

WASHINGTON COUNTY SUBDIVISION SUBMITTAL CHECKLIST

The following must be turned in to the Planning Office by the **plat submittal date (see schedule chart on in this packet)** for your Preliminary or Final Subdivision Plat to be reviewed by the Planning Board no later than 2:00 p.m.

Incomplete applications will not be included on the agenda.

1. Submit a completed Subdivision Application Form.
2. Pay plat review fee:

<u>Type</u>	<u>Fee</u>
Concept Plat	\$100.00
Preliminary Plat 50 Lots or Less	\$500.00
Preliminary Plat More than 50 Lots	\$750.00
Final Plat 50 Lots or Less	\$500.00
Final Plat More than 50 Lots	\$750.00

3. Submit **One Digital .pdf** of the plat/plans (only plats with complete information as outlined in this packet will be accepted).
4. Submit **Digital** plat by email to the project planner or email planning@washingtoncountyar.gov
5. Submit Traffic Statement (impact development is expected to have based on increase in vehicle traffic). A full Traffic Study may be required.
6. Submit a Drainage Statement explaining the expected impact. A full Drainage Report may be required. Please refer to the attached Drainage Checklist.
7. Submit the GPM fire flow. **All fire flows and subdivision designs must meet minimum State Fire Code standards.** A flow test or engineered hydraulic study may be required for all Preliminary Plat submittals for all subdivisions proposing more than 4 lots.
8. Submit a copy of the approved Soil Work performed by a Designated Representative (D.R.) of the Arkansas Department of Health (ADH) for all lots involved.
9. *(Variance requests - if creating lot(s) smaller than 1 acre in size)* If you are asking for a waiver of a requirement, submit a completed "Variance Request Form." This form may be obtained from the Planning Office.
10. If the property is in a FEMA identified Special Flood Hazard Area (SFHA), a floodplain permit is required. Please contact the planning staff for details.

SEE ADDITIONAL NOTES ON BACK.

NOTES:

1. Please check to see if your proposed project lies within a zoned area. If so, you may be required to submit an application for a Conditional Use Permit to allow the proposed use. Please contact the Planning Office for more information at 479-444-1724 or email planning@washingtoncountyar.gov
2. Per Washington County Planning and Zoning Ordinance No. 2025-044: The developer/applicant requesting subdivision review shall send a certified letter to all adjoining property owners within the Notification Area of three hundred (300) feet of the exterior boundary of the property at least fourteen (14) days prior to the scheduled meeting of the Planning Board. The developer/applicant will be responsible for all certified letter mailing fees and engineering fees associated with the subdivision project. Contact the Planning Office for more details.

3. Minimum Requirements enforced by State Fire Marshal

- **INGRESS AND EGRESS** - The number of entrances and exits adequate to provide uninterrupted emergency services to all areas of the development.
- **WATER SUPPLY** - The water supply should be adequate to support fire hydrants and maintain a reasonable amount of fire flow water to the development. **(Fire Flow GBP required for Preliminary approval).**
- (Note a minimum of an 8" water line to supply hydrants is recommended. For areas of limited water supply, alternate water supplies or storage may be built to support fire-fighting operations.)
- **HYDRANT SPACING** - should comply with code according to type of development
- **APPROVED ACCESS ROADS** - for fire apparatus shall be constructed in a way that will support a minimum of 75,000 pounds in all weather conditions.
- **DEAD END ROADS** - in excess of 150 feet long shall be provided with an approved turn around or a cul-de-sac.
 - Per Arkansas State Fire Code: A dead-end fire apparatus access road longer than 150 feet requires an approved area for turning around fire equipment, such as a hammerhead, Y-turn, or cul-de-sac. The road must also be at least 20 feet wide for roads between 151 and 500 feet in length and 26 feet wide for roads between 501 and 750 feet, though specific requirements depend on the local fire code.
- **RESIDENTIAL LOT AND BLOCK STANDARDS FOR SUBDIVISIONS.**
 - The following standards apply (Minimum Subdivision Lot Standards):
 - Area (square feet), excluding access easements 1 acre
 - Side setback from property line (feet) 10'
 - Rear setback from property line (feet) 25'
 - Frontage (feet) 75'
 - Frontage for all cul-de-sac lots (to be measured from the building setback line) 75'
 - Front building setback from street ROW (feet) 25'
 - Must also be dedicated as a Utility Easement (UE)
 - Corner lot building setback from street ROW (feet) 25'
 - Applicable to any side of lot adjacent to ROW

Disclaimer: These minimum requirements do not inhibit the County Fire Marshal from enforcing other State Fire code issues.

