



# Incidental Subdivision

**Application & Checklist-**Your application will not be processed unless all required information and items are provided with submittal

**Project Name:** (Owners Name -Minor Subdivision) \_\_\_\_\_

**Project type:** Minor Subdivision (split 5 lots or less) \_\_\_\_\_ Property Line Adjustment \_\_\_\_\_ Correction Plat \_\_\_\_\_

**Property Owners Information:**

Owners Name: \_\_\_\_\_ Parcel # \_\_\_\_\_

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Surveyor Information:**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Engineer Information:**

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Property Owner/ Authorized Agent:** I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, 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 application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval. I certify that I am the owner or authorized agent of the property that is the subject of this application.

This approval does NOT exempt these divisions from required approvals by the Arkansas State Health Department. Contact a Health Department sanitarian at (479) 521-8181 ext. 2115 for compliance requirements.

If land clearing of one acre or more is planned on this property, a storm water permit from the Arkansas Department of Environmental Quality will be required. Permit information can be found at <https://www.adeg.state.ar.us/water/permits/npdes/stormwater/> or by calling 501-682-0620.

This approval is based on the information submitted and does not, in any way, hold City of Tontitown liable for the accuracy or legality of the information submitted by the applicant.

- This approval does not guarantee any of the following:
- Delivery of public water or sewer service.
- Delivery of any other utility service.
- Improvements to any affected City Streets or County Roads.
- Approval from the Arkansas Department of Health.
- Access to the property via easements or otherwise either known or unknown.

Owners/Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**Checklist: Due at time of submittal:**

Brief description of the project

Payment #(1)

PDF of ALL documents #(2)

2 Printed Hard Copies #(3)

Copy of Warranty Deed #(10)

Worksheet included w/initials under Applicant's Initials that all items on worksheet are addresses.

**Incidental Subdivision Process Flow:**

- Complete application and checklist
- Submit complete set listed above to City for review
- City staff / engineers review for compliance
- Comments/updates returned back to applicant for corrections to plat (only PDF required on revisions, no hard copies)
- Upon resubmittal, City staff / engineer review for compliance
- Upon approval by City staff / engineer, city will contact applicant for final file hard copies to be prepared for signatures and filing.
- If plat is outside of City limits, but in planning area, the signed plats MUST be presented and approved by Washington county Planning office BEFORE filing.
- After filing, the City will need two (2) filed copies of plat returned to the City within 48 hours of filing.

§ 152.116 CERTIFICATES.

**(B) Final plats, lot splits/property line adjustments.**

**(1) Certificate of Ownership.**

We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do hereby lay off, plat, subdivide said real estate in accordance with this plat and do hereby dedicate to the use of the public the streets, alleys, drives, and easements as shown on said plat.

Date of Execution: \_\_\_\_\_

Signed : \_\_\_\_\_

Name & Address: \_\_\_\_\_

**(2) Certificate of Surveying Accuracy.**

I, \_\_\_\_\_, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers and lot corners shown hereon actually exist and their location, type and material are correctly shown and all minimum requirements of the Arkansas Minimum Standards for Land Surveyors have been met.

Date of Execution: \_\_\_\_\_

Signed: \_\_\_\_\_

Registered Land Surveyor

State of Arkansas Registration No. \_\_\_\_\_

**(3) Certificate of Approval.**

Pursuant to the City of Tontitown Subdivision Regulations and all other conditions and approvals having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of the said rules and regulations.

This approval does not guarantee any of the following:

1. Delivery of public water or sewer service.
2. Delivery of any other utility service.
3. Improvements to any affected City Streets or County Roads.
4. Approval from the Arkansas Department of Health.
5. Access to the property via easements or otherwise either known or unknown.

Date of Execution: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairman, Tontitown Planning Commission

Signed: \_\_\_\_\_

Mayor, City of Tontitown

Signed: \_\_\_\_\_

Recorder/Treasurer, City of Tontitown

(Ord. 2013-04-417, passed 4-2-13; Am. Ord. 2013-09-440, § 152.800.02, passed 9-3-13; Am. Ord. 2016-09-597, passed 9-7-16; Am. Ord. 2017-02-616, passed 2-7-17)



