

**WEST MEMPHIS DESIGN REVIEW COMMISSION  
APPLICATION COVER SHEET**

**I.) PREAPPLICATION CONFERENCE** - Before any plans are presented, the applicant or designated representative should meet with the Planning and Development staff to discuss the proposed project. After the preapplication conference, an application will be furnished to the developer/applicant.

**II.) APPLICATION SUBMITTAL PROCESS** - The completed application, along with (8) sets of plans (8" x 14") and one full size set of preliminary (detailed plans) must be returned to the DRC Coordinator, at least (10) days prior to the meeting date, showing: lot; lot dimensions; curb cuts; hardsurfaced parking with the number of stripped parking spaces (to include handicap parking with striping and signage); sign location and details; building location and setbacks; building elevations; and landscaping.

The application includes a check list of items to be included in the plans. Staff will review the plans for completeness and contact the applicant if additional information is needed. This information must be provided before the meeting date, or the case will be deferred until the next regular meeting.

**III.) MEETING DATE:** The Design Review Commission meets twice monthly, the second (2) and fourth (4) Thursday of each month, except for months where holidays interrupt the regular schedule. All meeting are held at 4:00 P.M., at City Hall, 205 South Redding, West Memphis, Arkansas.

**IV.) DEVELOPMENT PLANS** - All plans should be detailed and effectively communicate the thought of the developer and designer, for each aspect of the proposal. Based on the information presented, the Design Review Commission will try to visualize the proposed development on its site.

**\*\*\*\*** Please review application for completeness before returning it to the the DRC Coordinator. This will insure your application is added to the earliest available Design Review Commission Meeting. Incomplete information will result in the application being rejected until such information is provided. If the applicant has questions or needs assistance in completing the application, please contact the Planning and Development Department, or the DRC Coordinator for assistance, at (870) 732 - 7520.

**WEST MEMPHIS  
PLANNING COMMISSION  
APPLICATION**

**CASE NO.**

**SUBMITTAL DATE:**

**RECEIVED BY:**

**1.) PROJECT NAME:**

**SITE ADDRESS:**

**2.) APPLICANT'S NAME:**

**MAILING ADDRESS:**

**CONTACT PHONE NO. \_\_\_\_\_ FAX NO.**

**3.) PROPERTY OWNER: (if different from applicant)**

**MAILING ADDRESS:**

**CONTACT PHONE NO. \_\_\_\_\_ FAX NO.**

**4.) LEGAL DESCRIPTION OF PROJECT SITE AND STREET ADDRESS:**

**5.) TOTAL ACREAGE OF PROJECT SITE:**

**Planning Commission Application**  
**page two**

**6.) EXISTING ZONING AND USES OF ADJACENT PROPERTY: C-1, General**  
**Commercial District**

(NORTH) \_\_\_\_\_ (SOUTH)  
(EAST) \_\_\_\_\_ (WEST)

**7.) PROPOSED ZONING (if requesting zone change):**

**8.) SIGNATURE OF APPLICANT OR REPRESENTATIVE:**

**9.) DATE:**

**15.) CHECK LIST - (The following application check list provides the developer with a list of items to aid in preparing detailed plans for review):**

**I.) VICINITY MAP: .....**

**II.) SITE PLAN - (show following items):**

- a. Property dimensions & setbacks .....**
- b. Location, name & width of streets .....**
- c. Show existing/proposed street improvements .....**
- d. Show location, width and radius of curb cuts .....**
- e. All proposed improvements & existing improvements which will be retained, (to include grading and drainage plan) .....**
- f. Parking spaces & aisles (note dimensions) show flow of traffic (noted by arrows) .....**
- g. Handicap spaces, ramps, signs and stripping .....**
- h. Exterior lighting (existing and new)(pole or wall) .....**
- i. Fencing (show type - existing and new)(note lineal feet) .....**
- j. Trash collection (show required site proof screening) .....**
- k. Mechanical Units (note location and screening if applicable) .....**
- l. Accessory and/or storage structures (other than main structure) (show location and type of construction) .....**

**DRC Application**  
**page four**

- m. Architect / Engineers scale and North/South arrow  
(to be printed on each page of plans) .....
- n. Other site furniture, such as: mailboxes; benches;  
bicycle parking; etc. ....
- o. Landscape design, (to meet code - Zoning Ord.) .....

**16.) TYPE CONSTRUCTION (brief discription):**

**17.) BUILDING ELEVATIONS TO BE SHOWN ON PLANS: .....**

**18.) MATERIALS AND COLORS TO BE NOTED ON PLANS**  
(samples and color charts, or photos): .....

**19.) SECTIONAL DRAWINGS: .....**

**20.) ADDITIONAL INFORMATION:**

**21.) SIGNS:**

- a. Site plan showing location of sign and setbacks: .....
- b. Type of sign(s) (wall, freestanding, etc.):
- c. Dimensions of sign: - Height \_\_\_\_ Dimensions \_\_\_\_ Total square feet =
- d. Colors (include photos or color drawings):

---

**DRC Application**  
**page five**

**e. Type letters:**

**f. Type illumination:** \_\_\_\_\_  
\_\_\_\_\_

**g. If requesting a variance, state reason for variance and type variance being requested:**

**22.) STAFF NOTES AND COMMENTS:**