

CommercialComments:

As we strive to complete faster reviews it is our goal to get comments to the applicants as complete and thorough as possible, by staff utilizing this method below but not limited to (this list is not final and we reserve the right to add comments necessary per development), we hope to increase the review speed of our permits. Please respond to every comment even if it does not apply. Comments 10 and 23 will be evaluated separately for every permit.

1. Provide written responses in the form of a PDF or Word Document and/or provide clouded revisions on the resubmitted plans detailing which comment each addresses. If the comments do not apply to your project, simply briefly explain why.
2. Provide a full set of Civil Drawings stamped, signed, and dated.
3. Provide a survey performed within the last 5 years
4. Van accessible Stalls shall be a minimum of 11 ft in with accompanied with an access aisle a minimum of 5 ft in width.
5. Handicap Signs shall be a minimum of 80 inches to the bottom of the lowest sign unless mounted to a wall or completely free of a pedestrian's touch, then the minimum of 60 inches would be accepted.
6. Is a grading permit warranted?
 - a. 1000 cubic yards of cut/fill/combined?
 - b. 10 ft of vertical cut or more?
 - c. In a floodplain or floodway?
 - d. Removing 7 trees or more of 6 inch diameter or larger?
7. Per City Code 29-186 (c), a grading permit is required for land alteration on properties within a designated floodplain without exception. Grading permits are issued by the Planning and Development Dept. online as a Grading permit, after review and approval of sediment and erosion control plans, grading and drainage plans, land survey, drainage study, and soil loss calculations per City's stormwater management and drainage manual. Contact Planning and Development Dept., Engineering Division at 501-371-4817 or at 501-371-4688 or Permits@littlerock.gov to schedule an appointment for any questions. Permit cost is based on total project area at \$100.00 for the less than ½ acre, \$200.00 for ½ to 1 acre, and \$200.00 for the first acre and \$100.00 for each additional acre for project greater than 1 acre.

8. Provide 25-year and 100-year storm event, detention, and routing calculations.
9. Dumpster enclosures shall be permitted as a fence separately and if 7ft or taller measured from the bottom of the footing to the top of the wall then the permit shall have plans, profiles, and calculations attached to the permit done by an Arkansas Licensed Engineer(Structural).
10. Any fence shall be permitted as a fence separately and if 7ft or taller measured from the bottom of the fence to the top of the wall then the permit shall have plans, profiles, and calculations attached to the permit done by an Arkansas Licensed Engineer (Structural).
11. **This project may be subject to Right-of-Way (ROW) dedication or boundary street improvements. Staff will evaluate each site and specify this.
12. Boundary street improvements that are required per master street plan shall include, but not be limited to, reconstruction of one-half section of the abutting street if the existing street is not up to city standards. Repair, replace, or extend existing damaged, missing, and noncompliant curb and gutter, sidewalk, access ramps or concrete driveway aprons within the public right-of-way adjacent to the site. Remove abandoned driveway cuts and replace with curb, gutter, and sidewalk. All work within the public right-of-way shall conform to City of Little Rock Public Works Standard Details and ADA guidelines.
13. If City required boundary street improvements will take place in ARDOT right of way, these improvements required by City's boundary street ordinance is subject to approval from ARDOT District 6. Please contact ARDOT District 6 Permit officer at 501-569-2266 to submit for review and approval of boundary street improvement construction plans within ARDOT right of way.
14. Your driveway shall meet all City Standard Details and City Code Sec. 30-43. Noncompliance will be rejected unless a variance is given by the Board of Directors per code.
15. Per City Code 31-210 (e) (1) for arterial streets, a lot will require six hundred (600) feet of frontage for two (2) drives. If two driveways are still desired for this site by the developer, a variance request will have to be filed with application for the planning commission's consideration per City Code 31-210 (j).
16. Per City Code 31-210 (e) (1) for arterial streets, driveway spacing shall be three hundred (300) feet. Driveway spacing shall be centerline to centerline or centerline to right of way of an intersecting collector street or street of higher classification. Minimum spacing from the property line shall be one hundred fifty (150) feet. Maximum driveway width is thirty-two (32) feet for a residential driveway per City Code 30-43 (a)(2)(a). Revise driveway(s) to

meet above requirement accordingly, or a variance request will have to be filed with application for the planning commission's consideration per City Code 31-210 (j).

