

## COMMERCIAL DEVELOPMENT - PROCEDURE

### I. GENERAL

The Architectural Control Committee (ACC), in order to protect the general character, appearance and use of Hot Springs Village and to protect and enhance the property values and environment of Hot Springs Village, do hereby establish minimum requirements for the application of construction permits for commercial development within Hot Springs Village. The application request must meet the current Arkansas Fire Prevention Code Volume II, Arkansas Mechanical Code, Arkansas Plumbing Code, & the National Electrical Code.

These minimum requirements are essential in order for the Committee to evaluate commercial construction with regard to nature, kind, shape, height, materials, location and harmony of the exterior design with the surroundings and topography.

Commercial development shall be interpreted to include, but not necessarily limited to the following building types:

- Retail Sales & Services
- Professional and Personal Services
- Financial Facilities
- Religious Facilities
- Health Facilities
- Industrial and storage Facilities

### II. PRELIMINARY PERMIT REVIEW

Any applicant intending to make application to the ACC for a permit for Commercial construction within Hot Springs Village, must first submit for the Committee's review a preliminary package of information indicating the proposed development.

This package of preliminary information shall include the following items:

#### 1. UTILITY, TOPOGRAPHIC AND WATER FLOW PLAN

This plan prepared at a scale of 1" = 20'-0" prepared by a registered civil engineer shall indicate the following:

- (a) Location of all utilities on and adjacent to the site, including power and telephone lines, sanitary sewer lines, underground drainage lines and drainage culverts.
- (b) Location of all property lines, building setback lines and utility easements.
- (c) Distances from the centerlines of adjacent streets to the property lines plus location of edge of paved road surfaces.
- (d) Location of all road right-of-ways.
- (e) Indication of proposed surface water drainage from all on-site impervious paving areas.
- (f) Indicate existing topographic contours and proposed grading plan.

#### 2. SCHEMATIC SITE DEVELOPMENT PLAN

This plan, prepared at a scale of 1/20" = 1' -0", shall indicate the following:

- (a) Site ingress and egress from adjacent streets.
- (b) Indicate the location and quantity of all on-site parking to allow the ACC to evaluate the adequacy of parking for the intended use of the property. Note: Parking areas parallel to adjacent roadways are discouraged.
- (c) Indicate location and configurations of all buildings and site amenities.
- (d) Denote total floor area, number of stories and height of buildings.

In the event that the applicant is intending to only develop a portion of the total property, and the application is for only the initial phase of development, the applicant shall:

- (a) Clearly indicate the proposed initial development AREA and denote as PHASE I DEVELOPMENT on the plan.
- (b) Illustrate on the drawing all subsequent phases of development on the property, indicating proposed buildings and associated parking areas and internal traffic circulation. This plan may be schematic in nature, but should reflect the developer's best projection with regard to the eventual development of the entire property.

**3. SCHEMATIC LANDSCAPE PLAN**

This plan, prepared at a scale of 1" = 20'-0", and prepared by a registered landscape architect, shall indicate the following:

- (a) Indicate the location of all existing mature hardwood species of trees that the developer proposes to retain as an overall part of the property landscape plan. The ACC encourages the landscape architect to incorporate into their design the retention of existing hardwood trees where at all possible.
- (b) Indicate the proposed landscape plan incorporating new trees, shrubs and planting areas and grass lawns to enhance the property and screen paved parking areas.
- (c) Indicate all proposed site landscape amenities such as planters, rockwork, retaining walls, fountains and outdoor seating areas.
- (d) Indicate on the drawing that all landscaped areas will be provided with an underground irrigation system.

**4. BUILDING ELEVATIONS**

The applicant shall submit elevations of the proposed building, indicating the size, configuration, building materials and exterior design.

**III. OTHER REVIEW AND APPROVAL**

**1. The Public Works Department shall review the drawings and plans with respect to roadway ingress, egress and utility connections (water, sewer, & power).**

**2. The Accounting Departments shall review the drawings and plans with respect to requirements of recorded plats, recorded deed, and a supplemental declaration.**

The ACC and the Planning & Inspections Department shall review the drawings with respect to meeting applicable building codes, and the Public Works Department with respect to engineering and utility requirements.

