



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.



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

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



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

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