

**City Of Tontitown** Rev 2011-07-26  
**Large Scale Development /Preliminary Plat Application & Checklist**

Application #LSD\_\_\_\_\_

**FOR STAFF USE ONLY**

Date Application Submitted : \_\_\_\_\_ Zone: \_\_\_\_\_  
Forward Date to NWRPC : \_\_\_\_\_  
Date Accepted As Complete : \_\_\_\_\_

Available on-line at: <http://tontitown.com/pdfs/lspdper.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 after the 1<sup>st</sup> Tuesday of the month will be placed on the agenda for the following month.*

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

**Project Type:** 1. *Is this project an approved PUD?*  Yes  No

2. *Is this project an LSD or PP?*  Large Scale Development (LSD)  Preliminary Plat (PP)

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

Representative: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Fax \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

**Property Description:** *Attach a brief explanation of project.*

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

Proposed use: \_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_

**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:** I certify 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: \_\_\_\_\_

# City Of Tontitown

Rev 2011-07-26

## Large Scale Development /Preliminary Plat Application & Checklist

City of Tontitown **Points of Contact:** *Indicate where correspondence should be sent.*

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

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Majority Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**Checklist:** Your application will not be placed on the Planning Commission Agenda until this information is furnished.

- A. Fees.** Payment of application fees. Fee rates may be found at link below:

[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. Plat/Plan.** Provide a plat or plan in DWG format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"=50') of all required information. Two (2) copies of the plat or plan (24" wide by 36" high) folded to page size with title information on the outside; as well as a PDF copy of this document.

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

- C. Drainage Report.** One (1) Drainage reports plus 1 copy in PDF format, grading and soil erosion plan (sites over one (1) acre). Refer to the drainage criteria Manual found at this link <http://tontitown.com/pdfs/Tontitown%20Drainage%20Criteria%20Manual.PDF>
- D. Landscape Plan, including irrigation plan (LSD only).** Please refer to section 150 of the city building regulation code.
- E. Lighting Cut Sheet (LSD only).** The type of lighting fixture utilized must be a "cut-off" fixture.
- F. Architectural Drawing Elevations - showing each side of the structure (LSD only).**
- G. Warranty Deed.** Copy of the warranty deed showing ownership of property.
- H. Recorded Plat.** Copy of the recorded plat.

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

### General Information:

1. Property lines of all property owners adjacent to the exterior boundaries of the project shall be located on the plat the location of their property.
2. Names, addresses, telephone numbers, and fax numbers- if available, of all parties involved in project. Include registration and license number.
3. North arrow, scale, date of preparation, zoning classification, and proposed use.
4. Title Block located in the lower right hand corner indicating the name and type of project, scale, firm or individual preparing drawing, date, and revisions.
5. Provide a complete and accurate legend.
6. Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.
7. Boundary survey of the property shown on the plat/plan or separate sheet. The Surveyor shall seal, sign, and date the survey. The survey shall be tied to state plane coordinates.
8. Written legal descriptions including area in square feet or acres that read clockwise. (Note: If the project is contained in more than one tract, the legal for each individual tract and a total tract description must be provided.)
9. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.

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- 10. Curve data for any street which forms a project boundary. Curve data shall include radius and arc distance. Refer to Chapter 153 of Tontitown city code.
- 11. Street right-of-way lines clearly labeled. The drawing shall depict any future R.O.W needs as determined by the AHTD and Master Street Plan. Future R.O.W as well as existing R.O.W. and center lines should be shown and dimensioned.
- 12. Show 100 yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date. This data may be found on the Tontitown GIS website.
- 13. Provide a benchmark (IF WITHIN 1/2 MILE)- clearly defined with an Accuracy of 1/100'. This Benchmark must be tied to USGS Datum.
- 14. Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.
- 15. A general vicinity map of the project with a radius of 1 mile from the project.
- 16. Existing and proposed topographic information with source of the information noted. Show:
  - (A) Two foot contour interval for ground slope between level and ten percent.
  - (B) Five foot contour interval for ground slope exceeding ten percent.
  - (C) Contours of adjacent land within 100 feet of the project shall also be shown.
- 17. The location of all existing structures. On large scale developments, show the location of proposed buildings and square feet. Dimension building and setbacks from the building side to property lines.
- 18. Revision blocks.

### Existing Utilities:

- 19. Please show all known on-site and off -site existing utilities and easements (dimensioned) and provide the structures locations, types, and condition and note them as "existing" on the plat.
- 20. Existing easements shall show the name of the easement holder and purpose of the easement. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