Staff Initials & Date		Project Name:	Parcel #	Date									
		Project Address:	<u>City Limits or Planning Area (Circle)</u>										
		Engineer Name:	Phone#:	Email:									
		Surveyor Name:	Phone#:	Email:									
<b>APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL ITEMS ARE ARE IN HAND</b>													
Staff Noted Deficiencies As Marked - City Engineer	Staff Noted Deficiencies As Marked - Planning Clerk	<h1>General Requirements</h1>						Incidental subdivision	Final Plat	Large Scale Development	Planned Unit Development	Preliminary Plat	Apoplicant's initials
		1	Payment of application fees. Fee rates - <b>Refer to Chapter 155</b>					√	√	√	√	√	
		2	PDF required for plat or plan.					√	√	√	√	√	
		3	Two (2) Hard printed copies of the plat or plan sized appropriate to scale with title information on the outside with a PDF copy of this document. Printed copies for review may be presented at 1"=20', 1'=50', or any normal scale adequate to show the necessary detail of all the required information).					√	√	√	√	√	
		4	Provide Vertical Datum					√	√	√	√	√	
		5	Provide Horizontal Datum						√			√	
		6	<b>Required for Final Submittal:</b> DWG format to 1"=100' scale. "All DWG files submitted shall be on Arkansas State Plane North coordinate system. The Plat should meet minimum standards as set forth by the State Land Surveyor's Office. When the basis of direction is derived from the Arkansas Coordinate System 1983 (geodetic or grid), the convergence angle and, if the distances have been converted to ground. The Combination Adjustment Factor shall be show with a notation specifying the location where the calculations were make.					√	√	√	√	√	
		7	One (1) Drainage Report plus 1 copy in PDF format, grading and soil erosion plan (sites over one (1) acre). Refer to the drainage criteria Manual found at this link:							√			
		a.	<a href="http://www.tontitown.com/pdfs/TontitownDrainageCriteriaManual.pdf">http://www.tontitown.com/pdfs/TontitownDrainageCriteriaManual.pdf</a>										
		8	Lighting.										
		a.	Lighting Cut Sheet. The type of lighting fixture utilized must be a "cut-off" fixture.							√			
		b.	Lighting Plan with luminosity plan in compliance with <b>Chapter 152.150</b>							√			
		9	Architectural Drawing Elevations (24" wide by 36" high) as well as a PDF copy of this document. Showing each side of the structure, all entrances, windows, site objects and fixtures to include color and type of material.							√			
		10	Copy of the warranty deed showing ownership of property.					√	√	√	√	√	
		11	Copy of the recorded plat.					√	√	√	√	√	
		12	Property lines of all property owners adjacent to the exterior boundaries of the project shall be located on the plat at the location of their property. Include property owner name, parcel number and zoning.					√	√	√	√	√	
		13	Names, addresses, telephone number,e-mail addresses and fax numbers, if available, of all parties involved in project. Include registration and license number.					√	√	√	√	√	
		14	North arrow, scale, dates of preparation, zoning classification, and proposed use.					√	√	√	√	√	
		15	Title block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, and revisions. (Note: Preliminary Plats must have a subdivision name.) <b>Incidental Subdivision must read Client's Name - Minor Subdivision, Property Line Adjustment, etc.</b>					√	√	√	√	√	
		16	Provide a complete and accurate legend.					√	√	√	√	√	
		17	Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress. <b>**If N/A-State in Notes on Cover Sheet**</b> . .					√	√	√	√	√	
		18	Boundary survey of the property shown on the plat/plan or separate sheet. The surveyor shall seal, sign, and date the survey. The survey shall be tied to State Plane Coordinates on two controlling corners of the property. See also, Item No. 2 requirements					√		√	√	√	
		19	Point-of-beginning from a permanent well-defined reference point if property is described with a metes and bounds description. This <b>P.O.B shall be clearly labeled</b> on the drawing.					√	√	√	√	√	
		20	Curve data for any street, which forms a project boundary. Curve data shall include radius and arc distance.					√		√	√	√	
		21	Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W needs as determined by the AHTD and Master Street Plan. Future R.O.W as well as existing R.O.W. and centerlines should be shown and dimensioned. All future R.O.W. shall be dedicated on drawing.					√	√	√	√	√	
		22	If located within the Floodplain, show 100 yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date. <b>**If N/A-State in Notes on Cover Sheet**</b> . .					√	√	√	√	√	