The ACC may, where appropriate, meet with the applicant to discuss aspects of the development package.

After their review, the ACC will advise the applicant of the approval of their preliminary development package, along with such additions, revisions or deletions that the ACC determine to be required in order to consider a building permit.

**IV. FINAL DEVELOPMENT PLAN**

Based upon the ACC's approval of the Preliminary Development Package, the applicant shall revise the drawings and submit a final application for a building permit.

**V. Standard Zoning and Parking Requirements**

These spaces are minimum requirements. Handicap Requirements must be added .

Business (1) Space per 250 sf; plus (1) Delivery space

Food and Drink Establishments (1) Space per 3 Fixed seating; plus (1) per each 45 sf of seating area with non fixed seating; plus (1) Delivery space

Drive Through (1) Space per 60 sf; plus (1) Delivery space

Funeral Homes (1) space per each 3 fixed seats; plus (1) space per each 3 occupants in assembly areas with non fixed seating  
Bars (1) Space per each 3 occupants; plus (1) Delivery space  
Personal Service (1) Space per 250 sf; plus (1) Delivery space  
Retail (1) space per 250 sf; plus (1) Delivery space  
Churches and Assemblies (1) Space per each 3 occupants

VI. **Disclaimer:**

**No warranty is made or implied to any individual property owner that the actions of the ACC in the approval process to obtain a HSV Building Permit is intended as a tacit approval of the quality, safety, desirability or suitability of such design or construction.**

**CHECK LIST - COMMERCIAL PERMIT APPLICATION**

1. Architect's or Engineer's stamp & signature registered by the State of Arkansas. Two sets of plans and specifications which will include foundation, floor plan, four elevations (front, rear, left and right) plumbing, electrical, heating & air and fire systems.
2. Public Works approval.
3. Accounting Department approval.
4. Copy of recorded plat.
5. Copy of the recorded deed.
6. Copy of the recorded Supplemental Declaration of Covenants & Restrictions.
7. Certified plot survey.
8. Two (2) plot plans (scale 1 inch = 20 feet). The following shall be on all Plot Plans submitted.
  - a. Corner pins and three set stakes shown with location dimensioned and measured from a different property line, i.e., left, right, front and/or rear and locate 3 different corners of the building.
  - b. Building Setback and Easement Lines.
  - c. Building location within the lot with proposed floor elevations.
  - d. Location of A/C pad, patio, sidewalks, any concrete at grade level.
  - e. Grading plans with existing and proposed contours at 2 foot intervals.
  - f. Status of adjacent lots (vacant or with structure and show the location of the structure).
  - g. Drainage easements and direction of flow must be shown and identified.
  - h. Encroachments (Surveyor's certification must state whether or not there are encroachments).
  - i. Public Works will size culvert.
  - j. Landscaping plan.
  - k. Parking plan.
  - l. Sign location on plot plan.
  - m. Fence location on plot plan.
9. State approval of the plumbing plans.
10. Performance Bond

- 11. Worker's Compensation Policy & General Liability.
- 12. Builder's Risk Policy – Planning & Inspections Dept. shown as certificate holder.
- 13. Financial statement.
- 14. Final As-Built Survey required before final inspection.
- 15. The project must be approved by the P.O.A. Fire Chief or Designee.
- 16. Signed Fire Policy.
- 17. Load Calculation for HVAC/R
- 18. Any and all exterior signs must have separate approval by the A.C.C. (See Commercial Sign Procedure).
- 19. Plan Review Fee \$100.00 up to 2000 sq. ft. plus .02 for every foot over 2000 sq. ft.
- 20. Utility Connection Fees:
 

Public Works Fee	\$1500.00
Water Meter Deposit	\$ 50.00
Electric Fee	\$ 630.00
Holding Tank (estimated cost)	<u>\$4000.00</u>
Total	<u>\$6180.00</u>

