

CITY OF HIGHFILL, ARKANSAS

APPLICATION & CHECKLIST FOR A PRELIMINARY PLAT

STAFF USE ONLY

Date Application Submitted _____
Date Accepted as Complete _____
Case Number _____

FEE: \$500.00
(plus \$20.00 per lot)

APPLICATION:

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 this information is furnished.

GENERAL INFORMATION

Developer _____
Address: _____

Day Phone: _____
Fax #: _____

Representative_ Address: _____

Day Phone: _____
Fax #: _____

Property Owner: _____
Address: _____

Day Phone: _____
Fax #: _____

Indicate where correspondence should be sent:

_____ Applicant
_____ Representative
_____ Owner

PROPERTY DESCRIPTION

Site Address: _____

Attach legal Description of Property. (May be found on deed or current survey of property.)

PRELIMINARY PLAT

Please attach the following documents to this Preliminary Plat Application:

1. A receipt from the city acknowledging payment of the filing fee.
2. Twelve (12) copies of the preliminary plat and related documents listed herein.
3. A Certificate stating that the preliminary plat was prepared by a licensed and qualified engineer or land surveyor
4. A Certificate stating that the accuracy of all survey data was certified by a licensed land surveyor.

When any subdivision of a tract of land is proposed to be made, the developer shall first submit to the City Recorder's Office at least thirty (30) calendar days prior to the Planning Commission meeting at which the plat is to be considered, (a) this Application and (b) the preliminary plat containing the following information:

Preliminary Plat Checklist:*

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Blueline or blackline prints of the proposed subdivision drawn to a scale of not greater than one hundred (100) feet to the inch.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Sheet size no greater than thirty-six (36) inches by forty-eight (48) inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Whenever two (2) or more sheets are required, they are accompanied by an index sheet showing the entire subdivision layout in one (1) sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. A key map showing the tract and its relation to the surrounding area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. The name of the owner <u>and</u> developer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. The name and seal of the registered land surveyor responsible for the survey and contour information on the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The title or name of the subdivision which must not be so similar to that of an existing subdivision as to cause confusion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. North point, date, and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Existing and proposed subdivision restrictive covenants and restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. The location, name, and width of all existing streets, alleys, and easements within or adjacent to the proposed subdivision or within a distance of two hundred (200) feet of the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Physical features of the property to be subdivided, including location and size of all watercourses, ravines, bridges, culverts, existing structures, drainage area in acres draining into the subdivision. This information shall be shown on the contour map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Ground elevation with contours at vertical intervals not exceeding one (1) foot; elevations marked on such contours shall be based on mean sea level elevation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. The plat shall show the actual boundary survey and legal description; however, the layout of the proposed subdivision lots, blocks, and streets may be scaled dimensions. The acreage to be subdivided shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. The proposed plan for the subdivision shall be shown, including all proposed streets and their names. Alleys, easements, width of rights-of ways for streets and alleys, the proposed pavement width and storm drainage shall be shown.

- 15. Source of water supply.
- 16. Plans of proposed utility layouts (water, gas, sanitary sewer, electricity, storm sewer, etc.) and evidence that the appropriate utilities will be provided.
- 17. Typical cross sections of all streets.
- 18. Indication of the use of any lot other than single-family residential, proposed by the subdivider.
- 19. Dimensions in feet and hundredth parts thereof, bearings, and curve data for all lot, block street and street pavement lines.
- 20. Location and description of all section line corners and government survey monuments in or near the subdivision to at least one (1) of which the proposed subdivision shall be referenced
- 21. Building setback lines with dimensions.
- 22. Location and dimensions of all proposed water lines and fire hydrants.
- 23. Street sign locations.
- 24. Streetlight locations.
- 25. Approximate location and description of all property proposed to be dedicated or reserved for public use or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations.
- 26. If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a tentative master plan of the entire subdivision shall be submitted with the preliminary plat of the portion first to be subdivided.
- 27. The master plan shall conform in all respects to the requirements of the sketch plat, except it may be on a scale not more than one (1) inch to four hundred (400) feet.
- 28. The following notice: **“PRELIMINARY PLAT FOR INSPECTION PURPOSES ONLY. NOT APPROVED FOR RECORD PURPOSES.”**
- 29. A Certificate of Preliminary Plat Approval listed as follows:
 “All requirements of the Highfill Subdivision Regulations relative to the preparation and submittal of a Preliminary Plat having been fulfilled, approval of this Plat is hereby granted, subject to completion of Final Plat provisions of said Regulations. This certificate shall expire_____.
 Date

(Signed)

Date of Execution

Chairman
Highfill Planning Commission.”

30. A Preliminary Engineering Certificate listed as follows:

“I, _____, hereby certify that this proposed Preliminary Plat correctly represents plans and specifications completed by me, or under my supervision on _____, 20____; that the boundary shown hereon corresponds with the description in the deeds cited in the above Source of Title; and that all monuments which were found or placed on the property are correctly described and located.

(Signed)

Date of Execution

Name
Registered Professional Engineer
No. ___, Arkansas”

31. A Preliminary Surveyor’s Certificate listed as follows:

“I, _____, hereby certify that this proposed Preliminary Plat correctly represents a survey completed by me, or under my supervision, on _____, 20____; that the boundary lines shown hereon correspond with the description in the deeds cited in the above Source of Title; and that all monuments found or placed on the property are correctly described and located.

(Signed)

Date of Execution

Name- Registered Land Surveyor
No. _____, Arkansas”

*** Applicant shall positively certify each item. Where “no” or “N/A” is checked, Applicant shall submit a written explanation why the item is not positively certified.**

APPLICANT / REPRESENTATIVE: 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 incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City may not approve my application or may set conditions on approval.

_____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the 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.)

_____ Date: _____