		
<input type="checkbox"/>	4. If on a septic lot the applicant must obtain a Permit for Construction issued by the Arkansas Department of Health for septic system installation. If on sewer applicant will need Village Waste Water approval.		
<p>I, the undersigned, do hereby certify that I have read and examined this document and know the same to be true and correct. I certify that the Acknowledgments page, together with the attached sites plans and building drawings, constitutes a true description of the proposed building and accessory construction and the location on the site of all items of construction will be in accordance with these documents. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I understand inspections by City Inspectors will be made only to determine compliance with construction codes and not to assist the owner or contractor in properly locating the structure. I understand that granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.</p>			
General Contractor / Owner Signature:			Date:

ACKNOWLEDGEMENTS

1. A permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is started. Exterior structure improvements must be completed within 6 months of permit issuance.
2. Inspection of permitted work may reveal code violations not discovered during plan review.
3. A clean set of construction plans, *bearing the City's approval*, must be kept at the job site at all times.
4. Any alterations or deviations from approved plans must undergo further review by the Building Official.
5. In the event that construction or work has commenced prior to obtaining the proper permit(s), the Building Official will issue a stop work order until such time that proper permit(s) have been obtained.
6. A permit board, no larger than 5 sq. ft. and displaying all trade license numbers required by State law involved with the project, must be accessible to inspectors and visible from road frontage.
7. All sites must have a portable toilet and trash receptacle installed at time of footing inspection.
8. The City of Bella Vista shall not be responsible for the workmanship, safety, quality, or conformity to contractual specifications of any permitted construction. This is a matter between the owner and general contractor.
9. I certify that the home will be constructed in compliance with the 2009 Arkansas Energy Code. I understand that an inspection may be performed within two (2) years of completion. If the home fails to comply, I am responsible for bringing the structure into compliance within sixty (60) days of notice.
10. I understand that *before* a Certificate of Occupancy can be issued, I will need to provide a Certificate of Operation from the Arkansas Department of Health affirming the septic system, if applicable, is operable.
11. I acknowledge my responsibility to insure, by boundary survey if necessary, that the location of the structure will conform to setback requirements of the Bella Vista Zoning or Subdivision Ordinances. I understand that I am responsible for ensuring property pins are located and clearly identified prior to the issuance of a Grading, Drainage, and Erosion Control Permit.

Building Plan Requirements

<input type="checkbox"/>	1. Floor plan showing: <ul style="list-style-type: none">• Size and dimension of the structure.• Rooms labeled.• Means of egress.• Size and dimension of all rooms, windows, doors.• Utility placement
<input type="checkbox"/>	2. Cut through wall section showing all aspects of structure framing.
<input type="checkbox"/>	3. Footing detail showing (may include slab details, if applicable): <ul style="list-style-type: none">• Overall dimensions.• Depth below finished grade.• PSI strength of concrete.• Size and spacing of rebar reinforcement.
<input type="checkbox"/>	4. Exterior elevations of all sides of the structure(s). 5. Deck detail sheet if applicable.

Other General Requirements

<ul style="list-style-type: none">• Subcontractors must obtain applicable permits prior to starting work on any job.
<ul style="list-style-type: none">• When building across a property line, the applicant needs to follow the procedures for a Notice of Encroachment. An Easement Release will also need to be obtained by contacting the Architecture Control Committee. The building permit will not be issued until these items are completed.

Important Phone Numbers

- Architecture Control Committee: 479-855-8080
- Carroll Electric: 1-800-432-9720
- Benton County Health Department (Septic): 479-986-1358
- Bella Vista POA Water Department: 479-855-5060
- Village Wastewater (Sewer): 479-855-7613

Currently Adopted Codes

All buildings shall be designed to comply with currently adopted technical codes which include:

- The Current Edition of the Arkansas Fire Prevention Code (AFPC) as amended including: Vol. I, International Fire Code (IFC); Vol. II, International Building Code (IBC); and Vol. III, International Residential Code (IRC).
- 2020 National Electric Code
- 2018 Arkansas Plumbing Code
- 2018Arkansas Fuel Gas Code
- 2021Arkansas Mechanical Code
- 2009 Arkansas Energy Code

RESIDENTIAL AND GEC PLOT PLAN SUBMITTAL CHECKLIST



When submitting a new residential building package you will need 2 plot plans, 1 for the Residential review and 1 for the GEC review. Paper size must be 11x17, scale 1:20 or 1:30. Below is a checklist of information that is required for each plot plan. The information here is REQUIRED, missing information will cause extended review times or a complete rejection of the application.

