



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.

SHERWOOD PLANNING COMMISSION
Application for Planned Unit Development

☐ Short Form ☐ Long Form

Please complete this form and provide all attachments as required. Failure to provide complete and accurate information may result in processing delays. *Note that this application must be satisfactorily completed and accepted for further processing. Please refer to submittal chart. Your application will not be placed on the Planning Commission agenda until all required documentation is provided and determined to be complete.*

Proposed Title of Development: _____

Developer

Name: _____

d.b.a. _____

Address: _____

Phone: _____

Email Address: _____

Contact Person/Agent

Name: _____

Address: _____

Phone: _____

Email Address: _____

Threshold Requirements

☐ Zoning ☐ Land Use Plan ☐ Infill ☐ Consistent with area uses

Describe in detail how the proposed development meets one or more of the above use requirements

Proposed Distribution of Uses

Type Use	Acreage*	% of Site	DUA	Description
Single Family Residential				
Multi-Family Residential				
Duplex				
Townhouse/Condominium				
1-2 story				
3+ story				
With mixed use				
Commercial				
Open Space				
Other				
TOTAL				

* minimum size for residential or mixed use is three (3) acres; for commercial and/or industrial one (1) acre

Required Attachments (see instructions for further information)

- ___ Site Plan in dwg and pdf format, plus 2 printed copies
 - ___ Detailed explanation of how threshold requirements are met if exceeding available space on page 1
 - ___ Narrative description explaining how project design meets Planning Commission approval requirements
 - ___ Confirmation of notification of nearby property owners, in compliance with 14.02.09
 - ___ Architectural renderings and descriptions of general design and proposed use of materials for all structures
-

Certification

By signing this application, I declare that, to the best of my knowledge and understanding, the information contained herein is accurate and a truthful representation of the facts involved in this matter. I further understand that if any material misrepresentation of the facts contained herein is discovered, the application will be withdrawn from further consideration.

Owner/Developer: _____ Date: _____
Signed

FOR OFFICIAL USE ONLY	
<div>Date of Pre-application conference: _____</div> <div>Date Application Received: _____</div> <div>Filing Fee Received: _____</div> <div>Date of PRC Review: _____</div> <div>Fire Marshal Review Date: _____</div> <div>Public Works Review: _____</div> <div>Parks/Recreation Review: _____</div> <div>Date to PC: _____</div> <div>Date of PC: _____</div> <div>Date of Action: _____</div> <div>Date to CC: _____</div> <div>Date of CC final action: _____</div>	<div>Comments:</div>