(unless POA installs water & sewer lines)

NOTE: Water & Sewer, if installed by P.O.A., are as follows:

WATER FEE:	\$420.00
SEWER FEE:	<u>\$470.00</u>
TOTAL	<u>\$890.00</u>

- 21. HVAC/R FEES: 2% of the HVAC/R job or a minimum of \$50.00

Amount of HVAC/R Job	Total HVAC/R Fee

**NOTE:** Estimated costs are based on estimates of current materials and installation costs.

A final invoice for additional charges owed or a check for a refund will be made payable to \_\_\_\_\_ for the actual cost of the holding tank.

Applicants should fully understand that depending upon the lot, building location, and other physical conditions, the actual costs may be considerably more than the estimated costs.

Owner's Signature	Date

- 22. Permit Fee: \$240.00 - first 1000 sq. ft. plus .40 cents each add. sq.ft.
- 23. This permit is valid for one year from date of issuance. Commercial buildings that exceed the designated one year, will be charged a re-filing fee of **\$400.00**

- 24. If you will need more than one year to complete the commercial building you may purchase a three month extension for **\$200.00** \_\_\_\_\_
- 25. Total fee due \_\_\_\_\_

Rev. 10-16-00, Revised 2-20-02, Revised 4-18-02, B.O.D. 10-1-03, Revised 3-2-04 11-16-05, 7-6-06 ACC, 1-1-07 Rev. 6-7-2007, Rev. 1-1-08, Rev. 4-17-08, 10-22-08, B.O.D. 9-21-11

**FIRE POLICY**

**Section 1. Purpose**

To establish guidelines for the burning of wood, wood products, leaves, yard waste, trees and similar items.

**Section 2. Regulation**

All open burning is prohibited without the written permission of the Director, Department of Public Safety, the Fire Chief, the Fire Marshal, or the designee of the Director, Department of Public Safety.

During periods of a “burn ban” declaration by the county judge of Garland, or Saline Counties, no burn permits will be authorized.

Burn barrels at construction sites are prohibited on job sites between April 1 and October 31. Warming barrels will be permitted on job sites between November 1 and March 31.

Warming barrels are to be used to keep workmen warm, not to get rid of building debris. Only untreated wood products are to be burned in warming barrels. No roofing material, vinyl, PVC, carpet, paper, or other synthetic product is to be burned.

Warming barrels must be kept at least 25 feet away from any structure.

No fire is to be left unattended, or left burning after workmen leave the site.

Warming barrels are not to be used during any burn ban declared by a county judge, or a Hot Springs Village fire official.

Any Fire Department response caused by a warming barrel will subject the contractor listed on the Architectural Committee permit to a service fee as established by the Board of Directors.

**Any Fire Department response caused by a violation of this policy will subject the person, or person(s), responsible to a service fee as established by the Board of Directors.**

Failure on the part of a property owner to pay the service fee may result in appropriate sanctions as determined by the Board of Directors. Failure on the part of a non-property owner to pay the service fee may result in cancellation of work pass privileges and/or gate card privileges.

**Section 3. Enforcement**

- (1) **The Hot Springs Village Property Owners Association shall be the enforcing agency.**
- (2) **The Board of Directors empowers the Hot Springs Village Department of Public Safety to enforce this regulation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adopted 10-76 BOD, Amended 9-26-01, 10-16-01, 11-14-01, 7-17-02, B.O.D. 9-21-11**

**COMMERCIAL PERMIT APPLICATION**

**DATE SUBMITTED** \_\_\_\_\_

**OWNER** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**PHYSICAL ADDRESS OF PROPERTY** \_\_\_\_\_

**LOT** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **SUBDIVISION** \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**CONTRACTOR'S LICENSE #** \_\_\_\_\_

