PLAT AND PLAN REQUIREMENTS

■§ 152.115 ITEMS TO BE SHOWN ON PLAT OR INCLUDED IN A PLAN.

Note: Click HERE to view table in PDF.

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| 3 | Requirements | P reliminary Plat | Final Plat | Large Scale Development | Planned l Developm | | | | identa divisio | - |
|----|---|--|--|--|--|----|---|----------|-------------------|----|
| Ge | General Requirements | | | | | | | | | |
| 4 | Payment of a | pplication fee. | | | | - | _ | - | - | _ |
| 2 | may be prese the plat or plate information of files submitte county filing: x/copy reduct original signal | nted at 1"=20', 1"; an (24" wide by 30 on the outside; as od shall be on Ark Surveys Owner ed to 8 1/2 x 11 fo | =50') of all 6" high) fol well as a PI ansas State r name on tl or scanning. .R. The pla | "=100' scale (blue lines required information. I ded to page size with tip DF copy of this docume Plane North coordinate the survey (No larger that t should meet minimum ice. | Fwo copies of the ont. "All DWG exystem." For on 18x24 on 18x24) 2 | V. | ✓ | V | V | V. |
| 3 | (sites over on | e acre). Refer to t | he Drainag | ormat, grading and soile Criteria Manual found %20Drainage%20Criter | d at this | 1 | ı | 1 | 1 | - |
| 4 | fixture. (b) Lighting | ; plan with lumino | sity plan in | ng fixture utilized must compliance with Chap rdinances/ord12412.pdf | ter | - | ı | 1 | - | 1 |
| 5 | of this docum | ent. Showing eac | h side of th | e by 36" high) as well a e structure, all entrance nd type of material. | | - | - | 1 | - | 1 |
| 6 | Copy of the v | varranty deed sho | wing owner | rship of property. | | - | - | - | - | 1 |
| 7 | Copy of the r | ecorded plat. | | | | - | - | - | - | 1 |
| 8 | project shall l | | plat at the l e | cent to the exterior bour ocation of their property zoning. | | 1 | 1 | 1 | 1 | 1 |
| 9 | | | | ail addresses and fax not. Include registration ar | | 1 | 1 | 1 | 1 | 1 |

| 1 0 | North arrow, seale, dates of preparation, zoning classification, and proposed use. | 1 | 1 | 1 | 1 | 1 |
|------------------------------|---|---|---|---|---|---|
| 1 1 | 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.) | 1 | > | 1 | 1 | 1 |
| 1 2 | Provide a complete and accurate legend. | 1 | 1 | 1 | 1 | 1 |
| 1 3 | Note regarding wetlands, if applicable. Note if Army Corps of Engineers determination is in progress. | 1 | 1 | 1 | 1 | - |
| 1 4 | 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. | 1 | - | 1 | 1 | 1 |
| 1 5 | Point of beginning from a permanent well defined reference point. This P.O.B shall be clearly labeled on the drawing. | 1 | 1 | 1 | 1 | 1 |
| 1 6 | Curve data for any street, which forms a project boundary. Curve data shall include radius and arc distance. | 1 | 1 | 1 | 1 | 1 |
| 1 7 | 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 | 1 | 1 | 1 | 1 | 1 |
| 1 8 | Show 100 yr. floodplain and/or floodway and base flood elevations. Reference the FIRM panel number and effective date. | 1 | 1 | 1 | 1 | 1 |
| 1 9 | Provide a benchmark (if within 1/2 mile)—clearly defined with an accuracy of 1/100'. This benchmark must be tied to USGS datum. | 1 | 1 | 1 | - | - |
| 2 0 | Spot elevations at grade breaks along existing road centerlines, gutter lines and top of curbs or edge of pavement. | 1 | 1 | 1 | - | - |
| 2 1 | A general vicinity map of the project with a radius of 1 mile from the project. | 1 | 1 | 1 | 1 | 1 |
| | Existing and proposed topographic information with source of the information noted. Show: | | | | | |
| 2 2 | o foot contour interval for ground slope between level and 10%. e foot contour intervals for ground slope exceeding 10%. ntours of adjacent land within 100 feet of the project shall also be shown. | 1 | - | 1 | 1 | - |
| 2 3 | 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. | 1 | - | 1 | 1 | 1 |