# General Requirements

Staff Noted Deficiencies As Marked - City Engineer	Staff Noted Deficiencies As Marked - Planning Clerk			Incidental subdivision	Final Plat	Large Scale Development	Planned Unit Development	Preliminary Plat	Apolicant's Initials
		23	Provide a benchmark (IF WITHIN 1/2 MILE) - clearly defined with an Accuracy of 1/100'. This Benchmark must be tied to USGS Datum. State which USGS Datum.		√	√	√	√	
		24	Indicate spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement and ditch inverts and culverts.			√		√	
		25	Provide a general vicinity map of the project with a radius of 1 mile from the project.	√	√	√	√	√	
		26	Provide existing and proposed topographic information with source of the information noted. Show:						
		a.	Two-foot contour interval for ground slope between level and ten percent.			√	√	√	
		b.	Five-foot contour intervals for ground slope exceeding ten percent.			√	√	√	
		c.	Contours of adjacent land within 100 feet of the project shall also be shown.			√	√	√	
		27	The location of all existing structures. On large-scale developments, show the location of proposed buildings and square feet. Dimension building and setbacks from the building side to property lines.	√		√	√	√	
		28	Provide written legal descriptions including area in square feet or acres that read clockwise. (Note: If the project is contained in more than one tract, the legal description for each individual tract and a total tract description must be provided.)	√	√	√	√	√	
		29	Sign-off block. <b>See Section 152.116 Certificates</b>	√	√	√	√	√	
		30	Revision block.	√	√	√	√	√	

## Existing Utilities

		31	Show all known on-site and off-site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.	√		√	√	√	
		32	Existing easements shall show the name of the easement holder and purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.	√	√	√	√	√	
		33	Regarding all proposed storm sewer structures and drainage structures:						
		a.	Provide structure locations and types.			√	√	√	
		b.	Provide pipe types and sizes.			√	√	√	

## Proposed Utilities

		34	Regarding all proposed sanitary sewer systems: If you should have system design questions, please contact the City of Tontitown Water Department before submittal.						
		a.	Provide pipe locations, sizes and types			√	√	√	
		b.	Manhole locations of rim and invert elevations			√	√	√	
		c.	Profiles including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity.			√	√	√	
		d.	Provide plan and route for access to all manholes.			√	√	√	
		e.	If lift-station is proposed, submit plans to the Water Department Engineer.			√	√	√	
		f.	Show off-site plans (if applicable) for gravity sewer and force mains serving development.			√	√	√	
		35	Indicate the occurrence of any previous overflow problems of Sewer or Septic Systems on-site or in the proximity of the site. (Contact Water Department at 479-361-2700.)	√		√	√	√	
		36	Show any <b>proposed and/or existing</b> location(s) of septic tank(s) and lateral fields including detail of leachate pipes and drain fill material. <b>Show primary and alternate lateral field areas. Make note on plat for Soil Morphology requirement if absorption field is not clearly defined.</b>	√		√	√	√	
		a.	At a minimum, provide web soil survey as provided by the National Cooperative Soil Survey with description of soil type.	√		√	√	√	
		37	Regarding all proposed water systems, on or near the site:						
		a.	Provide pipe locations, types and sizes.	√		√	√	√	
		b.	Show that design of the water and sewer utilities will not conflict with other underground utilities, and provide clear copy.	√		√	√	√	
		38	Note the static pressure and flow of the nearest hydrant. <b>**If N/A-State in Notes on Cover Sheet**.</b>		√	√	√	√	
		39	Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.			√	√	√	
		40	Locations of all related utility structures (pedestals, poles, etc.).	√		√	√	√	
		41	Locations of all utility lines (note whether the line is below or above ground).	√		√	√	√	
		42	A note shall be placed where streets will be constructed under the existing overhead facilities and the approximate change in elevation for the proposed street.			√	√	√	
		43	The width, approximate locations, and purposes of all proposed easements or rights of way for utilities, drainage, sewers, floor control, ingress/egress or other public purposes within and adjacent to the project.	√	√	√	√	√	