4. Minimum Requirements to meet County Environmental Ordinances

In regards to the Stormwater Pollution Prevention Plan (**SWPPP**), Grading and Erosion Control regulation:

Applies to:

- Projects inside the urbanized areas, outside city limits (urbanized areas as determined by the Arkansas Department of Environmental Quality - ADEQ).
- Projects one or more acre(s) in size, and any lot in a subdivision regardless of size; in the designated areas.

If the project does fall within the designated areas Washington County will require the following, before approval is given:

1. An approved Stormwater Pollution Prevention Plan
2. Grading plans (if applicable)
3. Erosion Control Plans
4. Associated review fee

Disclaimer: These minimum requirements do not inhibit enforcing other county regulations and state law.

WASHINGTON COUNTY, ARKANSAS **SUBDIVISION INFORMATION**

What is a “Subdivision”?

The word “Subdivision” refers to the division of land into lots and blocks, the parceling of land resulting in the need for access or utilities, or the dividing of an existing lot or parcel into 2 or more lots or parcels.

Subdivision Jurisdiction.

The County has jurisdiction over subdivisions in the unincorporated area. In addition, the county has jurisdiction over roads and drainage.

Review and Approval Process.

The review and approval process for developing a subdivision involves the following steps:

- **Check for the current zoning of the property.** Contact the Planning Office for this information.

- **Pre-platting meeting**
 - Meet with County Planning staff to have regulations explained and to obtain the necessary application forms. (479) 479-444-1724.
 - Meet with the Health Department to have regulations explained and to obtain the necessary application forms. (479) 521-8181 ext. 2.

- **Preliminary Review**
 - Submit a completed preliminary subdivision application and submission to the County Planning Office by the submittal date for review.
 - County Staff and utility companies will review the plat and submissions.
 - Planning Office will provide the neighbor notification letters to be sent out by applicant/developer.
 - The applicant will make all necessary changes to the plat and submissions.
 - The project will be presented to the Planning Board for review.

- **Construction plan review**
 - Depending on what improvements will be constructed as a part of the subdivision, construction plans and specifications for the required improvements must be submitted to and approved by the appropriate agencies and individuals (such as the County Road Superintendent, County Engineer, utility providers, Arkansas Department of Health, etc.) prior to the advertising for bids or beginning construction.

- **Final review**
 - Submit a final subdivision application and submission to the County Planning Board for review.
 - County Staff and utility companies will review plat and submissions.
 - Project will be presented to the Planning Board for review.

- **Signing and filing of the final plat**
 - Once all the necessary approvals have been obtained, the signature blocks on the final subdivision plat must be signed and the plat must be filed in the office of the Washington County Circuit Clerk. Lots may not be sold until the final plat is filed.

Design Standards and Required Improvements.

The design standards and required improvements associated with the development of a subdivision are outlined in the Washington County Code Planning and Zoning Ordinance No. 2025-044.

Subdivisions

See submittal schedule for important dates to be aware of

Search parcel number or property address

It is recommended to discuss issues, and concept plans with planning staff before application submittal

Submit Subdivision Application

Send certified letters to potentially impacted neighbors (letters and addresses provided by Planning Department) 14 days prior to planning board meeting

Resubmit application with corrections based on technical comments

Application is sent to proper utilities and authorities for technical review. Comments made are sent to applicant.

Review Fee	Site Plan with all proposed structures/improvements
Traffic Statement	Drainage Statement
Soil/ Perc Test for all proposed lots	GPM Fire Flow (must meet state standards)

Items to submit with application

Project proceeds to next scheduled Planning Board meeting (open to public) for final reviews and approval or denial

Once approved, contact the County Road Department for information on the Construction Plan Review

Once the Road Department has inspected and approved the plan, the application process must be repeated excluding neighbor notifications and Construction Plan Review

WASHINGTON COUNTY, ARKANSAS SUBDIVISION APPLICATION

Notice: Preliminary or Final Plats to be placed on the Planning Board meeting agenda must have applications turned in to the Planning Office by the submittal date (shown on a schedule available from the Planning Office.)

Check one: Preliminary plat Final plat Concept Plat

Name of Development: _____

Applicant: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

The following statements and answers herein made and all data, information, and evidence herewith submitted are, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of this application. I understand that the County might not approve what I am applying for, or might set conditions on approval.