17. When/If utilization of an alley is used it must meet the City standards and be inspected. Please see below:

- a. **Asphalt:** Minimum six (6) inches of compacted class 7 (SB-2) aggregate base course to 100% modified proctor density plus a minimum of two (2) inches of hot mix asphaltic concrete on adequate subgrade compacted to 95% modified proctor density per City standards and specifications
- b. **Concrete:** Minimum six (6) inches of Portland cement concrete with reinforcement required for conditions and expected traffic wheel loading on adequate subgrade compacted to 95% modified proctor density per City standards and specifications
- c. **Exposed Aggregate:** Minimum six (6) inches of compacted class 7 (SB-2) aggregate to 100% modified proctor density on adequate subgrade compacted to 95% modified proctor density per City standards and specifications. Aggregate shall be properly stabilized and contained to prevent erosion of surface aggregate particles onto adjacent properties due to weather and vehicular traffic.
- d. Minimum width of the alley surface shall be ten (10) feet with a minimum right of way width of twenty (20) feet per standard detail PW-35
- e. Alley turnout tying into standard City streets shall comply with standard detail PW-35.
- f. Low impact development (LID) proposals can also be considered such as paving blocks, pervious concrete, or porous asphalt, but the proposal will have to be reviewed and approved by the City civil engineering staff. This will depend on the following factors including but not limited to existing soil conditions and vehicular traffic loadings expected.

18. Provide ADA accessible route from the public right of way to the proposed development in accordance with 36 CFR Part 1191 Section F206.2.1, "... at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones, **public streets and sidewalks**, and public transportation stops to the accessible building or facility entrance they serve."

19. The Department requires three (3) phase sediment and erosion control (SEC) plans to be submitted for all construction projects showing best management practices (BMPs) for mitigating sediment runoff and erosion along with vegetation specifications for temporary and permanent soil stabilization. Phase 1 SEC plans shall show SEC BMPs during the stripping, clearing, grubbing, and rough grading of the site. Phase 2 SEC plans shall show BMPs during construction of utilities, buildings, roadway infrastructure and

drainage infrastructure. Phase 3 SEC Plans shall show SEC BMPs for final grading, seeding, and landscaping of the site.

20. Sediment and Erosion Control plans shall also show the pertinent information as outlined in ADEQ ARR150000 Permit Part II section A-4-H (1-14) and Part II section A-4-I-2 (A-B).

21. Contact Planning and Development Dept., Engineering Division at 501-371-4817 or at 501-918-5348 for inspections of any work in the public right-of-way prior to placement of concrete or asphalt or for on-site clarification of requirements prior to commencing work. Failure to do so can result in removal of any improperly placed concrete or asphalt at the expense of the owner or contractor.

22. Any work involving one (1) or more acres of disturbed area requires a State of Arkansas NPDES permit. Contact the Arkansas Department of Environmental Quality, NPDES branch at 501-682-0744 for applications and information about General Stormwater Discharge Construction Permit #ARR150000.

23. Development or fill within the floodway is prohibited. In accordance with Section 31-176, floodway areas must be shown as floodway easements or be dedicated to the City of Little Rock. In addition, a 25 ft access and maintenance easement is required adjacent to the floodway boundary.

24. A Special Flood Hazard Development Permit is required to be obtained prior to beginning construction. The Special Flood Hazard Development Permit application can be found at <https://www.littlerock.gov/city-administration/city-departments/public-works/>. Special Flood Hazard Development Permits are issued by the Public Works Department at 701 West Markham Street and no fee collected for issuance. Contact Planning and Development Dept. Civil Engineering Private Development at 501-371-4817 or 501-918-5348 or CEPermits@littlerock.gov to schedule an appointment for issuance or to answer any questions.

25. Hauling of cut and/or fill material on or off project sites over municipal streets require approval prior to a grading permit being issued. Contact Public Works Traffic Engineering at 621 S. Broadway 501-379-1800 with any questions or for more information.

26. Damage to public and private property due to hauling operations or operations of construction related equipment from a construction site shall be repaired by the responsible party prior to the issuance of a certificate of occupancy.

27. Provide as-built plans and data entry template of newly installed or modified public and private stormwater drainage system prior to issuance of the certificate of

occupancy. Provide the as-built plans and data entry template to Planning and Development Department, Engineering Division by email to ahanna@littlerock.gov and cc jrodriguez@littlerock.gov. If you have any questions or desire additional information, please do not hesitate to contact Planning and Development Department Engineering Division at 501-371-4817 or 501-371-4688 or email Permits@littlerock.gov.

28.**Staff will confirm if your development needs to submit traffic impact study (TIA) showing the additional, projected traffic expected to be generated by the proposed development. TIA should show the following: 1. an evaluation of the existing traffic conditions in the vicinity of the proposed site 2. an analysis of projected traffic volumes entering and exiting the proposed development at the nearby access drives and intersections used to serve the site 3. Identify the effects of traffic operations for the existing traffic in combination with site-generated traffic associated with the proposed development. 4. evaluate traffic operations for the study intersections and access drives that will serve the site and make recommendations for mitigative improvements which may be necessary and appropriate for safe and acceptable traffic operations. 5. Assess the adequacy of the site to accommodate projected drive-thru traffic via queueing analysis.

