

THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A REZONING

FOR STAFF USE ONLY

Date Application Submitted: _____
Date Accepted as Complete: _____
Case / Appeal Number: _____

FEE: \$ _____
PC Meeting Date: _____
Zone: _____

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.**

GENERAL INFORMATION: (Indicate where correspondence should be sent:)

Representative: _____ Day Phone: (____) _____
Address: _____ Fax #: (____) _____

Property Owner: _____ Day Phone: (____) _____
Address _____ Fax #: (____) _____

PROPERTY DESCRIPTION

Site Address: _____ Acreage: _____

Current Zoning: _____ Proposed Zoning: _____

APPLICANT / REPRESENTATIVE: 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.

√ _____ DATE _____

PROPERTY OWNER / AUTHORIZED AGENT: 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.)

√ _____ DATE _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$ _____
- 3. Publication in local newspaper at least 15 days prior to hearing date. Applicant is required to submit the notice and provide the Planning Commission with an original proof of publication on or before the public hearing date.
- 4. **The applicant is required to notify property owners within 300 feet of subject property** (see attached letter.) **You or your surveyor or engineer must develop an area map to be mailed with the notifications.** A copy of this list must be turned into the City Clerk's office **at least five days** prior to the public hearing date.
- 5. A copy of the warranty deed showing ownership of property. A survey may be required if the deed can't accurately be platted.
- 6. **A written statement containing each of the following:**
 - A. Explanation of the proposed zoning change including current owner information and any proposed sales.
 - B. Reason (need) for requesting the zoning change.
 - C. Statement of how the property will relate to surrounding properties:
 - 1. Use
 - 2. Traffic
 - 3. Appearance
 - 4. Signage
 - D. Availability of water and sewer (state size of lines). This information is available from the Water Division.
- 7. An accurate legal description of the property to be rezoned type written on a separate 8 ½ x11" piece of paper.

You are responsible for developing an area map to be mailed with the notifications. Please do not mail notifications without a vicinity map.

REZONING REQUEST PROCEDURE

PROCEDURE TO FOLLOW AFTER PUBLIC HEARING DATE HAS BEEN SET:

1. Property owners within 300 feet of the property in question must be notified **by the applicant** by certified mail with a return receipt requested for each letter mailed. This letter shall describe the rezoning request, give the legal and common descriptions, and the date and time of public hearing (form letter on page 28). These letters must be mailed no later than five (5) days before the date of the hearing. Names of property owners must be obtained from the County Assessor's Office or a title company.
2. A copy of the list of owners and the receipts must be turned into The City at least five days prior to the public hearing.

The petitioner(s) or their agent must attend the meeting or the request may be tabled until the next meeting.

PROCEDURE TO WITHDRAW A REZONING REQUEST:

1. A rezoning request may be withdrawn by two methods:
 - a. The owner(s) of record may make the request in writing and submit that request to The Planning Commission before the meeting at which the public hearing will be held.
 - b. The owner(s) may appear at the public hearing and request the rezoning be withdrawn.

NOTICE OF INTENT TO REZONE

_____ has requested The Elm Springs Planning Commission to set a public hearing date to consider rezoning the following property from _____ to _____.

The legal description of the property is as follows : _____

The common description of the property is : _____

The public hearing will be held _____, 20__ at 6:30 p.m. It will be held in the City Hall Planning Commission Chambers, 289 Jayroe Street, Elm Springs, AR.

This notification is in response to the requirement that all property owners within 300 feet of said property must be notified. If you wish to express any comments about the requested rezoning, you may respond by the following methods:

1. Attend the public hearing and express your views.
2. Express your opinion in writing to The Planning Commission. You may mail this or and deliver it to the City of Elm Springs Planning Commission, P.O. Box 74 Elm Springs, AR 72728.
3. Use the bottom of this form to express your opinion by checking the appropriate box. (This may also be delivered or mailed to the above address.).