Signature of Applicant: _____ Date: _____

Property Owner: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

I certify under penalty of perjury that I am the owner of the property that is the subject of this application or I am the owner's authorized agent and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

Signature of Property Owner or Agent: _____ Date: _____

Additional Contacts: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

Name: _____

Address: _____ Phone: _____

Preferred?

Email: _____ Preferred?

Please submit a separate sheet of paper if you need more space to include everyone who needs to be contacted for this project.

Property Information:

Proposed Land Use: _____
Total Acreage of Property: _____ Total Number of units Proposed: _____

Utility Information:

(Check box if utility has existing lines on or fronting the property and write the name of the company.)

Water company name: _____ Electric company name: _____
 Gas company name: _____ Telephone company name: _____
 Cable company name: _____ Sewer System / Septic: _____

Parcel Information:

Tax Parcel Numbers: _____ - _____ - _____
Current Zoning: _____
Floodplain: yes no Map #: _____ Floodplain type (A, AE, etc.): _____

Road Information:

U.S., State, or County road # giving access to property: _____
Road surface (asphalt, gravel, unimproved, etc.): _____ Right of way width: _____

ALL SIGNATURE LINES MUST BE SIGNED FOR THE APPLICATION TO BE PROCESSED.

.....
OFFICE USE ONLY:

County Preliminary Approval: _____ County Final Approval: _____

Tabled Dates: _____

Notes: _____

PLAT CHECKLIST

The following information is required on Preliminary and Final Plats as designated. Plats missing more than four (4) required informational items will not be included on the agenda:

	General Information	Concept Plat	Preliminary Plat	Final Plat
(1)	Name and address of owner, developer, engineer and surveyor.	X	X	X
(2)	Name of the land development, date, graphic scale, north arrow, total acreage and individual tract acreage	X	X	X
(3)	Legal description of the property with dimensions and angles sufficient to locate all lines on the ground. Lot and blocks shall be numerically identified, boundaries shown by bearings and distance, and property located by Section, Township and Range and tied to the nearest of two (2) defined and referenced Section Corners or Quartersection Corners.		X	X
(4)	Concrete or approved aluminum monuments shall be placed at the exterior boundary corners and one-half-inch by eighteen-inch steel pins shall be placed at all lot corners.		X	X
(5)	Vicinity sketch at a scale appropriate to show the relationship of the development with surrounding improvements and communities, and other information requested by the Planning Board.	X	X	X
(6)	If stage development is involved, the complete development plan with the stages of development and construction shown.		X	X

	Existing Conditions for Land Development	Concept Plat	Preliminary Plat	Final Plat
(7)	Original <i>and proposed</i> topography at ten-foot contour intervals.		X	X
(8)	Names of adjacent land developments and ownership of adjacent property including corresponding deed book and page number. <i>Include parcel numbers.</i>		X	X
(9)	All plats presented to the planning board and filed for record shall note the uses of adjacent property. The determination of said use shall be the responsibility of the developer.		X	X
(10)	Existing roads, streets, culverts, railroads, and other features: The <i>plat</i> shall show the location, name, width, surface type, surface condition and right-of-way width of all existing or platted roads, streets or other public ways within or adjacent to the proposed improvement, including features such as existing permanent buildings, water courses, railroads, municipal corporation limits, county's state lines, planning district limits, oil and gas lines or wells, abandoned wells and dry holes.	X	X	X
(11)	Existing utilities: Ownership names and dimensions on overhead and underground power and communications lines, sewers, water mains, gas mains, and other underground structures, including water wells and septic systems within the development or immediately adjacent thereto. <i>Show the existing utilities and list the utility companies on the plat.</i>		X	X
(12)	Flood areas: 1% (100-year) flood per FEMA map.	X	X	X
(13)	Watercourses: If the proposed development is traversed by a watercourse, channel, stream, creek or river, the present and proposed location of each shall be shown.	X	X	X
(14)	Soil analysis: The developer shall indicate the types of soil found in the plat area according to the USDA Soil Conservation Service.		X	X
(15)	Plat and deed restrictions: Restrictions, if any, with use and perimeters defined. Plat restrictions should be certified as to current legality by a member of the Arkansas Bar. <i>If none, add a note to the plats stating there are none.</i>		X	X

