

**CITY OF TONTITOWN**  
**APPLICATION & CHECKLIST FOR A**  
**LOT SPLIT / PROPERTY LINE ADJUSTMENT**

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

Rev 2011-011-16

**FOR STAFF USE ONLY**

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

P.C. Meeting Date: \_\_\_\_\_

Forward Date to NWRPC: \_\_\_\_\_

Zone: \_\_\_\_\_

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

**Your application will not be placed on the Planning Commission agenda until the application is completed and required information provided.**

**SUBDIVISION NAME / PROJECT NAME:** \_\_\_\_\_

**PROJECT TYPE:** *Please circle the correct project type*

Lot Split

Property Line Adjustment

**CONTACT INFORMATION:** *INDICATE WHERE CORRESPONDENCE SHOULD BE SENT.*

Representative / Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Property Owner / Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Surveyor / Contact Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Site Address and Parcel Number: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

**APPLICANT / REPRESENTATIVE:** 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.

√ \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY OWNER / AUTHORIZED AGENT (As stated on the warranty deed):** I certify that I am the owner of the property this 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: \_\_\_\_\_

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

- 1. Payment of the application fee. Fee can be found at:  
[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=)
- 2. Copy of the warranty deed.
- 3. The submittal of **Two (2)** copies of a plat , drawn on an 24”wide by 36” high paper size, limited to a single page drawing, and drawn to a standard drawing scale (i.e.: 1" = 20', 1" = 50', etc.). All plats must be folded to an 8.5"X 11" standard page size, with the title block clearly displayed. Drawings shall be prepared, stamped and signed by a registered land surveyor in the state of Arkansas. A digital copy of this file in DWG and PDF format shall accompany this application.  
  

**"All DWG & paper files submitted shall be on Arkansas State Plane North coordinate system and comply with all provisions as outlined in the Tontitown GIS requirements found at <http://tontitown.com/pdfs/gisreq.pdf>"**
- 4. A brief description of the project.
- 5. Aerial photo from Tontitown GIS showing parcel current parcel lines and zoning of subject property.

**The Survey Must Include The Following Items:**

**GENERAL**

1. Project name.
2. Project type.
3. Surveying / Engineering firm information.
4. Drawing number, drawing date, and revision number.
5. Existing lot lines and proposed lot lines.
6. Legend: property line, right-of-way line, center line, easement line, set pins, found pins, etc.
7. Vicinity map.
8. North arrow.
9. Scale.
10. Set pins.
11. Found pins.
12. All adjacent property lines.
13. Adjacent property owner information and parcel number.
14. All adjacent zoning information.
15. Block for filing in either the upper or lower right hand corner.
16. Floodplain notation.
17. Zoning of property.
18. Building setback table shall include utility easements to coincide with building setbacks, and so shall be labeled on the plat.
19. Correct signature blocks: Planning Commission Chairman, Mayor, City Clerk, Owner and Notary.

**MAPPING SPECIFICS**

1. Lot Configuration including bearings and distances and size for each existing lot.
2. Lot configuration including bearings and distances and size for each proposed lot.
3. Legal description of parent tract and proposed tracts on plat.
4. G.P.S. coordinates for at least two corners of the parent tract, according to NAD 83 coordinates.

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5. Dimension right-of-ways from centerline and from the opposite right-of-way for ALL adjacent streets and alleys.
6. Dimension and label all existing and proposed easements. If an easement is existing list the book and page number of the document which created said easement.

**Lot Splits and Property Line Adjustments**

**WHAT IS A LOT SPLIT?**

A lot split divides one piece of property, regardless of size, into 2 pieces of property.

**HOW MANY TIMES CAN A LOT BE SPLIT?**

A lot may not be split more than three times.

**WHAT IS A PROPERTY LINE ADJUSTMENT?**

A property line adjustment is any adjustment of property lines that DOES NOT CREATE A NEW LOT. You must submit a survey of all lots involved, showing the existing property lines and the proposed ones. You cannot alter a lot in such a way that would create an illegal situation in terms of setbacks, required lot width, required lot size, or buildable area.

**WHO CAN APPROVE A LOT SPLIT / PROPERTY LINE ADJUSTMENT?**

The Tontitown Planning Commission hears all requests for lot split/lot line adjustments.

**DOES THE CITY APPROVE LOTS SPLITS / PROPERTY LINE ADJUSTMENTS OUTSIDE THE CITY LIMITS?**

Yes, if the land is outside Tontitown City Limits but within the growth area. A map of the growth area is available at the City Planning Office.

**HOW MUCH WILL A LOT SPLIT / PROPERTY LINE ADJUSTMENT COST?**

The fees for a lot split can be found on the Tontitown website at link listed on page one of these applications. In addition to these costs, the Planning Commission may make the lot split contingent on other improvements, such as sidewalks, extensions of city water and sewer lines, and street improvements. Dedication of easements and rights-of-way are also required in most cases.

**DO THE LOTS HAVE TO BE A CERTAIN SIZE?**

**It is important to note that a lot must meet zoning district requirements as outlined in Chapter 153 of Tontitown City Codes.**

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**FILING POLICY AND PROCEDURES**

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

1. Plat is approved by Planning Commission and City Council or the Planning Director. A minimum of one mylar copy and three paper copies (two paper copies for the City and one paper copy for Washington County) are prepared for signatures by the project representative. In addition a digital file in DWG format shall accompany the application. You may submit as many extra copies as you need.
2. The project representative obtains the following signatures:
  - a. Owner and public notary signatures
  - b. Surveyor's signature
3. Present the minimum of the mylar and two paper copies to the Planning Office. The City will obtain the remaining signatures (Mayor, City Clerk, Planning Commission Chairman, and / or the Planning Director).
4. The Applicant will file the minimum of one originals and the mylar with County Clerk.
5. The City will keep the original mylar and the remaining two paper copies in the planning office.
6. The extra copies are sent to the surveyor. Please indicate if you would like extra copies sent to a different or multiple parties.

Please note:

- If a closing is contingent upon a recorded plat's book and page number: **Please plan your closing times accordingly.** It may take up to or more than one week to have a plat recorded.
- 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.

**GIS Requirements required per City Code Section 152.900 for "Lot Split/Property Line Adjustment Application":**

The submitted Plat shall be accompanied by an ACAD file that shall contain at a minimum all items shown visibly on the submitted original signed and sealed documents (may exclude professional seal).

The Plat and all submitted Documents bearing and coordinate system shall be based on State Plane Coordinates using 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 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.)

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.

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Tontitown GPS Monument Network  
 Monument Documentation Form

\* City Code Section 152.900 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 GPS Network. Lot splits need only reference existing monuments

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 GPS Network Monuments: (2 minimum)\*

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

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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**Planning Commission Process Flow**