For more information, you may call The City Hall at 479-248-7323

I/we have received notice of the public hearing for the rezoning of the above described property and:

() I/we have no objections to the rezoning.

() I/we object to the rezoning because:

Signature

Signature

Revised 04/24/18

**THE CITY OF
ELM SPRINGS
SUBDIVISIONS
PRELIMINARY PLATS**

FOR STAFF USE ONLY

FEES: \$200.00 + \$5.00 per lot

Date Application Submitted: _____

Zone: _____

Date Accepted as Complete: _____

Planning Commission Mtg. Date: _____

Application:

Please fill out this form completely, supplying all necessary information and documentation to support your request.

Incomplete applications will not be accepted.

PROJECT NAME _____

GENERAL INFORMATION:

Project Preliminary Plat

Representative: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

Property Owner: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

(Indicate where correspondence should be sent)

PROPERTY DESCRIPTION: *Attach a brief explanation of project*

Site Address: _____ Acreage: _____

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: _____

Points of Contact:

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. Payment of application fees: \$200.00 + \$5.00 per lot
- B. A plat or plan drawn in AutoCad or similar digital format to 1"=100' scale (blue lines for review may be presented at 1"=20', 1"-50') of all required information. **Ten (10) copies** of the plat or plan **folded** to page size with title information on the outside. **10 complete sets + 10 sets of cover sheet, site plan, and landscaping only**. Include a listing all layers, symbols, and line types with a description of each. A digital copy will be required after approval. Signature blocks for applicant, surveyor, engineer and Planning Commission Chairman should include dates for each signature.
- C. **Drainage report, grading and soil erosion plan** (sites over .5 acre). Incorporation of Best Management Practices for erosion control, stormwater management, sediment traps, silt fencing, etc. shall be the responsibility of the developer. The Official Stormwater Management Guidebook is available for copying at City Hall.
- D. Copy of **warranty deed** showing ownership of property.
- E. Copy of **recorded plat**.

The following information shall appear on the plat or plan:

- 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, and atlas page.
- 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.
- 10. Curve data for any street which forms a project boundary. Curve data shall include radius and arc distance.
- 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.
- 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.
 - Contours of adjacent land within 100 feet of the project shall also be shown.
- 17. The location of all existing structures. Show the location of proposed buildings and square feet. Dimension building and setbacks from the building side to property lines.

EXISTING UTILITIES

- 1. 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.
- 2. 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

- 1. Regarding all proposed storm sewer structures and drainage structures:
 - A. Provide structure locations and types.
 - B. Provide pipe types and sizes.
- 2. Regarding all proposed sanitary sewer systems:
OPTION 1:

If you should have system design Questions, please contact Mathis Carter & Associates 479 253 8150 regarding design requirements before submittal. The City has adopted the Septic Tank Effluent Pumping system as the method for handling sewer. Primary treatment is in the watertight septic tank as prescribed by the Sewer Committee. A special pump system installed in the tank will pump the clear fraction from the tank into small diameter collection lines. A central collection system will carry the pre-treated effluent to a central drip filtration facility for final treatment. The City will become responsible for maintenance of the tank & pump.

- A. Provide pipe locations, sizes and types
 - B. Proof of coordination with City's Engineer regarding wastewater system.
 - C. Profiles including slope in percentage and existing and proposed utilities when crossing or parallel in vicinity.
3. If a septic system is proposed, note it on the plat or plan (outside City limits only). Show proposed location of septic tank and lateral fields including detail of leachate pipes and drain fill material.
4. 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. Contact Springdale Water Department regarding water system extensions, fire hydrants, etc.
6. Regarding all proposed underground or surface utility transmission lines:
(Note: This category includes, 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.
7. 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

1. 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.** Names are subject to change.
2. 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 located in the City Administration Office.

EASEMENT PLAN

- 1. A preliminary easement plat may be required by Planning Staff depending on the number and location of easements. After construction of the approved development, a final easement plat must be submitted to the Planning Office (seven (7) blue line copies).