29. A drainage study showing all hydrologic calculations for the site and all hydraulic calculations for the proposed storm sewer pipe system, swales and ditches, culverts, detention ponds, outlet structures, and inlets is required per City's stormwater management and drainage manual. For final drainage report, sign, date, and seal the report per AR State Board of Professional Engineers and Professional Surveyors rules Article 12, Section B (1) (a). Provide engineer's certification statement saying this drainage report was conducted by yourself or directly under your supervision and attesting to the accuracy of the information within this report.

30. If proposed retaining walls shown on plans are equal to or above four feet tall measured from the bottom of the footing or leveling layer or if there is surcharge loading for a retaining wall less than four feet tall measured from the bottom of the footing or leveling layer, the Department requires retaining wall permit and design plans by an Arkansas licensed professional engineer (structural) showing plan, profile, and cross sectional views of the wall with special details, design loading calculations clearly showing all required factors of safety are met or exceed per state building codes. A separate RTW permit will be required for the retaining wall(s) along with inspections determined intensity by each design by Department engineering staff during their construction.

31. A maintenance bond for 50% of total construction costs for all completed public street and drainage improvements within City right of way and as-built storm drainage

infrastructure plans shall be provided to the Department of Planning and Development before the issuance of a final certificate of occupancy.

32. Whenever access to State Highways is needed for residential or commercial purposes, an access driveway permit is required. These permits are issued by the Permit officer for the District in which the driveway will be located. Please contact ARDOT District 6 permit officer at 501-569-2266.

33. A special permit is issued for work on the Arkansas Department of Transportation right of way that is not an access driveway. The permit is issued by the Permit officer for the District in which the special permit is requested. Please contact ARDOT District 6 permit officer at 501-569-2266

34. Per City Code Sec. 31-206 (f), "Property line corners at street intersections shall be rounded with a radius of at least twenty (20) feet."

35. If private access is proposed for this property. In accordance with Little Rock Code Section 31-207, private streets must be designed and constructed to public street standards per City Code Chapters 29, 30, 31 and Little Rock's Master Street Plan. Staff will inspect the private access just as they would public.

36. Per City Rev. Code 31-403 the Department requires street lighting plans to be submitted to the Department for review and approval before filing and recording of the final plat for the subdivision. The street lighting plans required shall include conduit and pull/junction box locations, street luminaire locations and mounting heights, wire sizes, current photometric data for the proposed fixtures, and subdivision street photometric using the proposed fixtures that meet AASHTO Roadway Lighting Design Guide standards.

37. Per Appendix D in the International Fire Code, dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turnaround provisions in accordance with Table D103.4. Accepted turnaround provisions per the code are a ninety-six (96) foot diameter cul-de-sac, a sixty (60) foot "Y" or a one hundred twenty (120) foot hammerhead. Proposed alternatives to the accepted turnaround provisions will be required to be approved by the Fire Chief. Per International Fire Code, fire apparatus access roads shall not exceed ten (10) percent in grade unless approved by the Fire Chief.

38. Per Master Street Plan, for all intersections of arterials all corner radii shall be 75 feet minimum for a simple curve and all lanes shall be eleven (11) feet wide except as noted.

39. Street design standards shall comply with the latest version of the AASHTO A Policy on Geometric Design of Highways and Streets, City's Master Street Plan (2018), and City's Standard Details for street and drainage facilities improvements (2015).

40. Street stormwater and detention infrastructure design standards shall comply with the City's Stormwater Management and Drainage Manual (2016 Pending 2025 Revision) including City Code Chapters 29, 30, and 31.

41. Street pavement, sidewalks, curb and gutter, curb inlets, junction boxes, accessible ramps, and storm sewer infrastructure shall comply with City's specifications for construction as outlined in City Code Chapters 30.

42. Roundabout design standards and criteria shall comply with the latest version of NCHRP Report 672, Roundabouts: An Informational Guide.

43. Per stormwater management and drainage manual for open channels, the maximum hydraulic grade line (i.e., ponding) elevation allowed are not closer than thirty (30) feet horizontally from any buildings, and not less than one (1) foot below the lowest sill or flood elevation of any building. This requirement is for both the 25 and 100-year-old storm flows within the proposed channel. Proposed cut-off ditch shall be analyzed along its length for lots 922-910 to confirm this requirement is met. Minimum freeboard is six (6) inches from the hydraulic grade line elevation to the top of the ditch for the 100-year storm flow.

**** You should never reapply for a permit. When you need to add information, items should be placed within the provided link and notice emailed to permits@littlerock.gov, and CC lrzoning@littlerock.gov and ahanna@littlerock.gov and jrodriguez@littlerock.gov.**