PLAT AND PLAN REQUIREMENTS ITEMS TO BE SHOWN ON PLAT OR PLAN

Rev. 2013-09

Staff Initials & Date	
	TWC
	10/12/15

Project Name Automatic Door Large Scale Development **Address** Naples Street

APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL ITEMS ARE IN HAND

Staff Noted Deficiencies As Marked - City Engineer	Staff Noted Deficiencies As Marked - Planning Clerk		Requirements	Preliminary Plat	Final Plat	Large Scale Development	Planned Unit Development	Incidental Subdivision	Applicant's Initials
Code Section 153.401.5 (B) No building, structure or land shall hereafter be used or occupied and no building or structure or part thereof shall hereafter be									
			General Requirements						
X		1	Payment of application fees. Fee rates may be found at 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	√	√	√	√	√	
X		2	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." For County Filing: Surveys-Owner name on the survey (No larger than 18x24 x/copy reduced to 8 1/2 x 11 for scanning.) Plats-(No larger than 18x24) 2 original signatures. NO MYLAR. The Plat should meet minimum standards as set forth by the State Land Surveyor's Office.	√	√	√	√	√	
X		3	One (1) Drainage Report 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			√			
What? NA		4	Lighting. (a) Lighting Cut Sheet. The type of lighting fixture utilized must be a "cut-off" fixture. (b) Lighting Plan with luminosity plan in compliance with **Chapter 152.1000.11** http://www.tontitown.com/ordinances/ord12412.pdf			√			
X	X	5	Architectural Drawing Elevations (24" wide by 36" high) as well as a PDF copy of this document. Showing each side of the structure, all entrances, windows, site objects and fixtures to include color and type of material.			√			
X	X	6	Copy of the warranty deed showing ownership of property.	√	√	√	√	√	
X	X	7	Copy of the recorded plat.	√	√	√	√	√	
X		8	Property lines of all property owners adjacent to the exterior boundaries of the project shall be located on the plat at the location of their property. Include property owner name, parcel number and zoning.	√	√	√	√	√	
X		9	Names, addresses, telephone number,e-mail addresses and fax numbers, if available, of all parties involved in project. Include registration and license number.	√	√	√	√	√	
X		10	North arrow, scale, dates of preparation, zoning classification, and proposed use.	√	√	√	√	√	
X		11	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. (Note: Preliminary Plats must have a subdivision name.)	√	√	√	√	√	
X		12	Provide a complete and accurate legend.	√	√	√	√	√	
X		13	Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress.	√	√	√	√	√	
X		14	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 on two controlling corners of the property.	√		√	√	√	
NA		15	Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.	√	√	√	√	√	
NA		16	Curve data for any street, which forms a project boundary. Curve data shall include radius and arc distance.	√		√	√	√	
X		17	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 centerlines should be shown and dimensioned. All future R.O.W. shall be dedicated on drawing	√	√	√	√	√	

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X		18	Show 100 yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date.	√	√	√	√	√	
X	X	19	Provide a benchmark (IF WITHIN 1/2 MILE) - clearly defined with an Accuracy of 1/100'. This Benchmark must be tied to USGS Datum.	√	√	√	√	√	
X	X	20	Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement.	√		√			
X		21	A general vicinity map of the project with a radius of 1 mile from the project.	√	√	√	√	√	
X		22	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 intervals for ground slope exceeding ten percent. (c)Contours of adjacent land within 100 feet of the project shall also be shown.	√		√	√		
X		23	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.	√		√	√	√	
X		24	Provide 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 description for each individual tract and a total tract description must be provided.)	√	√	√	√	√	
X		25	Sign-off block.	√	√	√	√	√	
X		26	Revision block.	√	√	√	√	√	
		Existing Utilities							
X		27	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.	√		√	√	√	
X		28	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.	√	√	√	√	√	
X		29	Regarding all proposed storm sewer structures and drainage structures: (a) Provide structure locations and types. (b) Provide pipe types and sizes.	√		√	√		
		Proposed Utilities							
X		30	Regarding all proposed sanitary sewer systems: If you should have system design questions, please contact the City of Tontitown Water Department 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 plans to the Water Department Engineer. (f) Show off-site plans (if applicable) for gravity sewer and force mains (g) Show off-site plans (if applicable) for gravity sewer and force mains serving development.	√		√	√		
X		31	Note the occurrence of any previous overflow problems on-site or in the proximity of the site. (Contact Water Department at 479-361-2700.)	√		√	√	√	
NA		32	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.	√		√	√	√	
X		33	Regarding all proposed water systems, on or near the site: (a) Provide pipe locations, types and sizes. (b) Show that design of the water and sewer utilities will minimize conflict with other underground utilities, and provide clear copy.	√		√	√	√	
X		34	Note the static pressure and flow of the nearest hydrant.	√		√	√	√	

