Residential Building Planning Approval Process
Application Requirements and Information

1. Draw a site plan with the following details:
   a) Property lines;
   b) Existing structures;
   c) Proposed additions;
   d) Property address;
   e) Building height;
   f) Distance from closest point of the new addition to the property line for every side;

2. Email the site plan and the Residential Building Planning Approval Form to the Planning Division of the Community Development Department at planning@rogersar.gov. A staff member will review and be in contact with you.

3. Once the planning division has signed off on the form, it will be sent over to the Risk Reduction Division. You may contact their office at 479-621-1100.

NOTES:
- This site plan does not constitute approval of a building permit. A separate building permit is required from the Risk Reduction Division before any construction may start.
- Any new construction that has received approval of a variance must have a recorded setback reduction survey provided with their application.
RESIDENTIAL BUILDING PLANNING APPROVAL FORM

Applicant: _______________________________ Applicant Email: ______________________

Property Address: ________________________________________________________________

I, _____________________________________, confirm the site plan provided for approval of this form is accurate to the best of my knowledge. I understand that I will be responsible for locating my property lines and confirming measurements as shown on the site plan.

_________________________________________________________  ______________________________________________
Building Permit Applicant Signature  Title

OFFICE USE ONLY

Lot: _______  Block: _______  Subdivision: ____________________________________________

Zoning: ________________________________

SETBACK INFORMATION:


Setbacks are to be measured from a properly staked property line or right-of-way, whichever is closest. Setback information provided here may not include all easements.

HEIGHT INFORMATION:

Type of Structure: ___________________________  Height Limit: __________________________

FLOODPLAIN INFORMATION:

Floodway: Y / N  Floodplain: Y / N

Minimum Finished Floor Elevation: ______________

Slab shall be a minimum of 12 inches above the highest adjacent curb gutterline.

____________________________________  _________________________________________
Planning Staff Approval  Date
How to Draw a Basic Site Plan

1. Determine the size of the property and the dimensions of the building.
2. Draw the boundaries of the property and the building.
3. Label the streets, alleys, and any other relevant features.
4. Indicate the direction of north.
5. Use arrows to show the orientations of the building and its parts.

The Inspection Department recommends using a scale for the plan that you draw as close to scale as possible.