



Final Plat

Application & Checklist

Application can be found at <http://www.tontitown.com/>

Application # _____

Please 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 the application is completed and required information provided. PERMIT FEES WILL DOUBLE IF WORK BEGINS BEFORE PERMIT IS APPROVED.**

Project Information	Project Name _____	Address _____
	Parcel No. _____	Acreage _____
	Zoning _____	

Property Owner	Property Owner _____	Office Phone _____
	Business Name _____	Cell Phone _____
	Mailing Address _____	E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.	

Representative	Representative _____	Office Phone _____
	Business Name _____	Cell Phone _____
	Mailing Address _____	E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.	

Engineer/ Surveyor/ Architect	Representative _____	Office Phone _____
	Business Name _____	Cell Phone _____
	Mailing Address _____	E-mail _____
	<input type="checkbox"/> Check here if this is the primary contact.	

Representative Signature	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.	
	Representative Signature _____	Date _____

Owner Signature	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.)	
	Owner Signature _____	Date _____

Office Use Only	Date Submitted: _____	PC Meeting Date _____	CC Meeting Date _____
	Date Fwd to NWARPC: _____	Permit Fee: \$ _____	Receipt # _____
	Zone: _____	Date Approved _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card



Final Plat

Application & Checklist

Application can be found at <http://www.tontitown.com/>

Please Note: THE CONDITIONAL USE APPLICATION WILL NOT BE ACCEPTED AT THE DATE OF SUBMITTAL IF THE FIRST FIVE ITEMS ARE NOT MET.

- ☐ 1. **Application (Required at time of application submittal):** Completed application form.
- ☐ 2. **Application Fee (Required at time of application submittal):** Payment of the application fee as shown on this 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=)
- ☐ 3. **Access Fees.** Payment of all water and sewer access fee as shown at this link <http://www.tontitownws.com/pdf/wsrates.pdf> **NO APPLICATION WILL BE PROCESSED UNTIL ALL FEES ARE PAID**
- ☐ 4. **Plans.** A plat or plan drawn in AutoCAD or similar digital format to 1"=100' scale (blueprints 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."**
- ☐ 5. **Plan & Plat Requirements Checklist.** The checklist found here <http://www.tontitown.com/pdfs/planplatreq.pdf> must be initialed.
- ☐ 6. **Other Requirements.** Any other data or reports as deemed necessary by the City Planner and City Engineer.

Final Plat Policies and Procedures

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.



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

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 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 copies are received. If you should have any questions, call the Planning Office at 479-361-2700

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\\$sanc=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$sanc=JD_152.700.10)



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

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



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

GIS Monument Network Monument Documentation Form

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.

--



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

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



Conditional Use

Application & Checklist

Application can be found at <http://www.tontitown.com/>

Planning Commission Process Flow