**MASTER PLUMBER** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

**MASTER PLUMBER ADDRESS** \_\_\_\_\_ **PHONE NUMBERS** \_\_\_\_\_

**ELECTRICIAN** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

**ELECTRICIAN ADDRESS** \_\_\_\_\_ **PHONE NUMBERS** \_\_\_\_\_

**HVAC/R CONTRACTOR** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_

**HVAC/R CONTRACTOR ADDRESS** \_\_\_\_\_ **PHONE NUMBERS** \_\_\_\_\_

**FIRE DEPARTMENT APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature of Fire Chief \*or Designee

**PUBLIC WORKS APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature of Director or Designee

**ACCOUNTING DEPARTMENT APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature of Director or Designee

**DESCRIPTION OF NEW COMMERCIAL JOB**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Heated Area Sq. Ft. \_\_\_\_\_

Unheated Area Sq. Ft. \_\_\_\_\_

Total Sq. Ft. \_\_\_\_\_

Total Contract Amount \$ \_\_\_\_\_

Heating & Cooling: Electric \_\_\_\_\_ or LPG \_\_\_\_\_

I certify that the above, together with attached plans and specifications, constitute a true description of the proposed building and of the location on the site of all items of construction will be in accordance with these documents. I further certify that I will comply with the current HSV Covenants & Restrictions, HSV/POA/ACC Procedures, and the following current codes: Arkansas Building Code, Arkansas Plumbing Code, National Electrical Code, & Arkansas Mechanical Code. In addition to the above, the HSV Fire Marshall has the authority to enforce the provisions set forth in the Arkansas Fire Prevention Code, Volume I, Fire.

**OWNER** \_\_\_\_\_ **CONTRACTOR** \_\_\_\_\_

(Signature)

(Signature)

**PROCEDURE FOR COMMERCIAL PERMIT APPLICATION FOR  
COMMERCIAL ACCESSORY BUILDINGS**

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

OWNER'S PHONE \_\_\_\_\_

\*\*I certify that the attached plans and specifications constitute a true description of the proposed building and of the location on the site of all items of construction will be in accordance with these documents. I further certify that I will comply with the \*\*\*International Building Code, National Electric Code, Arkansas Fire Prevention Code, Arkansas State Plumbing code, Arkansas Mechanical Code, Local Regulations, and the Hot Springs Village Declaration and Protective Covenants.

CONTRACTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_ LICENSE # \_\_\_\_\_

PLUMBER'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

PLUMBER'S ADDRESS \_\_\_\_\_

ELECTRICIAN'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

ELECTRICIAN'S ADDRESS \_\_\_\_\_

HVAC/R CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_

HVAC/R CONTRACTOR'S ADDRESS \_\_\_\_\_

FIRE DEPT. APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of Fire Marshall

\* **NOTE:** No open burning allowed in HSV (see attached warming barrel procedure)

SCOPE OF WORK \_\_\_\_\_

\_\_\_\_\_

1. Will paint be same color as that on present structure? Yes \_\_\_\_ No \_\_\_\_
2. Will roof material be same as on present structure? Yes \_\_\_\_ No \_\_\_\_
3. Electrical alterations or additions? Yes \_\_\_\_ No \_\_\_\_
4. Plumbing alterations or additions? Yes \_\_\_\_ No \_\_\_\_

- 5. Square feet of heated area added \_\_\_\_\_ N/A \_\_\_\_\_
- 6. Front and side view of addition showing new work and existing structure?  
Yes \_\_\_\_ No \_\_\_\_
- 7. As-Built Survey showing alteration or addition if outside present building lines?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 8. Load Calculation for HVAC/R? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
- 9. Fire Policy signed?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: THIS PERMIT IS GOOD FOR (12) TWELVE MONTHS FROM DATE OF ISSUANCE. THERE WILL BE A RE-FILING FEE FOR EXPIRED PERMITS.**

