Washington County Large Scale Development (LSD) Process

Planning/Growth Area: Check to see if your property lies within a Cities' growth/ Planning Area (County Planning office can also find this info for you)

Zoning: Check to see if your property lies within a zoned area of the County (County Planning office can also find this info for you)

Your property lies within a City Planning/Growth area

Your property DOES NOT lie within a City Planning/Growth area

Your property DOES NOT lie within a Zoned area of the County

Your property lies within a Zoned area of the County

Meet with Planning staff to discuss issues or submit a **concept plan** (this step is optional, but recommended)

At this time only the City of Tontitown reviews LSDs within their Planning area. If you are within the City of Tontitown Planning area, you will need to contact the City and proceed through their approval process. Approval processes MAY proceed simultaneously, however, the City's Final Approval is required before the County approval may be given.

Check with County Staff to see if your proposed project use and lot size are compliant with the zoning for this area

Your proposed project use and lots size are compliant

If not- you will need to proceed through the County's CUP approval process. Approval processes *may* proceed simultaneously with LSD submittal, however, the CUP Approval is required before Preliminary LSD approval may be given. Staff recommends either completion of the CUP prior to Preliminary approval, or simultaneous submittal of CUP and Concept Plan. (See CUP flow chart for more details)

Preliminary LSD Submission: Submit application, fees, plans, drainage report, Fire Flow and other materials required by Ordinance no later than submittal deadline shown on yearly schedule

County Planning Department responsible for sending out certified letters 14 days prior to the Planning Board/ Zoning Board of Adjustments Meeting as required by ordinance. Cost of mailing passed along to the applicant/developer.

Technical Review Process: County Staff and Utility companies review Plans and submissions. Meeting date posted on schedule. Applicant or Engineer/ Surveyor should be present at meeting. Comments are distributed to applicant/representative for corrections and changes if needed.

Applicant / Engineer/ Surveyor makes all needed changes to plans and submissions and resubmits by submittal date shown on schedule

If corrections are adequate, project proceeds to the scheduled **Planning Board/ Zoning Board of Adjustments meeting for approval**.

Once approved, contact the County Road Department for details on **Construction Plan Review**, Pre-Construction meeting, and bonding for your proposed improvements

Final LSD Submission and Approval: Once improvements are complete and inspected by Road Department, proceed through submittal and review process as indicated above (with the exception of notification letters), i.e. submit on required date, attend tech review, resubmit any changes, and attend the Planning Board/ Zoning Board of Adjustments meeting