Instructions for completing
Application for Planned Unit Development

- NOTE: All required submission documents, charts, drawings of any kind must be submitted in digital format (dwg and/or pdf). Files may be delivered via compact disc (CD), thumb drive, or attached to an email (check with staff to determine the appropriate email address to use.) It is in the applicant's best interest to submit a completed application well in advance of the deadline for placement on the Planning Commission agenda.
- Purpose ✓ This form can be used for either a short form or long form zoning plan application. Check the appropriate box at the top of the form. If the proposed development will be on a single parcel and **will not be further subdivided** into more than one lot, check the "short form" box. If the proposed development **will require a subdivision of the property** in order to develop and sell separate lots within the overall development, check the "long form" box.
- Name of development ✓ Type or legibly print the proposed name of the development (e.g. "Woodland Commons")
- Developer ✓ Type or legibly print the name and complete address of the developer. If the developer/owner is doing business as (d.b.a.) a corporation, provide the name of the corporation or business.
- Contact Person ✓ Indicate the name of person/agent who is responsible for answering questions regarding this application.
- Threshold Requirements ✓ Indicate which of the threshold use requirements are applicable to this development. The explanation should be as complete as possible. Attach extra pages, if necessary, to fully document how the proposed uses meet one or more of the required criteria. (*See section 14.08.03, subsection A. of the Sherwood Zoning Code for further details*)
- Required Attachments ✓ Site Plan (*see requirements in chart at pages 4-5; it is highly recommended that applicants also review the requirements in the Sherwood Zoning Code at 14.08.03*)
- ✓ Narrative explanation should clearly indicate how the design of the proposed development will meet the findings required for the Planning Commission to approve. These include:
- How does the PUD provide public benefits that would not be achievable through the normal zoning regulations?
 - Are adequate public utilities already in place to service the property, or the developer has sufficient plans and private financial commitment in place to ensure adequate public utilities will be available to service the property?
 - Will the development not impose substantial negative external impacts on or prevent the orderly development of adjacent property?
 - Does the development's proposed use meet threshold requirements?
 - Does the development not endanger the public health, welfare or safety?
 - Is the development's design and intent consistent with the purpose of the PUD regulations as detailed in Section 14.08.01?
- (*See Sherwood Zoning Code, section 14.08.05, subsection B.5.*)
- ✓ Attach a copy of any proposed Bill of Assurance, Restrictive Covenants, or other legal instruments
- ✓ Applicants are required to notify owners of all lands in the vicinity of the proposed development that approval of the Planning Commission for the development will be requested by the developer. Notification consists of either certified or registered mail or a petition. (*See 14.02.09 of the Sherwood Zoning Code for detailed requirements.*)
- ✓ Applicant must provide an explanation of the materials to be used and architecture to be employed for all structures in the project. This does not require detailed architectural drawings, but must indicate the kinds of materials to used and general design as represented in renderings. (*See section 14.08.03, subsection G. of the Sherwood Zoning Code for further details.*)
- ✓ While a formal floodplain analysis is not required, an analysis of significant drainage features is required. It is advisable to note on the site plan if any portion of the property is suspected to be flood prone. This analysis will become much more serious if the zoning plan is approved and a full-scale development plan is authorized.
- Certification ✓ The Developer must sign and date the certification.

Requirement of Zoning Plan	Short Form	Long Form
Documents/Attachments		
Letter of Transmittal: Name of Development; Names, addresses, and contact information of the owner, authorized agent, and developer; Written description of the character and intent of the development.	✓	✓
Proposed/Final Bill of Assurance, Restrictive Covenants, or other legal instruments	✓	✓
Architectural elevation renderings for the front, side, and rear facades for all structures, excluding single-family residential. List of façade materials.	✓	
Narrative explanation of how proposal meets Planning Commission approval criteria	✓	
Site Plan(s)		
Vicinity Map	✓	✓
Names, addresses, zoning, and property lines of all property owners adjacent to the exterior boundaries of the project (including individual lot across streets and rights-of-way).	✓	✓
North arrow, scale, date of preparation, and existing zoning classification.	✓	✓
Boundary Survey of the property and written legal description of the property.	✓	✓
Source of title to property giving deed record book page number or instrument number	✓	✓
Location of all existing and proposed easements.		✓
Area and dimensioned length and width for each lot in the proposed development.		✓
Proposed building footprint(s) with all proposed setbacks dimensioned.	✓	✓
Architectural elevation renderings for the front, side, and rear facades for all structures, excluding single-family residential. List of façade materials.	✓	✓
Lighting plan showing street lighting and exterior lighting quantity, direction, and pattern.		✓
Proposed permitted uses and location of permitted uses.	✓	✓
Proposed Density	✓	✓
Proposed setbacks and buffer areas shown with dimensions.	✓	✓
Existing structure(s) and general indication of any significant vegetation.	✓	✓
Existing and proposed topographic information including two-foot contour interval for areas with a slope of less than 10%, five-foot contour interval for areas with a slope of more than 10%.		✓
Existing significant drainage features on the site.	✓	✓
Location of all flood hazard areas within a 100-year floodplain and/or floodway. Reference the FIRM panel number and effective date. Note regarding wetland, if applicable. Note if Corps of Engineers determination is in progress.		✓
Drainage improvements and drainage runoff quantities (cubic feet per second), prepared by a Professional Engineer, with points of entry and exit for the development, show flood hazard area.		✓
Soil tests, as may be required or requested.		✓
Location, size, and materials of all proposed utilities.		✓
Location of parking areas, vehicle maneuvering areas, and any proposed access drives.	✓	✓
Location of access drives for adjacent properties, including those across the street, street intersections. Items dimensioned relative to each other.	✓	✓
Proposed sidewalks and streets.	✓	✓