### Proposed Utilities:

- 21. Regarding all proposed storm sewer structures and drainage structures:
  - A. Provide structure locations and types.
  - B. Provide pipe types and sizes.
- 22. Regarding all proposed sanitary sewer systems:
  - OPTION 1:  
If you should have system design Questions, please contact Water & Sewer Dept. before submittal.
  - A. Provide pipe locations, sizes and types
  - B. Manhole locations of rim and invert elevations
  - C. Profiles including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity.
  - D. Provide plan and route for access to all manholes.
  - E. If lift-station is proposed, submit plan to Water and Sewer Department.
  - F. Show off-site plans (if applicable) for gravity sewer and force mains.
- 23. Note the occurrence of any previous overflow problems on-site or in the proximity of the site
- 24. If a septic system is proposed, note it on the plat or plan. Show proposed location of septic tank and lateral fields including detail of leachate pipes and drain fill material. Identify the proximity of nearest sanitary sewer . Confirm that any proposed decentralized sewer system complies with standards as found at this link [http://tontitownws.com/pdf/tontitown\\_decentralized\\_sewer\\_specs.pdf](http://tontitownws.com/pdf/tontitown_decentralized_sewer_specs.pdf)
- 25. Regarding all proposed water systems, on or near the site.
  - A. Provide pipe locations, types and sizes
  - B. Note the static pressure and flow of the nearest hydrant.
  - C. Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.
  - D. Design water and sewer utilities in a manner to minimize conflict with other underground utilities.
- 26. Regarding all proposed underground or surface utility transmission lines: (Note: This category includes,

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but is not limited to telephone, electrical, natural gas, and TV cable).

- A. Locations of all related structures (pedestals, poles, etc.)
  - B. Locations of all lines (note whether the line is below or above ground).
  - C. A note shall be placed where streets will be placed under the existing overhead facilities and the approximate change in grade for the proposed street.
- 27. The width, approximate locations, and purposes of all proposed easements or rights of way for utilities, drainage, sewers, floor control, ingress/egress or other public purposes within and adjacent to the project.

### Proposed and Existing Streets, Rights-Of-Way, and Easements:

- 28. Refer to Chapter 150 and 152 of city codes. Include the location, widths, grades, and names (avoid using first names of people for new streets) of all existing and proposed streets, 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. Curve/arc of streets should include radius and arc distance data on survey or plat. Private streets shall be clearly indicated and named. Names are subject to change.
- 29. A layout of adjoining property (within 200') in sufficient detail to show the affect of proposed and existing streets (including those on the master street plan), adjoining lots, and off-site easements. This information can be obtained from the Tontitown GIS website.

### Easement Plan — (LSD Only):

- 30. A preliminary easement plat may be required depending on the number and location of easements. After construction of the approved large scale development, a final easement plat must be submitted to the Planning Office in both DWG and PDF Formats.

### Subdivision of Land:

- 31. The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade where pads are proposed for building sites. **\*Lots shall be numbered consecutively for all phases. These numbers shall be associated with each phase of subdivision.** The total number of lots shall be indicated on the plat.
- 32. The designation of all "outlots".
- 33. For phased development, a plat showing ALL phases is required.

### Site Specific Information:

- 34. Provide a note of any know existing erosion problems on-site or within 100' downstream of the property.
- 35. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundment's, and underground structures within the project.
- 36. The location of know existing or proposed ground leases or access agreements, if known. (e.g. shared parking lots, drives, areas of land that will be leased).
- 37. The location of all known potentially dangerous areas, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards (abatement wall, signage, etc.)
- 38. 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 it shall be designated.
- 39. For large scale residential development, indicate the use and list in a table the number of units.
- 40. For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use (Large Scale Developments only).
- 41. The location and size of existing and proposed signs, if any.
- 42. Location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side

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property line and surrounding intersections.

- 43. Location, size, surfacing, landscaping, and arrangement of parking and loading areas. Indicate pattern of traffic flow; include a table showing required, provided, and handicapped accessible parking spaces. (large scale developments only).
- 44. Location of buffer strips, fences or screen walls, where required (check with Community Development Director and Zoning Ordinance.)
- 45. Indicate location of garbage service, which must have screening on three sides (Large Scale Developments only).
- 46. A description of commonly held areas, if applicable.
- 47. Draft of covenants, conditions, and restrictions, if any.
- 48. A written description of requested waivers from any city requirement.
- 49. Show required building setbacks in the form of a table for large scale developments. Provide a note on the plat of the current setback requirements for the subdivision. A variance is necessary from the Board of Zoning Adjustment for proposed setbacks less than those set forth in the zoning district.
- 50. Preliminary drainage plan as required in.
- 51. Location of proposed and existing light fixtures. Description of each illuminating device, fixture, lamp support and shield; provided in PDF format. The description shall include, but is not limited to, manufacturer's catalog cuts, illustrations and initial lumen outputs.

### Other Requirements:

- 52. Any other data or reports as deemed necessary by the City as described below.