1. General Requirement Items: Residential and GEC

1.	Provide Benton County Assessor parcel number, Benton County 911 Admin assigned address letter, property owner information, zoning classification, and total acreage.
2.	Provide title block showing project name, firm or individual preparing drawing, date, lot/block, and subdivision.
3.	Show north arrow, scale, and complete legend. Scale must be 1:20 or 1:30 printed on 11x17 paper.
4.	Show and label the boundary for the property.
5.	Show and label all required setbacks per Zoning Code and per Subdivision Plat
6.	Show and label all easements of record.
7.	Show the dimensions of the building in relation to all property boundaries.
8.	Show the proposed placement of the structure(s), any attachments (garages, carports, outbuildings, decks, porches, steps, eaves.), and any existing structures to scale. Eaves shall be depicted with a dotted line.
9.	Show the proposed location, width, length, and material of the driveway and its connection to the street surface to scale.
10.	Show the edge of street and centerline of any adjacent right-of-way to scale.
11.	If within 25' of an existing driveway , Label the centerline of the driveway, and dimension to the nearest driveway centerline. Show the edge and centerline for driveways on adjacent properties.
12.	Show the location of proposed driveway culverts and any existing culverts.
13.	If within a floodplain , show 100 year floodplain and/or floodway and base flood elevations. Reference the FEMA FIRM panel number and effective date.
14.	Provide the proposed finished floor elevation of all structures.

2. Utility Requirement Items: Residential and GEC

1.	Show all known on-site and immediate off-site utility locations (including power lines).
2.	Show the location of the water meter, proposed service routing, and approval from the Bella Vista Village POA Water Department. THIS ITEM IS NOT REQUIRED ON THE GEC PLOT PLAN
3.	If a sewer lot , show the location of the sewer connection, proposed service routing, and approval from Village Waste Water stamped on the Residential plot plan.
4.	If a septic lot , show the location of the entire septic system on both plot plans and provide a copy of pages 1, 2, 3 and the plot plan initialed and stamped with receipt number of approved Arkansas Department of Health Onsite Wastewater System Permit Application, Pages 1 thru 3 and approved plot plan ONLY.

3. Survey Requirement Items: Both residential and GEC plot plan

1.	Plot Plans must display stamp and contact information for the licensed surveyor preparing the survey.
2.	Show property corner monuments and whether they are found (FIP) or set (SIP).
3.	Provide a permanent, well-defined benchmark defined within an accuracy of 1/100th of a foot.

RESIDENTIAL AND GEC PLOT PLAN SUBMITTAL CHECKLIST



	4. Show existing grades as follows, with dashed line contours: <ul style="list-style-type: none"> a) One-foot contour interval for ground slope between level and ten (10) percent. b) Two-foot contour interval for ground slope above ten (10) percent.
	5. Indicate spot elevations at grade breaks along existing road centerlines; gutter lines and top of curbs or edge of pavement; and ditch inverts and culverts.

4. Grading Requirement Items: GEC Plot Plan

	1. Show proposed grades with solid line contours (if altering the natural grade with cut or fill). Contour intervals shall be a maximum of two feet.
	2. Show any proposed cuts or fills including their heights and slopes. 10' cut max and 33% fill slope max. (PLEASE NOTE: If adding fill on the downhill side, an AR licensed engineer must provide the grading plan)
	3. Any additional information as required by staff such as fill material, compaction, soil type (unified soil classification), and designation of grade (0-10%, 10-15%, 15-20%, 20% and greater).
	4. Show and label the proposed driveway grade (12% max).
	5. Show the proposed driveway elevations and connection to side slopes depicted as solid black lines at no more than 2' intervals.
	6. Show the area to be disturbed Line of Disturbance (LOD) and preserved (undisturbed) with a well defined outline . Do not fill in the area, outline only .
	7. Show and label placement of erosion control measures that will be used. Wattles and or silt fence.
	8. Show and label placement of BMP items consisting of trash receptacle, sanitary facilities and concrete washout.

QUESTIONS?

Community Development Services Department

616 W. Lancashire Blvd.
Bella Vista, Arkansas 72715
(479) 268-4980