	Proposed Improvements	Concept Plat	Preliminary Plat	Final Plat
(16)	Location, dimensions and names of all proposed roads, streets, alleys, easements, blocks, parcel and lot lines and address numbers, dedications and reservations.		X	X
	<i>Address numbers, OR on lots that are over one-half acre in size, add the following note to the plat: Lots that are over one-half acre in size will need to be addressed after the home location is known.</i>			X
(17)	Street typical sections and pavements sections for each classification of street.		X	X
(18)	Bearings and linear dimensions referenced to true north of all lines, interior angles of lots may be shown in lieu of bearings.		X	X
(19)	Proposed use of all land within the development.		X	X
(20)	Location and size of all proposed utility lines.		X	X
(21)	Drainage plan for entire area.		X	
	Sizes of all driveway and road tiles shall be stated			X
(22)	Building setback lines as fixed by the County, building lines and any setback lines established by public authority, and those stipulated in the deed restrictions and right-of-way lines.		X	X

	Information to Supplement the Plat	Concept Plat	Preliminary Plat	Final Plat
(23)	Access control: The openings for ingress and egress from the platted area to public street, road or highways.		X	X
(24)	Letter of transmittal.		X	X
(25)	Payment of review fee.	X	X	X
(26)	Certification issued by the County Tax Collector to the effect there are no delinquent taxes payable at the time of the plat approval.			X
(27)	Certification of survey and accuracy of survey by the surveyor. <i>(Signature Block 2)</i>			X
(28)	Certification of ownership, title and dedication by the developer. <i>(Signature Block 3)</i>			X
(29)	Certification of the developer's engineer that the design meets the County's design standards. <i>(Signature Block 1)</i>			X
(30)	Signature block for Planning Board Approval. <i>(Signature Block 8)</i>			X
(31)	Signature block for the County Road Superintendent to certify approval of streets, grading and drainage improvements and easements; and receipt of required Maintenance Bonds. <i>(Signature Block 7)</i>			X
(32)	Signature block for the Arkansas Department of Health to certify approval of water and sanitary sewer improvements. <i>(Signature Block 4)</i>			X
(33)	A notice stating: "Each individual lot developer shall obtain approval of septic system from the Washington County Health Department Sanitarian Division. <i>Provide proof that a water tap to accommodate the development is available or that there is adequate space for a well on the property along with any septic systems, as per Arkansas Department of Health Standards, which requires a minimum of 100' of separation. If a decentralized sewer system is being used. (Signature Block 10)</i>			X
(34)	<i>All remaining Signature Blocks as appropriate. (Signature Blocks 5, 6, 9, 11)</i>			X
(35)	<i>Add note to Plat: Any further splitting, use or land development not considered with this approval must come before the Planning Board for a separate approval.</i>			X
(36)	<i>Add note to Plat: Review of these plats is limited to general compliance with Washington County codes and regulations and does not warranty the engineer's design or relieve the developer of any requirements, even if error, omissions or any inadequacies are discovered after plat approval. The County's requirement shall govern over any conflicts with the plans or specifications. Any conditions determined in the field that require changes shall be subject to further review and corrective action to be paid for by the developer.</i>			X

Items in italics were added for clarification.

Signature Blocks

1. CERTIFICATE OF ACCURACY OF STREET AND ROAD PLANS

AND SPECIFICATIONS:

I certify that the street and road plans and specifications hereon comply with the requirements and specifications contained in the "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: _____ Engineer: _____

2. CERTIFICATE OF ACCURACY OF SURVEY:

I certify that the plat shown and described hereon is a true and correct survey and that the monuments have been placed as shown hereon as required by "Regulations, Standards and Specifications for the Division, Development and Improvement of Unincorporated Land in Washington County".

Date: _____ Surveyor: _____

3. CERTIFICATE OF OWNERSHIP & DEDICATION:

I hereon certify that I am the owner of the property described hereon and I do hereby dedicate all street, access, utility, & drainage easements to public or private use as indicated.

Date: _____ Owner: _____

4. STATE HEALTH DEPARTMENT APPROVAL:

The plan and specifications as shown on the plat were approved by the Arkansas State Health Department by letter.

Dated: _____ Signed By: _____

5. UTILITY EASEMENTS:

We hereby certify that all utility easements shown on this plat are satisfactory for providing service if and when service is available.