# General Requirements

Staff Noted Deficiencies As Marked - City Engineer	Staff Noted Deficiencies As Marked - Planning Clerk		Incidental subdivision	Final Plat	Large Scale Development	Planned Unit Development	Preliminary Plat	Applicant's Initials
<b>Proposed and Existing Streets, Rights-of-Way, and Easements</b>								
	44	A layout of adjoining property (within 300') in sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements.			v	v	v	
	45	Identify and dimension all access easements, including ingress and egress.	v	v	v	v	v	
	46	A preliminary easement plat may be required by the Planning department depending on the number and location of easements. After construction of the approved large-scale development, seven (7) full size final easement plats must be submitted to the Planning Department.			v	v		
	47	Indicate the location, widths, grades, and names (avoid using first names of people for new streets) of all existing and proposed streets, alleys, paths, and other rights-of-way, whether public or private, within and adjacent to the project; private easements within and adjacent to the project; and the radius of each centerline curve. Curve/arc of streets should include radius and arc distance data on survey or plat. Private streets shall be clearly indicated and named. Street names must clearly be indicated. Street names will need to be provided and approved prior to final plat acceptance. Names shall be final as approved on the Preliminary Plat. All items shall be dimensioned and labeled if previously dedicated per a separate document. <b>See Section 152.235-152.998.</b>		v	v	v	v	
<b>Subdivision of Land</b>								
	48	The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. Lots shall be numbered consecutively for all phases. These numbers shall be associated with each phase of subdivision. Avoid using blocks. The total number of lots shall be indicated on the plat. Subdivision names shall be shown and final as approved on the Preliminary Plat.	v	v		v	v	
	49	The designation of all "out lots" and anticipated uses, if known.		v		v	v	
	50	For phased development, a plat showing all phases is required.	v			v	v	
<b>Site Specific Information</b>								
	51	Indicate the location of any known existing erosion problems on-site or within 100' downstream of the property. Provide locations and type of all stormwater runoff control devices and improvements as part of the overall stormwater pollution prevention plan for the project site. <b>**If N/A-State in Notes on Cover Sheet**..</b>	v		v	v	v	
	52	Indicate the location of any known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project. <b>**If N/A-State in Notes on Cover Sheet**..</b>	v		v	v	v	
	53	An index including acreage before and after the subdivision. <b>(Required if 6 lots or more)</b>			v	v	v	
	54	Indicate the location of any known existing or proposed ground leases or access agreements, if known (e.g. shared parking lots, drives, areas of land that will be leased). List any deeded mineral, gas and oil rights and registry recording information.			v	v	v	
	55	Indicate the location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)			v	v	v	
	56	The boundaries, acreage, and the use of existing and proposed public areas in and adjacent to the project. If land is to be offered for dedication for park and recreation purposes it shall be designated on documents submitted for approval and acceptance by the City of Tontitown.		v	v	v	v	
	57	Indicate the use and list in a table the number of units and bedrooms.			v	v		
	58	For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.			v	v		
	59	Indicate the location and size of existing and proposed signs, if any. In compliance with <b>Code Sec. 153.089</b>			v	v	v	
	60	Indicate the location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side property line and surrounding intersections.			v	v	v	
	61	Indicate the location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces. Parking should be in accordance with <b>Code Sec. 153.101 153.102</b>			v	v		
	62	Indicate the location of buffer strips, fences or screen walls, where required. <b>Code Sec. 153.103-153.107</b>			v	v	v	
	63	Indicate the location of garbage service.			v	v		
	64	A description of commonly held areas, if applicable.		v	v	v	v	
	65	Draft of covenants, conditions, and restrictions, if any.		v	v	v	v	
	66	A written description of requested waivers from any city requirement. <b>Code Sec. 152.117</b>	v	v	v	v	v	

# General Requirements

Staff Noted Deficiencies As Marked - City Engineer	Staff Noted Deficiencies As Marked - Planning Clerk		Incidental subdivision	Final Plat	Large Scale Development	Planned Unit Development	Preliminary Plat	Applicant's Initials
		<b>67</b> Show required building setbacks. For large-scale developments, provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Adjustment for proposed setbacks less than those set forth in the zoning district.	√	√	√	√	√	
		<b>68</b> Indicate the size, location, and type of all existing trees over six inches (6") in diameter (DBH) except in areas determined by the City Planning Department to be heavily wooded.			√	√		
		<b>69</b> Provide a Landscape plan, including irrigation. <b>Code Sec. 153.103</b>			√	√		
		<b>70</b> Provide plan sheet showing that Design Standards for building exterior are in accordance with <b>Code Sec. 152.140-152.152</b>		√	√			
		<b>71</b> Show all sidewalks, existing and proposed in compliance with the Master Street Plan.	√	√	√	√	√	
		<b>72</b> Donated assets. Approved estimate of donated assets, broken down by improvement type (streets, water, electric, sewer, drainage, and sidewalks), as prepared by the engineer-of-record and approved by the City Engineer, or City Council's designee.		√				