Requirement of Zoning Plan	Short Form	Long Form
Street names, class per Master Street Plan, rights-of-way (existing and proposed), centerlines, and easements bordering or traversing the property.	✓	✓
Open Space Plan indicating the size and proposed use for common useable open space areas.	✓	✓
Landscaping Plan indicating the size, location, and proposed types of plantings on the site.	✓	✓
Certificate of Owner	✓	✓
Certificate of Surveying Accuracy	✓	✓
Certificate of Engineering Accuracy		✓
Static pressure and flow of the nearest hydrant		✓
As-built drawings		✓

Notice of Public Hearing on Application for a Zoning Amendment

NOTICE IS HEREBY GIVEN THAT an application by

for a zoning amendment has been filed with the Sherwood Planning Commission. The request is made to change the zoning classification of the property located at

from " _____ " zoning to " _____ " zoning.

A PUBLIC HEARING on said application will be held by the Sherwood Planning Commission at 6 p.m. on _____, 20____ at the Sherwood Municipal Complex located at 2201 East Kiehl Avenue, Sherwood, AR 72120 in the City Council Chambers..

ALL PARTIES INTERESTED MAY BE HEARD at the same time and place or may notify the Planning Commission by letter of their views on this matter five days prior to the hearing.

THE PLANS FOR THE PROPOSED REZONING are on file for public inspection at the Permits and Planning Department located at 31 Shelby Road, Sherwood, AR 72120.

Dated this _____ day of _____, 20____.

2026 Public Notification Dates & Deadlines

Meeting Date	15 Day Deadline	Proof Deadline
January 13th	December 29th	January 1st
February 10th	January 26th	January 30th
March 10th	February 23rd	February 27th
April 14th	March 30th	April 3rd
May 12th	April 27th	May 1st
June 9th	May 25th	May 29th
July 14th	June 29th	July 3rd
August 11th	July 27th	July 31st
September 8th	August 24th	August 28th
October 13th	September 28th	October 2nd
November 10th	October 26th	October 30th
December 8th	November 23rd	November 27th
January 12th, 2027	December 28th	December 31st

Signs, letters, and advertisement requirements must be completed 15 days prior to the scheduled public hearing. Proof of posting, mailing, and advertisement must be provided 10 days prior to the hearing.

***Letters and advertisements should be mailed/run closer to the deadline. Please try to avoid mailing letters or running advertisements for your scheduled public hearing before the previous month's scheduled meeting as this creates confusion for those being notified. For example, if your item is on the June 9th agenda, public notification requirements could be mailed/run after the May 12th meeting.

Failure to meet public notification requirements by the stated deadline will result in the item being tabled automatically. Public notification deadlines are not flexible.

For a complete overview of public notification requirements, please see the appropriate application packet for your item.



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Public Notification Requirements for PUD

Public Notification Requirements: Signage

- ☐ Signs placed on subject property spaced every 250 feet of street frontage with at least one sign per frontage at least fifteen (15) days prior to the public hearing.
- ☐ \$10.00 per sign fee paid when signs are picked up at the Permits & Planning Office located at 31 Shelby Road.
- ☐ Proof of sign posting provided to the Enforcement Officer at least ten (10) days prior to the scheduled public hearing.
- ☐ Signs posted and maintained for the duration of the Planning Commission and City Council process. Failure to maintain signs for three (3) days of the required fifteen (15) shall result in postponement until full compliance with public notification requirements.

Public Notification Requirements: Letters

- ☐ Notification letters, using the provided letter template, sent to all property owners within 300 feet of the subject property including all school board members and school superintendent of the school district and Little Rock Air Force Base. The City of Sherwood will provide a mailing list upon submission of a zoning amendment application.
- ☐ Letters sent at least fifteen (15) days prior to the scheduled hearing using USPS Certified Mail.
- ☐ Certified Mail receipts and copy of letter provided to Enforcement Officer at least ten (10) days prior to the public hearing.
- ☐ A boundary survey of the subject property including building locations and outlines, driveways, parking lots, abutting streets, north arrow, and other pertinent information as may be required by the Enforcement Officer.