8. Fee Structure:

500 square feet	\$40.00	_____
More than 500 square feet	\$40.00 base plus \$.0625	_____
Electric	\$40.00 base plus \$.0625 over 500 sq ft	_____
Plumbing	\$40.00 base plus \$.0625 over 500 sq ft.	_____
HVAC	\$40.00 base plus \$.0625 over 500 sq ft.	_____
Re-filing fee	\$50.00	_____
 Total fee due		 _____

Signature of permit holder: \_\_\_\_\_ Date: \_\_\_\_\_

ADOPTED 2-3-87, ACC, revised 1-4-99, \*Revised 2-20-02, 4-12-02, \*\*4-20-02, \*\*\*BOD 10-1-03, Rev. 8-20-04, BOD 11-16-05 fee increase, Revised 1-1-07 (fee), Revised 1-1-10 (fee)

**PROCEDURE FOR COMMERCIAL PERMIT APPLICATION FOR  
ALTERATIONS AND/OR ADDITIONS**

OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_

OWNER'S PHONE \_\_\_\_\_

\*\*I certify that the attached plans and specifications constitute a true description of the proposed building and of the location on the site of all items of construction will be in accordance with these documents. I further certify that I will comply with the \*\*\*International Building Code, National Electric Code, Arkansas Fire Prevention Code, Arkansas State Plumbing code, Arkansas Mechanical Code, Local Regulations, and the Hot Springs Village Declaration and Protective Covenants.

CONTRACTOR \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CONTRACTOR'S SIGNATURE \_\_\_\_\_ LICENSE # \_\_\_\_\_

PLUMBER'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

PLUMBER'S ADDRESS \_\_\_\_\_

ELECTRICIAN'S NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_

ELECTRICIAN'S ADDRESS \_\_\_\_\_

HVAC/R CONTRACTOR \_\_\_\_\_ LICENSE # \_\_\_\_\_

HVAC/R CONTRACTOR'S ADDRESS \_\_\_\_\_

FIRE DEPT. APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of Fire Marshall

\* **NOTE:** No open burning allowed in HSV (see attached warming barrel procedure)

**PHYSICAL ADDRESS OF PROPERTY:** \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

1. Does such alteration or addition extend beyond present building lines?  
Yes \_\_\_ No \_\_\_
  
2. Will paint be same color as that on present structure? Yes \_\_\_ No \_\_\_
  
3. Will roof material be same as on present structure? Yes \_\_\_ No \_\_\_
  
4. Electrical alterations or additions? Yes \_\_\_ No \_\_\_

5. Plumbing alterations or additions? Yes \_\_\_\_ No \_\_\_\_
6. Square feet of heated area added \_\_\_\_\_
7. Front and side view of addition showing new work and existing structure?  
Yes \_\_\_\_ No \_\_\_\_
8. As-Built Survey showing alteration or addition if outside present building lines?  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Load Calculation for HVAC/R? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Fire Policy signed ?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: THIS PERMIT IS GOOD FOR (12) TWELVE MONTHS FROM DATE OF ISSUANCE. THERE WILL BE A RE-FILING FEE FOR EXPIRED PERMITS.**

Fee Structure:

Basic	\$80.00 plus .0625 per square foot heated space added	_____
Electrical	\$80.00 base plus \$.0625 per square foot heated space added	_____
Plumbing	\$80.00 base plus \$.0625 per square foot heated space added	_____
HVAC/R	\$80.00 base plus \$.0625 per square foot heated space added	_____
Commercial Plan Review Fee:		
Less than 2000 sq. ft.	\$100.00	_____
More than 2000 sq. ft.	\$100.00 plus \$.02 sq. ft.	_____
Re-Filing	\$50.00	_____
Total fee due		_____

Signature of permit holder: \_\_\_\_\_ Date: \_\_\_\_\_

ADOPTED 2-3-87, ACC, revised 1-4-99, \*Revised 2-20-02, 4-12-02, \*\*4-20-02, \*\*\*BOD 10-1-03, Rev. 8-20-04, BOD 11-16-05 fee increase, Revised 1-1-07 (fee), Revised 1-1-10 (fee), Revised 11-3-2010 (fee)