



Planning & Engineering
31 Shelby Road
Sherwood, AR 72120
Phone: (501) 835-4753
planning@sherwoodar.gov

Request for Planning Commission Action

Submittal Date:

Address of Property/Parcel ID:

Applicant Name:

Phone Number & Email:

Mailing Address:

Property Owner(s) Name:

- ☐ I am the property owner and have provided proof of ownership (warranty deed) with this application.
- ☐ I am not the property owner and have provided a notarized affidavit authorizing me to act on behalf of the property owner(s).

Action Requested:

- ☐ Rezoning Request, Current Zoning: _____ Requested Zoning: _____
- ☐ Plat Review, Circle One: Preliminary, Final, Replat
- ☐ Conditional Use Permit
- ☐ Site Plan ☐ Other: _____

I have received a copy of the application and understand that all items on the attached requirement checklist must be submitted to the Planning Department on or before the deadlines listed on the Planning and Development Calendar.

My item will be heard on:

I understand that if the information required is not submitted with the initial application, it is considered incomplete and will not be placed on the Planning Commission agenda.

☐ _____

Printed Name

Signature

2026 Planning & Development Calendar

2026 Planning Commission Dates & Deadlines						
Application, Item & Fee Deadline 4:30PM	Plan Review Meeting	Staff Report Available to Applicant	Revision Deadline 4:30PM	Digital Packets Posted	Planning Commission Meeting 6PM	City Council Meeting 6PM
December 1st (2025)	December 11th	December 18th	December 30th	January 6th	January 13th	January 26th
January 2nd	January 8th	January 15th	January 27th	February 3rd	February 10th	February 23rd
February 2nd	February 5th	February 12th	February 24th	March 3rd	March 10th	March 23rd
March 2nd	March 5th	March 19th	March 31st	April 7th	April 14th	April 27th
April 1st	April 9th	April 16th	April 28th	May 5th	May 12th	TBD
May 1st	May 7th	May 14th	May 26th	June 2nd	June 9th	June 22nd
June 1st	June 4th	June 18th	June 30th	July 7th	July 14th	July 27th
July 1st	July 9th	July 16th	July 28th	August 4th	August 11th	August 24th
August 3rd	August 6th	August 13th	August 25th	September 1st	September 8th	September 28th
September 1st	September 3rd	September 17th	September 29th	October 6th	October 13th	October 26th
October 1st	October 8th	October 15th	October 27th	November 3rd	November 10th	November 23rd
November 2nd	November 5th	November 12th	November 24th	December 1st	December 8th	December 28th
December 1st	December 3rd	December 17th	December 29th	January 5th, 2027	January 12th, 2027	January 25th, 2027

- **PLANNING DEPARTMENT POLICY:** Late and/or incomplete applications will automatically be deferred to the following month's agenda (*refer to applications checklists*)
- All applicants are encouraged to attend Planning Commission meetings. Failure to attend may result in the item being postponed to the following month's meeting pending questions brought up by Commissioners.
- Sherwood Planning Commission Meetings take place the second Tuesday of each month. Said meeting are held at 6:00 PM in the Sherwood Council Chambers located at 2201 E. Kiehl Avenue.



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Final Plat Application

Final plat submissions will be reviewed based on the checklist below. Once submitted and reviewed by staff, final plats are subject to approval by the Sherwood Planning Commission. All documentation must be submitted to the Planning Department for final plats to be added to the Planning Commission agenda. There is no fee for final plat review.

2 physical copies and a digital copy should be submitted by the stated deadline. If revisions are required, one physical copy should be provided with the digital submittal.

Final Plat & Supporting Document Checklist		
Included	Requirement	Source
<input type="checkbox"/>	Two (2) copies, 24"x36" folded to 8 ½"x11"	
<input type="checkbox"/>	Name of subdivision	4.2.D.1
<input type="checkbox"/>	Name and address of owner of record	4.2.D.2
<input type="checkbox"/>	Name and address of subdivider	4.2.D.3
<input type="checkbox"/>	Date of drawing, north point arrow, and graphic scale	4.2.D.4
<input type="checkbox"/>	Location of tract by legal description giving acreage	4.2.D.5
<input type="checkbox"/>	Vicinity map [as specified in Section 4.1.B]	4.2.D.6
<input type="checkbox"/>	Key map when more than one sheet is required to present plat	4.2.D.7
<input type="checkbox"/>	Courses and distances to the two nearest established section corners or bench marks or other recognized permanent monuments which shall accurately describe the location of the plat	4.2.D.8
<input type="checkbox"/>	Exact boundary lines of the tract or other acceptable control traverse, giving dimensions to the nearest one-tenth (1/10) foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) foot to five thousand (5,000) feet	4.2.D.9
<input type="checkbox"/>	Municipal, county or section lines accurately tied to the lines of the subdivision when such lines traverse or are reasonably close to the subdivision	4.2.D.10
<input type="checkbox"/>	Street, alley and other rights-of-way with location, width, and street name and, if required, source of dedications	4.2.D.11
<input type="checkbox"/>	Street centerlines showing radii, length of tangents	4.2.D.12
<input type="checkbox"/>	Lot lines with dimensions to the nearest one-tenth (1/10) foot, necessary internal angles, arcs and chords and tangent or radii of rounded corners	4.2.D.13
<input type="checkbox"/>	When lots are located on a curve or when side lot lines are at angles other than ninety degrees (90), the lot width at the building line shall be shown when required by the commission.	4.2.D.14



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<input type="checkbox"/>	Building setback lines with dimensions	4.2.D.15
<input type="checkbox"/>	Lot and block numbers	4.2.D.16
<input type="checkbox"/>	Easements and public service or utility right-of-way lines giving dimension, location and purpose	4.2.D.17
<input type="checkbox"/>	Accurate outlines and descriptions of any areas to be dedicated or reserved for public use or acquisition with the purposes indicated thereon; and of any areas to be reserved by deed covenant for common uses of all property owners	4.2.D.18
<input type="checkbox"/>	Accurate location and description of all monuments	4.2.D.19
<input type="checkbox"/>	Certificate of engineering accuracy	4.2.D.20
<input type="checkbox"/>	Certificate of owner	4.2.D.21
<input type="checkbox"/>	Certificate of recording	4.2.D.22
<input type="checkbox"/>	Other information as may be required by the City Engineer	4.2.D.23
<input type="checkbox"/>	Electronic submittal: pdf and Autodesk, .dwg, or ESRI Shapefile/geodatabase format	4.2.B
<input type="checkbox"/>	Certification of approval of water supply and sanitary sewage disposal by the appropriate agency	4.2.E.2
<input type="checkbox"/>	Bill of Assurance	4.1.E.2
<input type="checkbox"/>	Correct Certificates	4.1.E.2
<input type="checkbox"/>	Final inspection by City Engineer, Engineering Inspector, and Public Works Director	
<input type="checkbox"/>	Certification letter from the Design Engineer (Section 9.A – 5.A)	
	Letters of acceptance for each utility	
<input type="checkbox"/>	As-Built Plans	
<input type="checkbox"/>	2 Year Warranty Bond	
<input type="checkbox"/>	Final cost of construction	

Approved final plats with wet signatures by all parties should be delivered to the Planning Department for signature by the Planning Commission Chairman. Once signed, the final plat can be recorded with Pulaski County, and a recorded copy of the plat and Bill of Assurance should be returned to our office for addressing. When addressing is finalized, an email will be sent to the applicant and all applicable parties.

A building permit will not be issued until all required documents are submitted.