

# Bryant Planning Commission

## SMALL SCALE DEVELOPMENT COMMERCIAL BUILDING CHECKLIST

CITY OF BRYANT  
210 SW 3<sup>RD</sup> STREET  
BRYANT, AR 72022  
501-943-0309

**PC MEETING DATE:** THURSDAY OF EACH WEEK  
**TIME:** 9:00 A.M.  
**PLACE:** ADMINISTRATION CONFERENCE ROOM-BRYANT OFFICE COMPLEX  
**AGENDA DEADLINE:** 5:00 P.M. FRIDAY PRIOR TO SCHEDULED MEETING DATE

### REQUIREMENTS FOR SUBMISSION

1. COMPLETED CHECKLIST (SUBDIVISION OR BUILDING)
2. ADA/ABA FORM COMPLETED
3. TWO FULL SETS OF BUILDING PLANS
4. 12 FOLDED COPIES OF SITE PLAN (MINIMUM SIZE 17" X 34") THAT INCLUDES THE FOLLOWING:
  - A. VICINITY MAP
  - B. LEGAL DESCRIPTION
  - C. LANDSCAPING PLAN
5. 12 FOLDED COPIES OF FLOOR PLAN
6. 12 COPIES OF FRONT AND REAR BUILDING ELEVATIONS
7. A CD IN .PDF FORMAT
8. COPY OF ADEQ STORMWATER POLLUTION PREVENTION PLAN FOR PROPERTY PARCEL CONTAINING ONE ACRE OR LARGER.
9. 2 COPIES OF STORMWATER DETENTION PLAN
10. \$250.00 FOR STORMWATER DETENTION AND DRAINAGE PLAN REVIEW

### ALL REQUIREMENTS LISTED ABOVE MUST BE COMPLETED AND ATTACHED BEFORE SUBMITTING APPLICATION TO BE PLACED ON THE PLANNING COMMISSION AGENDA.

NOTE: WHEN MAKING CHANGES TO AN APPROVED SITE PLAN, A REVISED SITE PLAN MUST BE SUBMITTED TO THE BRYANT PLANNING COMMISSION FOR APPROVAL. THIS MUST BE DONE PRIOR TO IMPLEMENTATION. FAILURE TO COMPLY WILL RESULT IN PENALTIES/FINES BEING IMPOSED IN ACCORDANCE WITH CITY ORDINANCES.

I HAVE COMPLIED WITH THE REQUIREMENTS LISTED ABOVE AND HAVE CHECKED ALL OF THE BOXES ON THE CHECKLIST WHICH APPLY TO THIS PROJECT SUBMITTAL.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# City of Bryant Commercial Building Checklist

Name of Development \_\_\_\_\_

Site Location \_\_\_\_\_ Current zoning \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

## I. BASIC INFORMATION NEEDED ON THE SITE PLAN

- ▲ 1. Name of Development
- ▲ 2. Current zoning
- ▲ 3. Name and Address of owner of Record
- ▲ 4. Name and address of the architect, landscape architect, engineer, surveyor, or other person involved in the preparation of the plan
- ▲ 5. Date of preparation of the plan
- ▲ 6. Vicinity map locating streets, highways, section lines, railroad, schools, & parks within ½ mile
- ▲ 7. Legal description of the property with exact boundary lines
- ▲ 8. North arrow & Scale
- ▲ 9. Identification of any land areas within the 100 year floodplain and within the 100 year floodway
- ▲ 10. Lot area in square feet
- ▲ 11. Show scale (not less than 1" = 100') (paper size minimum 17" X 34")
- ▲ 12. Existing streams, drainage channels, and other bodies of water
- ▲ 13. Drainage easements for stormwater run-off and detention shown & labeled
- ▲ 14. Location and name of existing streets
- ▲ 15. Show source of water supply
- ▲ 16. Show location of waste water connection to municipal system & sanitary sewer layout
- ▲ 17. Fire Hydrant placement
- ▲ 18. Proposed location of buildings and other structures, parking areas, drives, loading areas, service areas, alleys, walks, screening, and public streets
- ▲ 19. Sufficient dimensions to indicate relationship between buildings, property lines, parking areas and other elements of the plan
- ▲ 20. Extent and character of proposed landscaping. Common and/or Botanical plant names and sizes of new vegetation must be clearly indicated.
- ▲ 21. Location, massing and pattern of existing vegetation to be retained
- ▲ 22. Existing structures on the site
- ▲ 23. Pedestrian and vehicular access points, sidewalks, crosswalks, etc.
- ▲ 24. Typical building elevations depicting the style, size and exterior construction materials of the buildings proposed. Where several building types are proposed on the plan, such as apartments and commercial buildings, a separate sketch shall be prepared for each type. The elevations shall be drawn at a minimum scale of 1/16" to a foot and must show adjoining context.
- ▲ 25. Any variance approvals