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Public Notification Requirements: Advertisement

- ☐ Publication of a legal notice in a publication of general circulation within the City of Sherwood at least fifteen (15) days prior to the scheduled public hearing.
- ☐ Notice must include the following:
 - Existing zoning designation of the subject property and proposed zoning designation
 - Location of property including accurate legal description and address. If no address is assigned, a general description of location in relation to a nearby address shall suffice.
- ☐ Time, date, and location of public hearing
- ☐ Affidavit of publication provided to Enforcement Officer at least ten (10) days prior to the scheduled hearing reflecting date of legal notice publication.



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Preliminary Plat Application

Preliminary plats are subject to approval by the Sherwood Planning Commission. An application for preliminary plat approval should contain the following, in addition to the plat:

- Letter of Request with owner authorization and Action Request Form
- Preliminary plat per listed specifications
- Proposed type of development and layout of development
- Payment of fees
- 2 physical copies of the entire application
- A digital copy of the full application emailed to planning@sherwoodar.gov

Preliminary plat fees are as follows:

- Twenty-five dollars (\$25), plus
- One dollar (\$1) per lot, plus
- One dollar (\$1) per acre for all parcels or lots large than one (1) acre in size

There are no fees for land to be dedicated to the public.

Preliminary Plat Checklist

Plat specifications can be found in Section 4.1 of the Sherwood Subdivision Rules and Regulations and are as follows:

- ☐ Payment of fees
- ☐ Digital and 2 physical copy requirements met
- ☐ Electronic submittal: pdf and Autodesk .dwg OR ESRI Shapefile/geodatabase format
- ☐ Draft Bill of Assurance
- ☐ Storm drainage analysis
- ☐ Proposed name of subdivision
- ☐ Proposed type of subdivision
- ☐ Name and address of owner of record
- ☐ Source of title, giving deed record book and page or instrument number
- ☐ Name and address of subdivider
- ☐ Linear feet of streets
- ☐ Average size of lots and minimum lot size and number of lots
- ☐ Location by legal description, acreage to nearest 1/10th of an acre
- ☐ Existing and proposed covenants and restrictions
- ☐ Source of water supply
- ☐ Indicate wastewater disposal method
- ☐ Any additional information provided by Subdivider
- ☐ Vicinity map; 1"=2,000', 1 mile radius, showing major features

Preliminary Plat Checklist

Plat specifications can be found in Section 4.1 of the Sherwood Subdivision Rules and Regulations and are as follows:

- ☐ Contours: 5' + intervals for slope >4%, 2' intervals for slope <4%
- ☐ Proposed design – streets, alleys, street names, lot lines with approximate dimensions, service easements, land to be reserved, land to be used for purposes other than residential
- ☐ Front yard setback lines [all setback lines for zero lot line apartment and townhouse development]
- ☐ Natural features within and surrounding subdivision: drainage channels [showing direction of flow], bodies of water, wooded areas, significant features on watercourses leaving the tract [showing direction of flow], watercourses entering the tract [show drainage area above point of entry].
- ☐ Date of survey, north point arrow, and graphic scale
- ☐ Portion of property in 100-year floodplain as defined by FEMA
- ☐ Cultural features: existing and platted streets, bridges, culverts, utility lines, easements, park areas, structures, city and county lines, section lines [public land survey system], and other significant information
- ☐ Names of abutting subdivisions – plat book and page number or instrument number
- ☐ Names of owners of unplatted tracts abutting the proposed subdivisions and the names of all owners of platted tracts in excess of 2.5 acres
- ☐ Exact boundary line – heavy line with bearings and dimensions
- ☐ Zoning classification(s) with the plat and abutting areas
- ☐ Plat note indicating direction and linear feet along street with most direct access to nearest fire hydrant and size of water line supplying hydrant



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Preliminary Plat Checklist

Plat specifications can be found in Section 4.1 of the Sherwood Subdivision Rules and Regulations and are as follows:

- ☐ Proposed locations of streetlights (subdivision only)
- ☐ Correct Certificates
- ☐ Other information as may be required by the City Engineer

Before construction can begin the following are required:

- ☐ Certificate of Preliminary Plat approval
- ☐ Letters of approval from all utility providers
- ☐ One copy of the signed and recorded plat and recorded Bill of Assurance on file at the Permits and Planning Department