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NA		35	Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances.	√		√	√		
X		36	Locations of all related utility structures (pedestals, poles, etc.).	√		√	√	√	
X		37	Locations of all utility lines (note whether the line is below or above ground).	√		√	√	√	
NA		38	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.	√		√	√		
X		39	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							
X		40	A layout of adjoining property (within 300') 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 master street plan, aerial photos, and the gis website found at http://tontitowngis.com/.	√		√	√		
X		41	Identify and dimension all access easements, including ingress and egress.	√	√	√	√	√	
X		42	A preliminary easement plat on an individual sheetshall be required by Planning Staff. After construction of the approved large-scale development, a final easement plat must be submitted to the Planning Office.			√	√		
X		43	Indicate 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. Street names must clearly be indicated. Street names will need to be provided and approved prior to final plat acceptance. Names shall be final as approved on the Preliminary Plat. All items shall be dimensioned and labeled if previously dedicated per a separate document.	√	√	√	√		
NA		**Subdivision of Land**							
NA		44	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. Avoid using blocks. The total number of lots shall be indicated on the plat. Subdivision names shall be shown and final as approved on the Preliminary Plat.	√	√		√	√	
NA		45	The designation of all "out lots" and anticipated uses, if known.	√	√		√		
NA		46	For phased development, a plat showing all phases is required.	√			√	√	
		Site Specific Information							
X		47	Provide a note of any known existing erosion problems on-site or within 100' downstream of the property. Provide locations and type of all stormwater runoff control devices and improvements as part of the overall stormwater pollution prevention plan for the project site.	√		√	√	√	
X		48	The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.	√		√	√	√	
X		49	The locations of known existing or proposed ground leases or access agreements, if known (e.g. shared parking lots, drives, areas of land that will be leased). List any deeded mineral, gas and oil rights and registry recording information.	√		√	√		
X		50	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.)	√		√	√		

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NA		51	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 on documents submitted for approval and acceptance by the City of Tontitown.	√	√	√	√		
NA		52	Indicate the use and list in a table the number of units and bedrooms.			√	√		
X		53	For non-residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use.			√	√		
NA		54	The location and size of existing and proposed signs, if any. In compliance with **Code Section 153.801**	√		√	√		
X		55	Location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side property line and surrounding intersections.	√		√	√		
X		56	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. Parking should be in accordance with Chapter 153.501.			√	√		
NA		57	Location of buffer strips, fences or screen walls, where required.	√		√	√		
NA		58	An index including acreage before and after the subdivision.	√				√	
X		59	Indicate location of garbage service.			√	√		
NA		60	A description of commonly held areas, if applicable, and designate responsible entity(ies) for maintenance and property taxes.	√	√	√	√		
NA		61	Draft of covenants, conditions, and restrictions, if any.	√	√	√	√		
NA		62	A written description of requested waivers from any city requirement.	√	√	√	√	√	
X		63	Show required building setbacks. 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 Adjustment for proposed setbacks less than those set forth in the zoning district.	√	√	√	√	√	
NA		64	Size, location, and type of all existing trees over six inches (6") in diameter except in areas determined by the City Building Inspector to be heavily wooded.						
X		65	Landscape plan, including irrigation plan, in accordance Chapter 150.02 of Tontitown Building Regulations and 152.1300.			√	√		
X	X	66	Provide plan sheet showing that Design Standards for building exterior are accordance with Chapter 152.1000.		√	√			
X		67	Show all sidewalks, existing and proposed.	√	√	√	√	√	
NA		68	Donated assets. Approved estimate of donated assets, broken down by improvement type (streets, water, electric, sewer, drainage, and sidewalks), as prepared by the engineer-of-record and approved by the City Engineer, or City Council's designee.		√				