SUBDIVISION OF LAND

- 1. 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.
- 2. The designation of all “outlots” and anticipated uses, if known.
- 3. For phased development, a plat showing all phases is required.

SITE SPECIFIC INFORMATION

- 1. Provide a note of any know existing erosion problems on-site or within 100’ downstream of the property.
- 2. The location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundment’s, and underground structures within the project.
- 3. 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).
- 4. 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.)
- 5. 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.
- 6. 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).
- 7. The location and size of existing and proposed signs, if any.
- 8. Location and width of curb cuts and driveways. Dimensions all driveways and curb cuts from side property line and surrounding intersections.
- 9. 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).
- 10. Location of buffer strips, fences or screen walls, where required (check with Planning Administrator and Zoning Ordinance.)
- 12. Indicate location of garbage service. (Commercial & Industrial Developments only).

- 13. A description of commonly held areas, if applicable.
- 14. Draft of covenants, conditions, and restrictions, if any. In cases where long term maintenance and or repair of common area amenities is proposed the developer shall be responsible for preparing the necessary documents for creation of a Property Owners Association or other such entity that will have the financial means to conduct the required maintenance.
- 15. 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.
- 16. Preliminary drainage plan as required by a registered Professional Engineer with Arkansas Stamp.

OTHER REQUIREMENTS

- Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.

The City Planner and City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirement is not necessary due to the nature of the proposed subdivision or large scale development, or other circumstances justify such waiver. A pre-application conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A CONDITIONAL USE PERMIT

FOR STAFF USE ONLY

Date Application Submitted: _____

Date Accepted as Complete: _____

Case/ Appeal Number: _____

FEE: \$ _____

P.C. Meeting Date: _____

Zone: _____

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 is provided.**

GENERAL INFORMATION: (Indicate where correspondence should be sent)

Representative: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

Property Owner: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

PROPERTY DESCRIPTION:

Site Address: _____

OUTDOOR LIGHTING (Describe): _____

PARKING: _____ (Total # of off-street spaces to be provided)

APPLICANT/REPRESENTATIVE: 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.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: I certify under penalty of perjury that I am the owner of the property that is the subject to 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: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$_____
- 3. Publication in local newspaper at least **7 days** prior to hearing date. Certificate of publication to be provided by Applicant at Planning Commission meeting.
- 4. Site plan drawn to scale, based on the deed or survey, showing all existing and proposed structure dimensioned from the structure to the property line and required setbacks.
- 5. A copy of the deed or survey of the property. A survey may be required if the deed can't accurately be platted.
- 6. Preliminary floor plans drawn to a standard engineer's scale or architect's scale showing:
 - A. Location of walls, doors and windows.
 - B. Identification of activity areas.
- 7. A written statement containing the proposed use information including the following:
 - A. Hours of operation.
 - B. Areas to be utilized indoor and outdoor.
 - C. Structural changes which are planned.
 - D. Anticipated patrons, clients, and/or customers, etc. (average per day).
 - E. Number of employees.

CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A VARIANCE

FOR STAFF USE ONLY

Date Application Submitted: _____

FEE: \$ _____

Date Accepted as Complete: _____

B.O.A. Meeting Date: _____

Case/Appeal Number: _____

Zone: _____

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 Board of Adjustment agenda until this information is furnished.

GENERAL INFORMATION: (Indicate where correspondence should be sent:)

Representative: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

Property Owner: _____ Day Phone: (____) _____

Address: _____ Fax #: (____) _____

PROPERTY DESCRIPTION:

Site Address: _____

Builder's Name: _____ Phone: (____) _____

Address: _____ Fax: (____) _____

Date which structure was built (if applicable): _____ Acreage _____

Building Size in square feet: _____ Existing _____ Proposed _____

APPLICANT/REPRESENTATIVE: 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.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: 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.)

