

Application #FIN - \_\_\_\_\_  
Final Plat Application & Checklist

**For Staff Use Only**

Date Application Submitted: \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_

Planning Commission Mtg. Date: \_\_\_\_\_

Zone: City Council Mtg. Date: \_\_\_\_\_

Available on-line at: <http://www.tontitown.com/pdfs/finalper.pdf>

Please fill out this form completely, supplying all necessary information and documentation to support your request. **Incomplete applications will not be accepted. Any application received later than 3 business days prior to Planning Commission meeting will be placed on the agenda for the following month.**

**Project Name:** \_\_\_\_\_

**Contact Information:** Indicate where correspondence should be sent.

Representative: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Business Name: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Engineer/Surveyor/Architect: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Majority Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Property Description: Attach brief explanation of project.

Site Address: \_\_\_\_\_

**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.

√ \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner/Authorized Agent:** 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.)

√ \_\_\_\_\_ Date: \_\_\_\_\_

**Checklist: Please note that this application will not be accepted without any one of the following items; A-C.**

- A. Payment of application fees: *FP: see link*  
[http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titlexvlandusage/chapter155fees?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter155fees?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=)
- B. *Payment due for all access fee: See link* <http://www.tontitownws.com/pdf/wsrates.pdf>

***NO APPLICATION WILL BE PROCESSED UNTIL ALL FEES ARE PAID***

- C. A plat or plan drawn in AutoCad or similar digital format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"=50') of all required information, including dimension of paper plan. **Two (2) complete copies and Two (2) site plans** of the plat or plan (24" wide by 36" high) **folded** to page size with title information on the outside. Drawings shall be prepared under the direction of and signed by a registered land surveyor. When approved by City Council, **One (1) Mylar copy** will be required by developer.

**"All DWG files submitted shall be on Arkansas State Plane North coordinate system."**

- D. Completed items listed in "Final Plat Policies and Procedures" (attached)

**The following information shall appear on the plat or plan:**

- 1. Name, addresses, telephone numbers, and fax numbers- if available, of the record owners, applicant, and surveyor/engineer (sealed and signed by surveyor) preparing the plat or plan.
- 2. North arrow, scale, date of preparation, and area (in square feet and acres) of the plat or plan, and date of the survey.
- 3. Sign-Off block per City requirements.
- 4. Title Block located in the lower right hand corner indicating the name and type of project, firm or individual preparing drawing and date.
- 5. Note regarding wetlands, if any. Note if Army Corps of Engineers determination is in progress.
- 6. Written legal descriptions that read clockwise. (Note: If the project is contained in more than one trace, the legal for each individual tract and a total tract description must be provided.)
- 7. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.
- 8. Labeled property lines with bearings, dimensions and curve data.
- 9. Highway right-of-way lines clearly labeled. (The proposed R.O.W. lines shall be shown and dimensioned).
- 10. Clear representation of the 100-yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date. A listing of all lots that are located in the Flood Hazard area and the symbol of "FP" located on each lot.
- 11. Provide a benchmark (IF WITHIN 1/2 MILE) - clearly defined with an Accuracy of 1/100 of a foot. This Benchmark must be tied to USGS Datum.
- 12. Provide a complete and accurate legend.

- 13. A general vicinity map of the project with a radius of 1 mile from the project.
- 14. Revision block.

**PROPOSED AND EXISTING UTILITIES**

- 1. The width, approximate locations, and purposes of all existing and proposed easements for drainage, sewers, flood control, or other public purposes within and adjacent to the project (including proposed building setback lines). If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

**PROPOSED AND EXISTING STREETS, RIGHTS -OF-WAYS, AND EASEMENTS**

- 1. The location, widths, grades and names (avoid using first names of people for new streets) or designations of all existing and proposed 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. Private streets shall be clearly indicated.

**PROPOSED LOTS**

- 1. The lot layout, the dimensions of each lot, number of each lot, total square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade and FFE where pads are proposed for building sites. Minimum lettering height shall be one-eighth (1/8th) inch. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
- 2. The designation of all "out lots" and anticipated uses if known.

**SITE SPECIFIC INFORMATION**

- 1. The location of existing or proposed ground leases or access agreements.
- 2. 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 or for the purpose of providing public access to any public water, river, or stream, it shall be designated.
- 3. A description of proposed public or commonly held areas, and draft "open space" easement agreements, if applicable.
- 4. Draft of covenants, conditions, and restrictions, if any.
- 5. A written description of requested waivers from any city requirement.
- 6. Proposed building setbacks. A variance is necessary for proposed setbacks less than those set forth in the zoning district.

**DATA ON CD**

- 1. A CD with all information in AutoCad or a similar format must be submitted with your application. Information shall include property boundary, lot lines, easements, building setbacks, rights -of-way, street widths, etc. Line and curve data is encouraged but not required. Questions concerning this requirement may be directed to Planning.

**OTHER REQUIREMENTS**

- 1. Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.

**A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.**

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# Final Plat Policies and Procedures

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## Items to be completed prior to applying for final plat approval:

### **Subdivision is complete:**

1. Developer's engineer develops internal punch-list and coordinates with contractor.
2. Approved Water and Sewer Construction Acceptance Form for water distribution system.
3. Approved Water and Sewer Construction Acceptance Form for sewer system. (If not on septic)
4. These documents are required with the Final Plat application submittal. The application will not be accepted without said documents. Developer's engineer prepares the following documents:
  - a) As built drawings - Hard copy and digital format.
  - b) Maintenance bond
  - c) Copy of donated assets
  - d) Mylar and digital copy of Final Plat
  - e) Copy of receipt for payment of all water and sewer "access" fees
  - f) Copy of any required Letters of Credit or Performance Bond
5. Contact City for Final Inspection. The inspection must occur prior to Final Plat submittal. Do not make application without a Final Inspection or request a Final Inspection if your project is not complete.
6. Make application for Final Plat.

**Subdivision is 90% complete** and the developer chooses to bond for the remaining 10% of the development as stated in "Exhibit A" of the ordinance.

1. Developer's engineer develops internal punch-list and coordinates with contractor.
2. At the time of Final Inspection request, the developer's engineer submits certification to City that the development is 90% complete.
3. Final Inspection.
4. Developer's engineer prepares the following documents:
  - a) Letter of credit or cash for the remaining improvements
  - b) Maintenance bond for accepted items
  - c) Mylar and digital copy of Final Plat
5. Make application for Final Plat with all required documents.

### **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 Plats:**

To facilitate the filing of plats 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 Mylar, 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 Mylar and copies are received. If you should have any questions, call the Planning Office at 479-361-2996 ext. 3

Please note:

- All approved plats 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)

**GIS Requirements for “Final Plat 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 Plat and all As-Built documents.

The Final Plat 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 Plat 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 Plat 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 Plat 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**

**City Of Tontitown**  
**GIS Monument Network**  
**Monument Documentation Form**

rev 2011-07-26

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.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE ACCEPTING THE FINAL PLAT 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-Treasurer

### Planning Commission Process Flow

