



Large-Scale Development

Final Application & Checklist

Application can be found at <http://www.tontitown.com/>

Application # _____

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided. PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED.**

Project Information	Project Name _____ Address _____
	Parcel No. _____ Acreage _____
	Zoning _____

Property Owner	Property Owner _____ Office Phone _____
	Business Name _____ Cell Phone _____
	Mailing Address _____ E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.

Representative	Representative _____ Office Phone _____
	Business Name _____ Cell Phone _____
	Mailing Address _____ E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.

Engineer/ Surveyor/ Architect	Representative _____ Office Phone _____
	Business Name _____ Cell Phone _____
	Mailing Address _____ E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.

Representative Signature	I certify under penalty of perjury 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.	
	Representative Signature _____	Date _____

Owner Signature	I certify under penalty of perjury that I am the owner of the property that is subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)	
	Owner Signature _____	Date _____

Office Use Only	Date Submitted: _____	PC Meeting Date _____	CC Meeting Date _____
	Date Fwd to NWARPC: _____	Permit Fee: \$ _____	Receipt # _____
	Zone: _____ Date Approved _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____



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Policy and Procedure for Release of Surety:

1. The City will participate in one letter of credit reduction (i.e. use it wisely).
2. At the time of Final Inspection request, the developer's engineer submits certification to City that the development is complete.
3. Final inspection of remaining bonded items.
4. Developer's engineer prepares the following documents:
 - a) As built drawings - hard copy and digital form
 - b) Maintenance bond for remaining items
 - c) Copy of donated assets
5. Letter of credit/cash is released to developer.

Policy and Procedure for Filing Projects:

To facilitate the filing of projects in a timely fashion, the following procedure shall be utilized:

1. Plat is approved by Planning Commission and/or City Council. One Mylar copy (for City) and two originals (for County) are prepared for signatures.
2. Developer's representative obtains the following signatures:
 - a. Owner and public notary signatures
 - b. Surveyor's signature
 - c. Utility signatures (including City)
3. Present two original copies to the Planning Office. City will obtain remaining signatures (Mayor, City Clerk, and Planning Commission Chair).
4. The City will file the two originals at the courthouse.
5. The original Mylar and one original paper copy are filed in the Planning Office and posted on the GIS System.

The City will not issue and address and/or building permit until the original copies are received. If you should have any questions, call the Planning Office at 479-361-2700

Please note:

- All approved projects must be filed within 30 days of approval. Plats not filed within 30 days will be considered invalid by the City and will require re-approval.
- The City will not accept work from any party (ies) not complying with the procedures.
- **Owner/Applicant must request final inspection pursuant Code Section § 152.700.10 FINAL INSPECTION found at:**

[http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter152subdivisions?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown_ar\\$anc=JD_152.700.10](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter152subdivisions?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=JD_152.700.10)



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GIS Requirements for “Final Project Application” are required per City Codes 152.900:

The required ACAD file shall contain at a minimum **all items** shown visibly on the submitted original signed and sealed documents (may exclude professional seal). This includes both the Final Project and all As-Built documents.

The Final Project and As-Built Documents bearing and coordinate system shall be based on State Plane Coordinates using as a basis of bearings the City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums. (This is to include both the original signed and sealed documents as well as all electronic files submitted.)

The Final Project drawing shall label at least 2 exterior boundary corners with State Plane Coordinates (based on City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums.) The Final Plat Electronic files submitted shall be placed in direct relationship to the above stated Coordinate system.

The Final Project drawing shall identify at least 2 on site monuments found or placed and existing at the time of Final Plat Approval. The monuments shall be of a type acceptable to the City of Tontitown. The Land Surveyor of Record shall be responsible for stating on the Project to be filed the State Plane Coordinates and Elevation both to the nearest 0.01' of a foot. (Said information to be based on City of Tontitown GIS Monuments or Monuments of equal or higher order utilizing the same datums.)

Any new, on or off-site easement, Right-of-way, deed restriction, or covenant documents effecting the submittal shall be provided in a (*.pdf) file format showing a copy of the original recorded document including Recorders stamp and all required signatures.

PLEASE USE FORM BELOW FOR RECORDING NEW MONUMENTS



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GIS Monument Network Monument Documentation Form

New monument # 1:

Northing	Easting	Elevation	Surveyor RLS #	Description of Location

New monument # 2:

Northing	Easting	Elevation	Surveyor RLS #	Description of Location

References to Tontitown GIS Network Monuments: (2 minimum)*

GIS #	New Monument #	Distance	Bearing	Existing Monument Condition (i.e. Buried, Bent, Good)	Date Found

* Ordinance 2006-12-280 requires that at least one (1) of the new monuments you set to be referenced to at least two (2) separate existing monuments in the Tontitown GIS Network.

Add sheets as needed for additional description of new monuments locations.

Date: _____

Development Name: _____

Surveyor Name: _____

Surveyor Signature: _____

Company Name: _____

Please place surveyor's seal with signature and date inside box.



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ORDINANCE NO. _____

AN ORDINANCE ACCEPTING THE FINAL PROJECT OF _____

WHEREAS, there has been duly presented to the Planning Commission, pursuant to Chapter 152 of the Tontitown Code of Ordinances, a plat to subdivide certain lands within the planning jurisdiction of the City of Tontitown; and

WHEREAS, certain street, utility, and other improvements, as well as easement and right-of-way dedications, were required as a condition of plat approval; and

WHEREAS, certification and verification has been received that all required dedications are shown on the final plat, and that all required improvements have been installed; and

WHEREAS, the Tontitown Planning Commission has granted final plat approval, and recommends City Council approval of the plat, and acceptance of all public facility improvements associated therewith.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONTITOWN, ARKANSAS:

SECTION 1. That the final plat of _____, including all easement and right-of-way dedications shown thereon, is hereby approved.

SECTION 2. That all street, utility, and other public facility improvements required and constructed as part of this subdivision, are hereby accepted as public facilities, and shall, henceforth, be subject to city maintenance, upkeep, and care.

PASSED AND APPROVED THIS _____ DAY OF _____, 20__.

Mayor

Recorder