√ _____ Date: _____

Checklist:

- 1. Completed application form.
- 2. Payment of the application fee: \$_____
- 3. Publication in local newspaper at least 7 days prior to hearing date. Certificate of publication. (Applicant must submit and pay for ad).
- 4. Site Plan drawn to scale based on the deed or survey, showing all existing and proposed structures dimensioned from the structure to the property line and required setbacks. The site plan should be on 8 1/2 X 11 or 11 x 17 size paper. If larger plan is submitted, 8 copies will be required.
- 5. A copy of the deed or survey of the property. A survey may be required if the deed can't accurately be platted.
- 6. Check one of the following:
 - A. Appeal from an administrative decision of the zoning administrator (interpretation of zoning regulations.)
 - B. Appeal for a variance from certain zoning requirements. Section _____(Please list section)
- 7. Written explanation of the appeal **on separate sheet** (what is proposed by the applicant) demonstrating each of the following 3 criteria (required by ordinance):
 - A. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands structures, or buildings in the same district.
 - B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
 - C. That the special conditions and circumstances do not result from the actions of the applicant.

Note: No non-conforming use of neighboring lands, structures, or buildings in the same district, and no permitted or non-conforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
- 8. If possible, submit photographs which demonstrate where and why the variance is requested.

THE CITY OF ELM SPRINGS

APPLICATION & CHECKLIST FOR A FINAL PLAT

FOR STAFF USE ONLY

Date Application Submitted: _____ FEE: \$200.00 + \$5.00 per lot
Date Accepted as Complete: _____ #: _____
Planning Commission Mtg. Date: _____ Zone: _____
City Council Mtg. Date: _____

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 this information is furnished.**

PROJECT NAME: _____

GENERAL INFORMATION: (Indicate where correspondence should be sent:)

Representative: _____ Day Phone: (____) _____
Address: _____ Fax #: (____) _____

Property Owner: _____ Day Phone: (____) _____
Address: _____ Fax #: (____) _____

PROPERTY DESCRIPTION: (Attach brief explanation of project)

Site Address: _____

APPLICANT/REPRESENTATIVE: 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.

√ _____ Date: _____

PROPERTY OWNER/AUTHORIZED AGENT: 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.)

√ _____ Date: _____

Points Of Contact:

Engineer/Surveyor/Architect: _____ Phone: _____

Developer: _____ Phone: _____

Majority Owner: _____ Phone: _____

Please note that this application will not be accepted without any one of the following items; A-C.

Checklist:

- A. Payment of application fees: *FP: \$200.00 + \$5.00 per lot*
- B. A plat or plan drawn in AutoCad or similar digital format to 1"=100' scale (bluelines for review may be presented at 1"=20', 1"=50') of all required. information. **Ten (10) complete copies and Ten (10) site plans** of the plat or plan **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.

- C. Completed items listed in "Policy and Procedures for Final Plat Approval" (attached)

The following information shall appear on the plat or plan:

- 1. Name, addresses, telephone numbers, and fax numbers- if available, of the record owners, applicant, and surveyor/engineer (sealed and signed by surveyor) preparing the plat or plan.
- 2. North arrow, scale, date of preparation, and area (in square feet and acres) of the plat or plan, and date of the survey.
- 3. Sign-Off block, with signature of City Inspector for all roads, drainage structures and signage. Signature of City's Engineer for all Sewer System components. Signature of Springdale Water Department for all Water System extensions and fire hydrants. Signature of Volunteer Fire Department for all Fire Hydrants.
- 4. Title Block located in the lower right hand corner indicating the name and type of project, firm or individual preparing drawing and date.
- 5. Note regarding wetlands, if any. Note if Army Corps of Engineers determination is in progress.
- 6. Written legal descriptions 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.)
- 7. Point-of-beginning from a permanent well-defined reference point. This P.O.B shall be clearly labeled on the drawing.
- 8. Labeled property lines with bearings, dimensions and curve data.
- 9 Highway and Street right-of-way lines clearly labeled. (The proposed R.O.W. lines shall be shown and dimensioned).
- 10. Clear representation of the 100-yr. Floodplain and/or Floodway and base flood elevations. Reference the FIRM panel number and effective date. A listing of all lots that are located in the Flood Hazard area and the symbol of "FP" located on each lot.