Gas: _____ Electricity: _____

Water: _____ Telephone: _____

Cable TV: _____

6. DECLARATIONS OF COVENANTS AND RESTRICTIONS (if applicable):

Covenants and restrictions are as shown on the appropriate document signed by the owner on _____, and filed with the Circuit Clerk on _____

Date: _____ Owner: _____

7. COUNTY ROAD SUPERINTENDENT APPROVAL:

(Use block 7a or 7b as appropriate, but not both.)

7a. The road and easement locations shown on this plat, the road plans submitted, and the grading and drainage plans submitted are approved. The required maintenance bonds have been received.

County Road Superintendent: _____

Date: _____

7b. The road easements shown are approved.

County Road Superintendent: _____ Date: _____

8. PLANNING BOARD APPROVAL:

8. This plat was approved by the Washington County Planning Board at a meeting on (date): _____.

Planning Director: _____ Date: _____

9. COUNTY FIRE MARSHAL APPROVAL:

This plat meets minimum fire code requirements as per current County Policy, as of June 9, 2005.

County Fire Marshal: _____ Date: _____

10. PUBLIC UTILITY COORDINATOR APPROVAL:

(Applicable when a community sewer system is being utilized)

This subdivision is in compliance with County Ordinances regarding Community Sewer Systems.

Public Utility Coordinator: _____ Date: _____

(Note: Fewer signatures may be required in certain instances. Check with the Planning Administrator to see which signatures are necessary if the land development has four (4) plats or less, no road improvements, or is an exempt split).

11. COUNTY JUDGE APPROVAL:

The road easement dedications shown are approved. Acceptance of roads and streets into the County Road System will occur after they are constructed to Washington County specifications.

County Judge: _____ Date: _____

DRAINAGE REPORT CHECKLIST
Washington County Arkansas

Project Name: _____

Date: _____

	Preliminary	Final	
_____	1. x	x	PROJECT TITLE & DATE
_____	2. x	x	PROJECT OWNER - Include address and telephone number.
_____	3. x	x	PROJECT LOCATION - Include Vicinity Map and address.
_____	4. x	x	PROJECT DESCRIPTION - Brief description of proposed project.
_____	5. x	x	AERIAL PHOTOGRAPH - Include project area and areas that contribute to runoff.
_____	6. x	x	PRE DEVELOPED DRAINAGE AREA MAP - Include current conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
_____	7. x	x	POST DEVELOPED DRAINAGE AREA MAP - Include proposed conditions for the drainage area that contributes to runoff. Show offsite and onsite drainage. Show contour information to the nearest ten feet. Include different drainage areas and flow patterns.
_____	8. x	x	DRAINAGE DESCRIPTION - Description of the drainage onto, through, and away from the site.
_____	9. x	x	AREA DRAINAGE PROBLEMS - Description of any known onsite or downstream drainage or flooding problems
_____	10. x	x	SITE DRAINAGE - Description of site drainage for the proposed project. Describe existing and proposed conditions.
_____	11. x	x	CALCULATION METHOD - Describe method of calculation and software used.
_____	12. x	x	WRITTEN CONCLUSION OF PROPOSED IMPROVEMENTS - Include a summary of the proposed improvements, condition of downstream receiving areas, increase in flows, and detention or lack of detention.
_____	13. x	x	SUMMARY OF RUNOFF TABLE - A table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions.

	Preliminary	Final	
_____ 14.		x	DESIGN STORM CALCULATIONS - Design flow calculations for each culvert, inlet, open channel, or other drainage structures. Summarize by tables.
_____ 15.		x	PAVEMENT DRAINAGE DESIGN - If curb & gutter is used, include width of spread for design flow.
_____ 16.		x	100- YEAR WATER SURFACE ELEVATION COMPUTATION - The water surface elevation resulting from the 100-year storm for all overland flow, including flow in the streets, parking lots, swales, and between lots shall be calculated and shown on the construction plans. Minimum floor elevation shall be shown a minimum of two feet above the 100-year flood elevation on each lot when located in a designated floodplain. Minimum floor elevations for other area shall be a minimum of one foot above the calculated 100 year water surface elevation of open channels, swales or overland flow.
_____ 17.	x	x	STORMWATER DETENTION DESIGN - Include a table with 2-, 10-, 25-, 50-, and 100-year storm flow comparisons for existing and proposed conditions and detention volumes. If detention is not proposed by the Design Engineer, then the Design Engineer must submit hydrographs to document the effect of the combined runoff exiting the proposed project.
_____ 18.	x	x	LIABILITY STATEMENT - The Design Engineer shall stamp and sign the following statement: " I, _____, Registered Professional Engineer No. _____ in the State of Arkansas, hereby certify that the drainage studies, reports, calculations, designs, and specifications contained in this report have been prepared in accordance with standard engineering practices and with the requirements of Washington County. Further, I hereby acknowledge that the review of the drainage studies, reports, calculations, designs, and specifications by Washington County or its representatives does not relieve me from my professional responsibility or liability.