**II ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE SITE PLAN**

**COMMERCIAL BUILDING WORKSHEET**

	Yes	No
Site is compatible with Master Street Plan		
Proposed improvement is within building line setbacks Front _____ft. Side _____ft. CNR Side _____ft. Back _____ft.		
Parking requirements can be satisfied Floor Space _____sq.ft. divided by 300 = _____ (no. of parking spaces required)		
Improvement is outside 100 year flood plain (if answer is no - Provide 404 Permit for site)		
Lowest building floor level and all mechanical equipment are above FEMA 100 year flood elevation		
Will there be a dumpster located on the site?		
Will there be a construction site office?		
Have you made "One Call"?		
Structure and site complies with ADA (Americans with Disability Act) and ABA (Architectural Barriers Act) Accessibility Guidelines		
Design complies with Arkansas Plumbing Code and National Electric Code requirements		
Foundation and structure meet earthquake requirements for Zone 1.		
Structure meets Arkansas Energy Code for specified use.		
Complies with Arkansas Fire Prevention Code		
Complies with International Code Council regulations		
Will a Site Clearance Permit be required? (City Ordinance 2002-03)		
Are you granted any variances by the Board of Adjustment?		
If you have been granted a variance please explain in detail:		

**III. LANDSCAPING COMPLIANCE WITH REQUIREMENTS**

	<u>YES</u>	<u>NO</u>
No planting within 5 feet of a fire hydrant	_____	_____
Spacing will be 40' between trees	_____	_____
Tree must be a minimum 3" in diameter at the base and 12' + tall	_____	_____
Existing trees meeting the minimum size can be counted to meet above criteria	_____	_____
No trees can be planted within 30 feet of a property corner or driveway	_____	_____
Shrubs along street right-of-way lines cannot exceed 30 inches in height	_____	_____

**IV. SITE COVERAGE COMPLIANCE WITH REQUIREMENTS**

(FOR YOUR CONVENIENCE WE HAVE LISTED THE THREE COMMERCIAL ZONING SITE COVERAGE REQUIREMENTS - CHOOSE THE ZONING FOR THIS PROJECT AND COMPLETE ONLY THAT SECTION)

	<u>YES</u>	<u>NO</u>
<b>1. C-1 Zoning - Neighborhood Commercial</b>		
Lot area: minimum of 2,500 square feet; maximum 16,000 square feet	_____	_____
Front Yard: none required	_____	_____
Side Yard: minimum of 5 feet each side	_____	_____
Rear Yard: minimum of 55 feet	_____	_____
Maximum lot coverage of 70% of the total area of the site for all principal, accessory buildings, parking lots, sidewalks, private streets, or drives.	_____	_____
Parking: one space per each 200 sq. ft. of commercial use	_____	_____
Loading areas: physically separated from all streets with 10 ft grassy area	_____	_____
When abuts a residential district, a minimum 6' high wood, rock, or masonry fence is required with a landscape screen	_____	_____
<b>2. C-2 Zoning - Lots fronting along roadways designated as Interstate 30 and frontage roads, State Highway 5 and 183</b>		
Front Yard: not less than 50 feet from front property line	_____	_____
Side Yard: not required, except where they abut a street or a residential lot line then a minimum of 25 feet is required	_____	_____
Rear Yard: minimum of 15 feet, except where they abut residential area then a minimum of 55 feet is required	_____	_____
A maximum lot coverage of 35% of the total area of the site for all principal and accessory buildings	_____	_____
Parking: one space per each 300 sq. ft. of occupied space	_____	_____
When abuts a residential district, a minimum 6' high wood, rock, or masonry fence is required with a landscape screen	_____	_____
<b>3. C-2 Zoning - Lots fronting along roadways designated as interior local.</b>		
Front Yard: none required	_____	_____
Side Yard: not required, except where they abut a street or a residential lot line then a minimum of 25 percent of lot dimension	_____	_____
Rear Yard: minimum of 15 feet, except where they abut residential area then a minimum of 55 feet is required	_____	_____
A maximum lot coverage of 85% of the total area of the site for all principal, accessory buildings and parking	_____	_____
Parking: one space per each 300 sq. ft. of occupied space	_____	_____
When abuts a residential district, a minimum 6' high wood, rock, or masonry fence is required with a landscape screen	_____	_____

