



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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Site Plan Review Application

Site plan review is a development review process that provides for case-by-case consideration of project particulars. All documentation must be submitted to the Planning Department for site plans to be added to the Planning Commission agenda. There is no fee for site plan 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.

Site Plan Checklist		
Included	Requirement	Source
<input type="checkbox"/>	Graphic scale	14.02.11.E.2.A.1.
<input type="checkbox"/>	Proposed lot lines, setbacks, easements, and right-of-way	14.02.11.E.2.A.2.
<input type="checkbox"/>	Existing and proposed vehicular and pedestrian circulation systems (alleys, walkways, service areas, and loading areas)	14.02.11.E.2.A.3.
<input type="checkbox"/>	Location and arrangement of off-street parking areas	14.02.11.E.2.A.3.
<input type="checkbox"/>	Points of vehicular ingress and egress	14.02.11.E.2.A.3.
<input type="checkbox"/>	Proposed perimeter treatment of the property's screening materials (fences, walls, plant materials) with a description of uses, setbacks, and their proposed relationship to surrounding areas	14.02.11.E.2.A.4.
<input type="checkbox"/>	Schematic landscape plan showing proposed treatment of the areas designated as either buffers or private common open space	14.02.11.E.2.A.5.
<input type="checkbox"/>	Location and dimension of all existing and proposed utility drainage and street easements within the site	14.02.11.E.2.A.6.
<input type="checkbox"/>	Proposed location of structures and structural dimensions, dimension distances between buildings, and distances from structures to property lines	14.02.11.E.2.A.7.
<input type="checkbox"/>	A topographical cross section map of the site and the location of the one hundred (100) year floodplain and elevation if involved on the parcel of land	14.02.11.E.2.B.
<input type="checkbox"/>	Proposed building coverage of principle and accessory structures	14.02.11.E.2.C.1.
<input type="checkbox"/>	Parcel size	14.02.11.E.2.C.2.
<input type="checkbox"/>	Proposed floor area of principle and accessory structures	14.02.11.E.2.C.3.
<input type="checkbox"/>	Proposed number of parking spaces	14.02.11.E.2.C.4.
<input type="checkbox"/>	Registered land survey (see Zoning Code)	14.02.11.E.2.C.5.
<input type="checkbox"/>	Indicate conformance with Exterior Building Design Standards or intent to apply for non-standard application	14.10.10.C.



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Site Plan Checklist (detailed)		
Included	Requirement	Source
<input type="checkbox"/>	Survey Boundary and legal description	
<input type="checkbox"/>	Topographic survey with contours and existing features clearly and accurately shown to scale	
<input type="checkbox"/>	Type of development along with a statement of proposed use of land and structures	
<input type="checkbox"/>	North arrow	
<input type="checkbox"/>	Vicinity map	
<input type="checkbox"/>	Name and address of owner	
<input type="checkbox"/>	Zoning information for the proposed development and surrounding areas	
<input type="checkbox"/>	Location of ingress and egress along with dimensions and type of paving materials (including details of the driveway)	
<input type="checkbox"/>	Show perimeter treatment such as berms, fencing, or other recognized improvement	
<input type="checkbox"/>	Show detailed landscaping plans in accordance with Zoning Code	
<input type="checkbox"/>	Location and dimensions of all existing infrastructure and utilities on site and immediately adjacent to the development including drainage, sidewalks, streets, etc.	
<input type="checkbox"/>	Location and dimensions of proposed infrastructure and utilities improvements on site and services to buildings	
<input type="checkbox"/>	Dimensions of buildings and structures in relation to the property lines, setbacks, and other permanent structures	
<input type="checkbox"/>	Finished floor elevation of the proposed structures	
<input type="checkbox"/>	Floodplain/floodway areas shall be shown, and improvements shall comply with the City of Sherwood's floodplain ordinance	
<input type="checkbox"/>	Complete drainage plans including profile sheets showing the grades, type of pipes, and size of pipes	
<input type="checkbox"/>	Complete hydraulic calculations for each inlet, grate, or point of discharge for drainage facilities. Calculations shall include area runoff, runoff coefficients, time of concentration, intensity of rainfall event and hydraulic grade lines of the proposed improvements.	
<input type="checkbox"/>	Statement or calculations showing the downstream facilities are within the capacity to handle the proposed runoff	
<input type="checkbox"/>	Engineers stamp and signature	
<input type="checkbox"/>	Data for the proposed development including parcel size, proposed building coverage of principle and accessory	



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	buildings, proposed floor area of principle and accessory buildings	
<input type="checkbox"/>	Data to show the number of parking spaces, area of paved surfaces, area of landscape islands, number of shrubs and trees	
<input type="checkbox"/>	Location and treatment of the dumpster area including screening and heavy paving	
<input type="checkbox"/>	Location showing the proposed sign (with dimensions) in accordance with Sherwood sign ordinance regulations (sign permit still required)	
<input type="checkbox"/>	Details for curb and gutters, grate inlets, parking and driveway paving, manholes, junction boxes, pipe excavation and bedding, sidewalks, street improvements, drainage ditches or flumes, retaining walls, etc.	
<input type="checkbox"/>	Indicate lighting plan for the parking areas and exterior of buildings including height of poles, type of lighting, and wattage.	