| 2 4 2 5 | 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.) Sign off block. | ✓ ✓ | ✓ ✓ | ✓ ✓ | ✓ ✓ | / |
|------------------------------|--|------------|-----|-----|----------|---|
| 2 6 | Revision block. | 1 | 1 | 1 | 1 | 1 |
| — E | xisting Utilities | | | | | |
| 2 7 | 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. | 1 | - | 1 | 1 | 1 |
| 2 8 | 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. | 1 | 1 | 1 | 1 | 1 |
| <u>2</u> 9 | Regarding all proposed storm sewer structures and drainage structures: wide structure locations and types. wide pipe types and sizes. | 1 | - | 1 | 1 | - |
| _ P | roposed Utilities | | • | | | |
| 3 0 | Regarding all proposed sanitary sewer systems: If you should have system design questions, please contact the City of Tontitown Water Department before submittal. wide pipe locations, sizes and types whole locations of rim and invert elevations files including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity. wide plan and route for access to all manholes. ift station is proposed, submit plans to the Water Department Engineer. w off site plans (if applicable) for gravity sewer and force mains by off site plans (if applicable) for gravity sewer and force mains serving development. | ✓ . | _ | ✓. | ✓ | - |
| 3 1 | Note the occurrence of any previous overflow problems on site or in the proximity of the site. (Contact Water Department at 479 361 2700.) | 1 | - | 1 | 1 | - |
| | | | | | | |

| | Described House of States and States | | | | | |
|------------------------------|---|----|----|---|---|---|
| 3 3 | Regarding all proposed water systems, on or near the site: wide pipe locations, types and sizes. bw that design of the water and sewer utilities will minimize conflict with other underground utilities, and provide clear copy. | 1 | - | 1 | 1 | - |
| 3 4 | Note the static pressure and flow of the nearest hydrant. | 1 | - | 1 | 1 | _ |
| 3 5 | Show location of proposed fire hydrants, meters, valves, backflow preventers and related appurtenances. | 1 | - | 1 | 1 | - |
| 3 6 | Locations of all related utility structures (pedestals, poles, etc.). | 1 | - | 1 | 1 | - |
| 3 7 | Locations of all utility lines (note whether the line is below or above ground). | 1 | - | 1 | 1 | - |
| 3 8 | 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. | 1 | - | 1 | 1 | - |
| 3 9 | 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. | 1 | 1 | 1 | 1 | 1 |
| _P | roposed and Existing Streets, Rights-of-Way, and Easements | 1 | | | | |
| 4 0 | 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/. | 1 | - | 1 | 1 | - |
| 4 | Identify and dimension all access easements, including ingress and egress. | 1 | 1 | 1 | 1 | 1 |
| 4 2 | A preliminary easement plat on an individual sheet shall be required by planning staff. After construction of the approved large scale development, a final easement plat must be submitted to the Planning Office. | - | - | 1 | 1 | - |
| 4 3 | 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. | ✓. | ✓. | ✓ | / | - |

| 4 4 | The lot layout, the dimensions of each lot, number of each lot, total area in square footage or acreage to the nearest 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. | 1 | 1 | - | 1 | > |
|------------------------------|---|----------|----------|----------|----------|---|
| -S i | ubdivision of Land | | | | | |
| 4 5 | The designation of all "out lots" and anticipated uses, if known. | 1 | 1 | - | 1 | - |
| 4 6 | For phased development, a plat showing all phases is required. | 1 | - | - | 1 | 1 |
| -S i | ite Specific Information | <u> </u> | <u> </u> | <u> </u> | <u> </u> | |
| 4 7 | 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. | 1 | - | 1 | 1 | - |
| 4 8 | The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project. | 1 | - | 1 | 1 | 1 |
| 4 9 | 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. | 1 | - | 1 | 1 | 1 |
| 5 0 | 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.). | 1 | - | 1 | 1 | - |
| 5 1 | 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. | 1 | 1 | 1 | 1 | - |
| 5 2 | Indicate the use and list in a table the number of units and bedrooms. | - | - | 1 | 1 | - |
| 5 3 | For non residential use, indicate the gross floor area, and if for multiple uses, the floor area devoted to each type of use. | - | - | 1 | 1 | - |
| 5 4 | The location and size of existing and proposed signs, if any. In compliance with §§153.140 through 153.150. | 1 | - | 1 | 1 | - |
| 5 5 | Location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side property line and surrounding intersections. | 1 | - | 1 | 1 | - |

| 5 6 | 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 §§153.060 through 153.071. | - | - | 1 | 1 | - |
|------------------------------|---|---|---|---|---|---|
| 5 7 | Location of buffer strips, fences or screen walls, where required. | 1 | ı | 1 | 1 | _ |
| 5 8 | An index including acreage before and after the subdivision. | 1 | - | 1 | ı | 1 |
| 5 9 | Indicate location of garbage service. | - | - | 1 | 1 | _ |
| 6 0 | A description of commonly held areas, if applicable, and designate responsible entity(ies) for maintenance and property taxes. | 1 | 1 | 1 | 1 | _ |
| 6 1 | Draft of covenants, conditions, and restrictions, if any. | 1 | 1 | 1 | 1 | _ |
| 6 2 | A written description of requested waivers from any city requirement. | 1 | 1 | 1 | 1 | _ |
| 6 3 | 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. | 1 | 1 | / | / | 1 |
| 6 4 | Size, location, and type of all existing trees over six inches in diameter except in areas determined by the City Building Inspector to be heavily wooded. | - | - | 1 | ı | _ |
| 6 5 | Landscape plan, including irrigation plan, in accordance with §150.02, (Building Regulations) and §§152.190 through 152.207. | - | - | 1 | 1 | _ |
| 6 | Provide plan sheet showing that Design Standards for building exterior are accordance with §§152.140 through 152.152. | - | 1 | 1 | - | _ |
| 6 7 | Show all sidewalks, existing and proposed. | 1 | 1 | 1 | 1 | 1 |
| 6 8 | 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, and city department heads. | - | 1 | - | - | _ |