- 11. Provide a benchmark (IF WITHIN 1/2 MILE)- clearly defined with an Accuracy of 1/100 of a foot. This Benchmark must be tied to USGS Datum.
- 12. Provide a complete and accurate legend.
- 13. A general vicinity map of the project with a radius of 1 mile from the project.
- 14. Revision block.

PROPOSED AND EXISTING UTILITIES

- 1. The width, approximate locations, and purposes of all existing and proposed easements for drainage, sewers, flood control, or other public purposes within and adjacent to the project (including proposed building setback lines). If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat or plan.

PROPOSED AND EXISTING STREETS, RIGHTS-OF-WAYS, AND EASEMENTS

- 1. The location, widths, grades and names (avoid using first names of people for new streets) or designations of all existing and proposed 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. Private streets shall be clearly indicated.

PROPOSED LOTS

- 1. The lot layout, the dimensions of each lot, number of each lot, total square footage or acreage to the nearest one-hundredth (1/100th) acre of each lot, and the approximate finish grade and FFE where pads are proposed for building sites. Minimum lettering height shall be one-eighth (1/8th) inch. Lots shall be numbered consecutively for all phases. The total number of lots shall be indicated on the plat.
- 2. The designation of all “outlots” and anticipated uses if known.

SITE SPECIFIC INFORMATION

- 1. The location of existing or proposed ground leases or access agreements.
- 2. 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 or for the purpose of providing public access to any public water, river, or stream, it shall be designated.
- 3. A description of proposed public or commonly held areas, and draft “open space” easement agreements, if applicable.
- 4. Draft of covenants, conditions, and restrictions, if any.
- 5. A written description of requested waivers from any city requirement.
- 6. Proposed building setbacks. A variance is necessary for proposed setbacks less than those set forth in the zoning district.

DATA ON DISKETTE

- 1. A 3 1/2" diskette or CD ROM with all information in AutoCad DWG or a similar format must be submitted with your application. Information shall include property boundary, lot lines, easements, building setbacks, rights-of-way, street widths, etc. Flood Plains, flood ways and any drainage ways, detention basins and stormwater control devices shall be clearly detailed and the supporting calculations shall be provided to the City for future use. **Line and curve data is encouraged but not required.** Questions concerning this requirement may be directed to Planning.

OTHER REQUIREMENTS

- 1. Any other data or reports as deemed necessary by the City Planner and City Engineer as described below.
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The City Planner and City Engineer may waive any of the foregoing requirements when, in their discretion, any such requirements is not necessary due to the nature of the proposed subdivision or large scale development, or other circumstances justify such waiver. A preapplication conference can be arranged and is encouraged to review the proposed project and discuss the checklist requirements.

Policy and Procedure for Final Plat Approval

1. Subdivision is complete:

1. Developer's engineer develops internal punch-list and coordinates with contractor.
2. Developer's engineer prepares the following documents:
 - 1) As built drawings - Hard copy and digital format.
 - 2) Maintenance bond
 - 3) Copy of donated assets
 - 4) Mylar and digital copy of Final Plat

These documents are required with the Final Plat application submittal. The application will not be accepted without said documents.

3. 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.
4. Make application for Final Plat.

2. 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 prepares and submits the following documents:
 - 1) Letter of credit or cash for the remaining improvements
 - 2) Maintenance bond for accepted items
 - 3) Mylar and digital copy of Final Plat
5. Make application for Final Plat with all required documents.

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:
 - 1) As built drawings - hard copy and digital form
 - 2) Maintenance bond for remaining items
 - 3) Copy of donated assets
5. Letter of credit/cash is released to developer.

Revised 02/11/04