-Vehicular access from private drive.

- (1) No land development, including those subject to exemption as set out in Washington County Planning and Zoning Ordinance No. 2025-044, shall be approved if any anticipated structure's driveway shall be so arranged such that it is necessary for a vehicle to back out onto any County or public road.
- (2) Every owner or developer of any such land development shall certify that no driveways shall be constructed in violation of this section and such shall be noted on any plat or exemption application.
- (3) No structure or driveway, regardless as to whether it is part of a land development, shall be built, installed or erected in such a manner that it will be necessary for any vehicle to back out onto any County or public road.
- (4) This section shall not be applicable to interior roads in a land development.

Authorization of Representation

This document is to be submitted to the Washington County Planning Department and Rural Development via planning@washingtoncountyar.gov

TO THE PLANNING OFFICE OF WASHINGTON COUNTY, AR

I, _____ hereby authorize
(Printed name of property owner/applicant)

_____ to represent me and/or my
(Authorized Representative)

organization and to make decisions on my behalf pertaining to the following project(s):

(Project Name/Number)

(Project Name/Number)

_____ Location: Planning>Checklists>2026 Updates
(Project Name/Number)

(Project Name/Number)

which is/are to be presented to the Washington County Planning Board/ZBA at their meeting to be held on _____.
(Meeting date)

(Printed name of property owner/applicant) _____
(Signature of property owner/applicant) _____
(Date)

(Printed name of property owner/applicant) _____
(Signature of property owner/applicant) _____
(Date)

Washington County Health Department

3270 Wimberly. Fayetteville, AR 72703

Telephone: (479) 521-8181 ext. 2. - Fax: (479) 973-8483

The individuals listed below are certified by the Arkansas Department of Health to conduct soil work (perc test) and design individual sewage disposal systems within the NWA region.

*The below list was generated from the AR Department of Health website on 05/10/2024 - SA
For the most current information please access their website at*

<https://onsitewastewater.adh.arkansas.gov>

Licensee Name	License Type Description	City	Phone Number
AIDEN CASTLEBERRY	Designated Representative Permit	Prairie Grove	870-794-6029
ALISON WEST	Designated Representative Permit	Rogers	479-409-8444
BILL PLATZ	Designated Representative Permit	Rogers	479-619-7989
BOBBI BUCHANAN	Designated Representative Permit	Bentonville	479-855-6314
BODIE DRAKE	Designated Representative Permit	Springdale	501-291-2515
CHRISTY SMITH	Designated Representative Permit	Green Forest	870-577-0587
DANIEL SMITH	Designated Representative Permit	Fayetteville	540-335-4517
DENNIS BIRGE	Designated Representative Permit	Bentonville	479-409-3958
EDWARD MOORE	Advanced Septic Installer License	Prairie Grove	479-824-2272
ELIZABETH ANDREWS	Designated Representative Permit	Bella Vista	479-531-6007
GLEN LAURENT	Designated Representative Permit	Goshen	479-601-3844
JAMES RICHARDSON	Designated Representative Permit	Springdale	479-841-6305
JEFFREY TYLER	Designated Representative Permit	Alma	479-629-4131
JOHNNY WILES	Designated Representative Permit	Fayetteville	479-595-1108
JONATHAN CHICK	Designated Representative Permit	Farmington	479-200-6485
JOSHUA BOYD	Advanced Septic Installer License	West Fork	479-841-2121
KENNETH COLLINS	Designated Representative Permit	Berryville	479-253-3142
LINDA MAYO	Designated Representative Permit	West Fork	479-466-6117
MARISSA DREW	Designated Representative Permit	Garfield	479-340-7265
MARK CORBITT	Designated Representative Permit	Lowell	479-466-6183
MATTHEW BODSON	Designated Representative Permit	Van Buren	870-577-3767
MICHAEL FLETCHER	Designated Representative Permit	Grove, OK	918-786-9482
MICHAEL HOLDER	Designated Representative Permit	Van Buren	479-216-2104
PIPER SATTERFIELD	Designated Representative Permit	Bentonville	479-271-0058
RACHEL ARTHUR	Designated Representative Permit	Rogers	479-352-7645
RANDALL WIGGINS	Designated Representative Permit	Fayetteville	479-422-2094
REBA BAILEY	Designated Representative Permit	Springdale	479-530-2548
REBECCA CORBITT	Designated Representative Permit	Lowell	479-466-6183
RICK HUDSON	Designated Representative Permit	Bella Vista	479-224-1513
ROSS WILMOTH	Designated Representative Permit	Gentry	479-957-6867
RUSSELL MOORE	Advanced Septic Installer License	Prairie Grove	479-824-2272
RYAN MOORE	Advanced Septic Installer License	Prairie Grove	870-794-6029
SAM DUNN	Designated Representative Permit	Mulberry	479-997-5277
TIM ACORD	Designated Representative Permit	Rogers	479-685-7179
WAYNE EAGLESON	Designated Representative Permit	Gravette	479-412-0750
WILL JONES	Designated Representative Permit	Huntsville	479-790-2784
ZETH MARTIN	Designated Representative Permit	Huntsville	479-445-0061