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

### Please note:

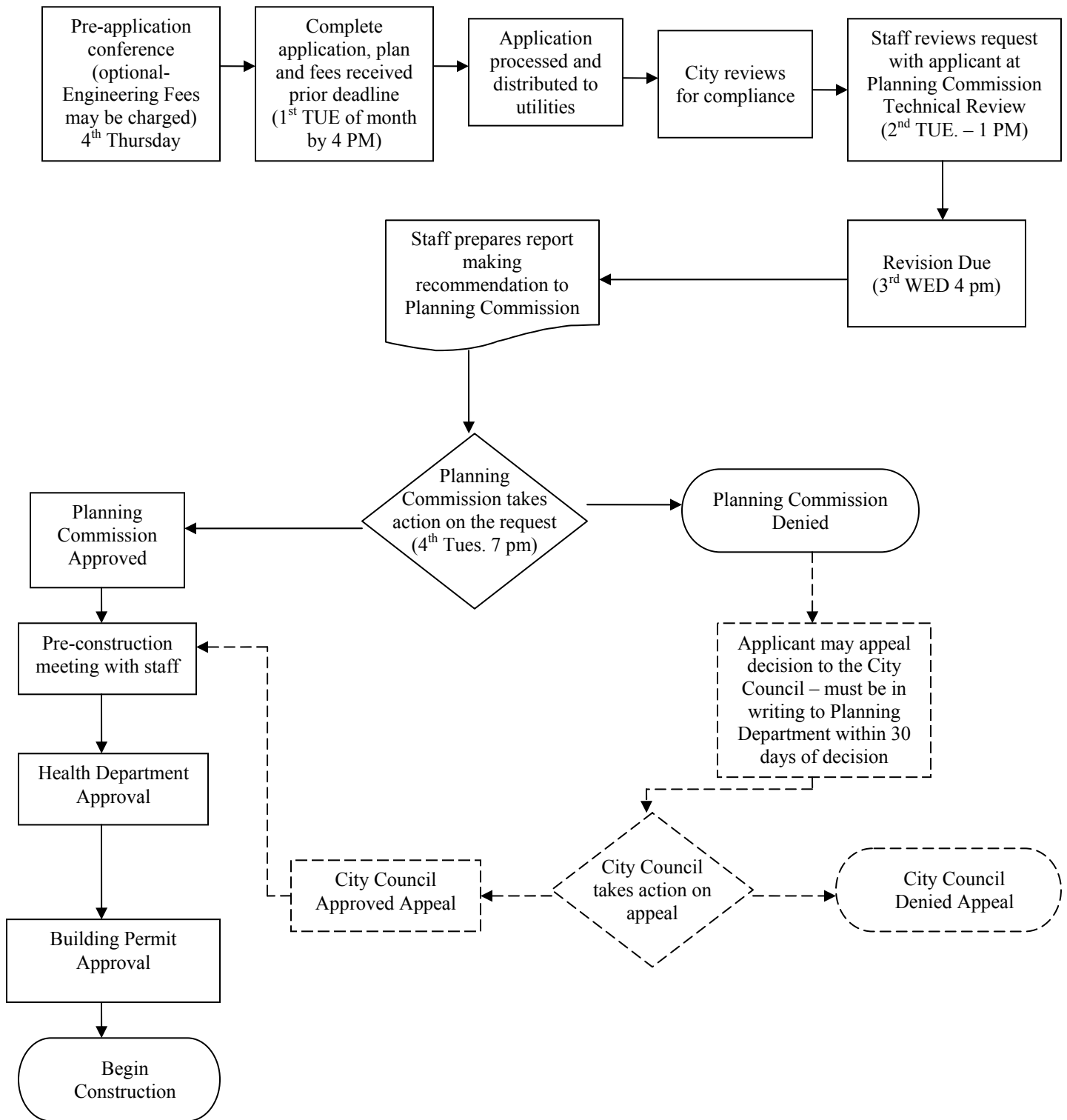
- **Owner/Applicant must request final inspection pursuant Code Section § 152.700.10 FINAL INSPECTION found at:**  
[http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown\\_ar/titlexvlandusage/chapter152subdivisions?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:tontitown\\_ar\\$anc=JD\\_152.700.10](http://www.amlegal.com/nxt/gateway.dll/Arkansas/tontitown_ar/titlexvlandusage/chapter152subdivisions?f=templates$fn=default.htm$3.0$vid=amlegal:tontitown_ar$anc=JD_152.700.10)

**Please review the flow chart of this process on next page.**

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**Planning Commission Process Flow**



## Large Scale Development /Preliminary Plat Application & Checklist

### GIS Requirements per City Code Section 152.900, for “Large Scale Development/Preliminary Plat Application”:

An ACAD file shall be submitted that must contain at a minimum **all items** shown visibly on the submitted original signed and sealed documents (may exclude professional seals). This includes both the Submitted Plats/plans and all As-Built documents.

The Plan/Plat and As-Built Documents bearing and coordinate system shall be based on Arkansas 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 Plan/Plat drawings 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 plan / plat drawings shall contain the following layer names along with associated autocad objects.

- Existing Streets
- Proposed Streets
- Existing Water
- Proposed Water
- Existing Sewer
- Proposed Sewer
- Existing Stormwater
- Proposed Stormwater
- Proposed Building Footprint
- Existing Utility Easements
- Proposed Utility Easements
- Temporary Construction Easements
- Proposed Building Set Back
- Proposed Lots with associated text
- Existing Parking (in the final plat only)
- Proposed Parking

The layers may be contained within a single DWG file or submitted as separate files. The layers shall contain all associated text eg. Existing Streets should contain street names.

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.