

CITY OF HIGHFILL, ARKANSAS

PROPERTY LINE ADJUSTMENT

FOR STAFF USE ONLY	FEE: \$150.00
Date Application Submitted:	S-T-R.
Date Accepted as Complete:	
Project Number:	PP#:
Public Hearing Date:	Zone:

PROPERTY LINE ADJUSTMENT - CRITERIA

This Process is available when a property line(s) is moved or relocated but does not create an additional lot. A Property Line Adjustment may not dedicate right of way and/or utility easements.

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Your application will not be processed until this information is furnished.**

Application:

Indicate one contact person for this Request _____ Applicant _____ Representative

Applicant (person making request):

Representative (engineer, surveyor, realtor, etc.):

Name: _____

Name: _____

Email: _____

Email: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Site Address / Location: _____

FINANCIAL INTERESTS:

The following entities and / or people have financial interest in this project:

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 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.

Name (printed): _____

Signature: _____

PROPERTY OWNER(S) /AUTHORIZED AGENT: I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application and that I/we have read this application and consent to its filing. *(If signed by the authorized agent, a letter from each property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Owners of each parcel being adjusted must sign this application.

Owners (attach additional info if necessary):

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

APPLICATION CHECKLIST - Property Line Adjustment, including Plat Requirements

- _____ 1. Name, address, zoning and property lines of all adjacent property owners.
- _____ 2. Name, address, telephone, number for owner and/or owner's representative.
- _____ 3. North Arrow, scale, zoning classification and proposed use.
- _____ 4. Title Block showing project, and firm and/or individual preparing drawing, date and revisions.
- _____ 5. Complete and accurate legend, vicinity map and location of existing structures.
- _____ 6. Boundary survey, including the seal, sign and date completed by the surveyor in recordable form and including written legal descriptions including area in square feet or acres, and reflecting curve data for any adjoining street.
- _____ 7. Show in the drawing all know on-site and off-site utilities and easements, including existing utilities, including sanitary sewer and manhole locations; and water systems including existing or proposed fire hydrants.
- _____ 8. Show required building setbacks.
- _____ 9. Show any other information requested by the Planning Commission.
- _____ 10. Signature blocks certifying ownership, title, dedication, survey and accuracy, and certifying approval for recording by the City Council if within city limits; by Planning Commission if outside city limits but within planning area.

- _____ **11.** If sanitary sewer is not available to the resulting tracts and resulting are less than 1.5 acres, approval from Arkansas Department of Health is required for individual sewage disposal system prior to the approval of the property line adjustment application.

- _____ **12.** Application accompanied by seven (7) copies of the Plat showing the proposed lot line adjustment.

- _____ **13.** If approved by the Planning Commission and Council, Plat must be recorded and two (2) copies of the recorded Plat returned to the City.

- _____ **14.** Notice of public hearing has been sent to all property owners within 300 feet not less than 15 days prior to the hearing.

- _____ **15.** Affidavit and proof of mailing public notice were filed with the City Recorder not less than five (5) calendar days prior to the hearing date.

- _____ **16.** The applicant has submitted an assessor's parcel map showing the subject parcels, together with accessor's parcel numbers for all adjoining property owners, including property owners' names printed on each parcel.

Note: For Benton County Assessor to recognize the property line adjustment, an appropriate Deed reflecting the Property Line Adjustment should generally be recorded with the Property Line Adjustment Survey.