A notice shall be placed on the preliminary plat stating "Preliminary Plat for Inspection Purposes Only. Not for Record Purposes."

(Ord. 2013-04-417, passed 4-2-13; Am. Ord. 2013-09-440, § 152.800.01, passed 9-3-13; Am. Ord. 2014-12-488, passed 12-2-14)

№ § 152.116 CERTIFICATES.

| (A) <i>Preliminary plats, large scale developments, PUDS.</i> Each preliminary plat must be submitted in accordance with applicable state statutes and 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 must be submitted in accordance with applicable state statutes and any plans and specifications required: |
| I,, hereby certify that this plan correctly represents a plan prepared 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 Preliminary Plat Approval. |
| This plat has been given preliminary plat approval only and has not been approved for recording purposes as a public record. This certificate shall expire on (date). |
| Date of Execution: |
| |
| Chairman, City of Tontitown Planning Commission |
| (B) Final plats, lot splits/property line adjustments. |
| (1) Certificate of Ownership. |
| We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do hereby 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, and easements as shown on said plat. |
| Date of Execution: |
| Signed: |
| Name & Address: |

| Source of Title: D.R |
|---|
| Page |
| (2) Certificate of Recording. |
| This document filed for record |
| This day of, 2, |
| In Plat Book No, Page |
| Signed: |
| Washington County 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: |
| Registered Land Surveyor |
| State of Arkansas Registration No |
| (4) Certificate of Approval. |
| Pursuant to the City of Tontitown Subdivision Regulations and all other conditions and approvals 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: |
| Chairman, Tontitown Planning Commission |
| Planning Commission |
| Signed: |
| Mayor, City of Tontitown |
| Signed: |
| — City Clerk, City of Tontitown |
| (Ord. 2013-04-417, passed 4-2-13; Am. Ord. 2013-09-440, § 152.800.02, passed 9-3-13) |

NEW: Refer to worksheet and application for checklist

Update City Clerk to Recorder – Treasurer

PLAT AND PLAN REQUIREMENTS

■§ 152.115 ITEMS TO BE SHOWN ON PLAT OR INCLUDED IN A PLAN.

- 1. Refer to application and worksheet.
- 2. A notice shall be placed on the preliminary plat stating "Preliminary Plat for Inspection Purposes Only. Not for Record Purposes."

(Ord. 2013-04-417, passed 4-2-13; Am. Ord. 2013-09-440, § 152.800.01, passed 9-3-13; Am. Ord. 2014-12-488, passed 12-2-14)

| № § 152.116 CERTI | FICATES. |
|--------------------------|----------|
|--------------------------|----------|

Preliminary plats, large scale developments, PUDS. (A)Each preliminary plat must be submitted in accordance with applicable state statutes and 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 must be submitted in accordance with applicable state statutes and any plans and specifications required: I, _____, hereby certify that this plan correctly represents a plan prepared 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 Preliminary Plat Approval.

| | This plat has been given preliminary plat approval only and has not been approved for recording purposes as a public record. This certificate shall expire on (date). |
|--------------|---|
| | Date of Execution: |
| | Chairman, City of Tontitown Planning Commission |
| (B) Fina | l plats, lot splits/property line adjustments. |
| (1) C | ertificate of Ownership. |
| | We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted, and subdivided and do hereby 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, and easements as shown on said plat. |
| | Date of Execution: |
| | Signed: |
| | Name & Address: |
| | Source of Title: D.R Page |
| | (2) Certificate of Recording. |
| | This document filed for record |
| | This day of, 2, |
| | In Plat Book No, Page |
| | Signed: Washington County Circuit Clerk |
| (3) C | ertificate 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: |
| | Registered Land Surveyor |
| | State of Arkansas Registration No |
| (4) (| Certificate of Approval. |

Pursuant to the City of Tontitown Subdivision Regulations and all other conditions and approvals 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: | Chairman, Tontitown Planning Commission |
| Signed: | _Mayor, City of Tontitown |
| Signed: | Recorder / Treasurer, City of Tontitown |
| 3. (Ord. 2013-04-417, passed 4-2-13; Am. | Ord. 2013-09-440, § 152.800.02, passed 9-3- |