ADDITIONAL COMMENTS
See comments on plans.

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SEC. 900.2 CERTIFICATES

A. Preliminary Plats, Large Scale Developments, PUDS. Each application submitted in accord with applicable state statutes shall include the following certificates.

1. Certificate of Preliminary Survey Accuracy

I, _____ , hereby certify that this plat correctly represents a boundary survey made by me and all monuments shown hereon actually exist and their location, size, type and material are correctly shown.

Date of Execution: _____

_____

Registered Land Surveyor

State of Arkansas Registration No.

_____

2. Certificate of Preliminary Engineering Accuracy. Each set of street and drainage plans submitted in accord with applicable state statutes and in conformance with Arkansas Code Annotated 17-27-101-ET-SEQ shall include the following certificate:

I, _____, hereby certify that this plan correctly represents a plan made under my direction and engineering requirements of the Tontitown Subdivision Regulations have been complied with.

Date of Execution: _____

_____

Registered Engineer

State of Arkansas Registration No.

_____

3. Certificate of Approval

Pursuant to the Tontitown Subdivision Regulations and all other conditions and approval having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of the said rules and regulations.

Date of Execution: _____

Signed: _____
Tontitown Planning Commission Chairman

Signed: _____
Mayor, City of Tontitown

Signed: _____
Recorder/Treasurer, City of Tontitown

B. Final Plats, Lot Splits/Property Line Adjustments

1. Certificate of Ownership

We the undersigned, owners of real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do herby lay off, plat, subdivide said real estate in accordance with this plat and do hereby dedicate to the use of the public the streets, alleys, drives, easements, etc. as shown on said plat.

Date of Execution: _____
Signed:
_____
Name and Address
Source of Title: D.R _____
Page: _____

2. Certificate of Recording

This document filed for record _____day, 200____ in Plat Book No. ____, page ____.

Signed: _____

Circuit Clerk

3. Certificate of Surveying Accuracy

I, _____, hereby certify that this plat correctly represents a boundary survey made by me and boundary markers and lot corners shown hereon actually exist and their location, type and material are correctly shown and all minimum requirements of the Arkansas Minimum Standards for Land Surveyors have been met.

Date of Execution: _____

Signed: _____
Registered Land Surveyor
No. _____
State of Arkansas

4. Certificate of Approval

Pursuant to the Tontitown Subdivision Regulations and all other conditions and approval having been completed, this document is hereby accepted. This Certificate is hereby executed under the authority of the said rules and regulations.

Date of Execution: _____

Signed: _____
Tontitown Planning Commission Chairman

Signed: _____
Mayor, City of Tontitown

Signed: _____
Recorder/Treasurer, City of Tontitown

SEC. 900.3 WAIVER

As provided for under Ordinance 2006-12-280, the following (GIS) Requirements for Permitting through the City of Tontitown shall be required to facilitate correct and timely placement into GIS system:

GIS Requirements for "Final Plat Application":

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.

GIS Requirements 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.

GIS Requirements 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.)

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.

GIS Requirements for "Rezoning Application":

Boundary Survey by Land Surveyor registered to practice in the State of Arkansas. 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.) And 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).