Questions? Contact the
Planning Department

2615 S. Brink Drive. Fayetteville, AR 72701
Phone (479) 444-1724. Fax (479) 973-1786.

planning@washingtoncountyar.gov - <https://www.washingtoncountyar.gov/>

2026



Washington County Planning Board and Zoning Board of Adjustment Meeting Schedule, Submittal Schedule, and Technical Review Dates

Submittal Date	Tech. Review	Resubmittal	Neighbor Notifications	Planning Board & ZBA Meeting Date	Quorum Court Meeting Date
2:00 P.M. Deadline	10:00 A.M. Deadline (Unless otherwise posted)	Address tech. review comments 2:00 P.M. deadline	2:00 P.M. Deadline	Thursdays, 5:00 P.M. (Unless otherwise posted)	Thursdays, 6:00 P.M. (Unless otherwise posted)
December 5, 2025	December 16, 2025	December 23, 2025	December 23, 2025	January 8, 2026	February 19, 2026
January 9, 2026	January 20, 2026	January 27, 2026	January 29, 2026	February 12, 2026	March 19, 2026
February 13, 2026	February 24, 2026	March 3, 2026	March 5, 2026	March 26, 2026	April 16, 2026
March 27, 2026	April 7, 2026	April 14, 2026	April 16, 2026	April 30, 2026	May 21, 2026
May 1, 2026	May 12, 2026	May 19, 2026	May 21, 2026	June 4, 2026	July 9, 2026
June 5, 2026	June 16, 2026	June 23, 2026	June 25, 2026	July 9, 2026	August 20, 2026
July 10, 2026	July 21, 2026	July 28, 2026	July 30, 2026	August 13, 2026	September 24, 2026
August 14, 2026	August 25, 2026	September 1, 2026	September 3, 2026	September 24, 2026	October 15, 2026
September 25, 2026	October 6, 2026	October 13, 2026	October 15, 2026	October 29, 2026	November 19, 2026
October 30, 2026	November 10, 2026	November 17, 2026	November 19, 2026	December 3, 2026	December 17, 2026
December 4, 2026	December 15, 2026	December 22, 2026	December 23, 2026	January 7, 2027	January 21, 2027
January 8, 2027	January 20, 2027	January 26, 2027	January 28, 2027	February 11, 2027	February 18, 2027
February 12, 2027	February 23, 2027	March 2, 2027	March 4, 2027	March 25, 2027	April 15, 2027

Conditional Use Permits, Variances, Subdivision Plats, and Large Scale Development Plans to be placed on the Planning Board & Zoning Board of Adjustment meeting agenda must be turned into the Planning Office by 2:00 p.m. on the submittal date shown on the schedule. All items required must be included with your submittal (this includes soil work, drainage reports, traffic reports/studies, fire flow etc. - when required). Please consult the project's checklist to ensure that you have all items required for submittal or your project will not be placed on the agenda. Planning staff will provide neighbor notification letter/address list that needs to be sent out by applicant.

If approved by the Planning Board, Conditional Use Permits must be ratified by the Quorum Court. This ratification usually takes place at the next regularly scheduled Quorum Court meeting. Any applicant or member of the public may appeal the approval or denial of a CUP within thirty (30) days of the Planning Board's decision. Contact the Planning Office for appeal forms and additional details.