**V. SITE PLAN ATTACHMENTS**

**(APPLICATION WILL NOT BE ACCEPTED UNTIL ALL ATTACHMENT REQUIREMENTS ARE MET)**

- ▲ 26. Letter to Planning Commission stating your request
- ▲ 27. Completed Checklist
- ▲ 28. Completed ADA/ABA Form
- ▲ 29. Two full sets of Building Plans
- ▲ 30. 20 copies of Site Plan (folded to no larger than 8 ½ X 14 size) that includes vicinity map and landscaping plan (minimum size 17" X 34" paper)
- ▲ 31. 20 copies of Landscaping Plan (folded to no larger than 8 ½ X 14 size)
- ▲ 32. 20 copies of building floor plan (folded to no larger than 8 ½ X 14 size)
- ▲ 33. Copy of Stormwater Detention approval
- ▲ 34. Copy of ADEQ Stormwater Pollution Prevention Plan for property containing one acre or larger.
- ▲ 35. IBM compatible diskette or CD with data in PDF format.
- ▲ 36. Receipt for \$250.00 for Stormwater Detention and Drainage Plan review

I CERTIFY that the design of \_\_\_\_\_ in the City of Bryant, Arkansas complies with the above regulations, laws and codes.

_____ Owner	_____ Engineer/Architect
_____ Mailing Address	_____ Phone #
_____ City	_____ Date

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**CITY USE**

**Action Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Conditions:**

\_\_\_\_\_  
\_\_\_\_\_

Permit Issued:	Date _____	Sq.Ft. _____	Amount \$ _____
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Construction Completed Certified For Occupancy:	Date: _____
	Inspector: _____

Permit No. \_\_\_\_\_

## BUILDING PERMIT

### ADA/ABA ACCESSIBILITY STANDARDS

The *Americans with Disability Act* and *Architectural Barriers Act* Accessibility Guidelines were prepared by the U.S. Access Board and mandated by the U. S. Department of Justice regulations implementing Title III as the official ADA/ABA accessibility guidelines. **All new construction, remodeling, and modifications must conform to these building standards** for places of public accommodation and commercial facilities. Residential is exempt.

The ADA/ABA accessibility guidelines contain general design standards for building and site elements, such as accessible entrances and routes, ramps, parking spaces, stairs, elevators, restrooms, signage, etc. Also included are specific standards for restaurants, medical care facilities, libraries and transportation facilities and vehicles, and places of lodging.

The guidelines also include "scoping" requirements that outline the necessary features or appropriate quantity for achieving ready access. For example, at least 50 percent of all public entrances to buildings must be accessible with an accessible path of travel. In public restrooms, at least one bathroom stall must be accessible unless there are more than six stalls, in which case the number increases.

I hereby certify that I have read and examined the above notice and will comply with all guidelines of the ADA Accessibility Guidelines. I further understand that a copy of the ADA/ABA Regulations are available for inspection during business hours of City Hall or I may obtain a copy by writing:

**The Access Board**  
1331 F Street, NW, Suite 1000  
Washington, DC 20004-1111  
(202) 272-0080 (v) (202) 272-0082 (TTY) (202) 272-0081 (fax)  
(800) 872-2253 (v) (800) 993-2822 (TTY)  
email: [info@access-board.gov](mailto:info@access-board.gov)

Signature of Contractor  
or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner  
( if owner-builder) \_\_\_\_\_ Date \_\_\_\_\_

Application of Permit Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Commission - Chairman

Bryant Water & Sewer Department

**GREASE TRAP STANDARDS**

The City of Bryant requires all commercial buildings comply with plumbing codes found in the Arkansas State Plumbing Code, Latest Edition. All new construction, remodeling, and modifications must conform to these plumbing standards for places of public accommodation and commercial facilities. These guidelines contain general design standards for construction and site elements relating to plumbing.

As of 7/27/04, the Bryant Sewer & Water Commission requires stringent specification standards for commercial or public businesses that involve any food preparation on the premise. The new standard requires calculations, and associated data to be submitted to the Bryant Water Utilities General Manager concurrent with the proposed building plumbing plans along with a grease trap calculation form. Building Permits will not be issued until this form has been received and approved by the Bryant Water Utilities General Manager.

All new buildings or strip centers containing sections designated for commercial enterprise are encouraged to provide a stub-out for a separate waste line for future grease interceptor installation. The owner of a new strip center shall consider suitable physical property space and sewer gradient that will be conducive for the installation of an exterior, in-ground grease interceptor(s) for any flex space contained within the strip center. Physical Property Restrictions and sewer gradient shall not be a defense for failure to install an exterior, in-ground grease interceptor.

I hereby certify that I have read and examined the above notice and will comply with all guidelines of the City of Bryant Water & Sewer Department. I further understand that copies of the Grease Interceptor Design and Structural Criteria regulations will be available from the Bryant Water/Wastewater Plant (501-847-8083) during business hours.

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

Signature of Contractor  
or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner  
( if owner-builder) \_\_\_\_\_ Date \_\_\_\_\_

Calculations  
Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Bryant Water Utilities General Manager