

Subdivision Preliminary Plat Application



Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided. All application fees are non-refundable.

Fee: \$600.00 per request

PRIMARY CONTACT (select one): Engineer / Surveyor / Applicant / Agent Owner

PROPERTY INFORMATION

Proposed Subdivision Name:					Parcel(s) #:			
Primary Access Location:					Section-Township-Range:			
Zoning: (Check one box only)	P-1: <input type="checkbox"/>	A-1: <input type="checkbox"/>	R-E: <input type="checkbox"/>	SPR: <input type="checkbox"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
	PZD: <input type="checkbox"/>	R-O: <input type="checkbox"/>	C-1: <input type="checkbox"/>	C-2: <input type="checkbox"/>	C-3: <input type="checkbox"/>	C-4: <input type="checkbox"/>	I-1: <input type="checkbox"/>	I-2: <input type="checkbox"/>

OWNER INFORMATION

OWNER CERTIFICATION: By my/our signature below, I/we certify under penalty of perjury that I am/we are the owner(s) of the property that is the subject of this application. I/we have read this application and consent to its filing. Further, I/we authorize the agent listed below to represent me/us in proceedings with the City of Bella Vista regarding this application. (See reverse for additional acknowledgements)

Name:		Owner Signature:		
Mailing Address:		City:	State:	Zip:
Phone:	Phone:	Email:		
Name:		Owner Signature:		
Mailing Address:		City:	State:	Zip:
Phone:	Phone:	Email:		

APPLICANT / AGENT / ENGINEER / SURVEYOR INFORMATION

APPLICANT / AGENT ACKNOWLEDGEMENT: By my signature below, 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. (See reverse for additional acknowledgements)

Name:		Applicant/ Agent Signature:		
Mailing Address:		City:	State:	Zip:
Phone:	Phone:	Email:		

This application is not valid unless signatures on both the front and back of this form have been provided.

FOR OFFICE / REVIEW USE ONLY

Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Plastic	PC Work Session Date:
Reviewer:	File #:	Floodplain? Y / N
Permit #:	Permit Fees:	Receipt #
		PC Meeting Date:
		PC Action:

APPLICATION CHECKLIST

<input type="checkbox"/>	A completed application with appropriate fee.
<input type="checkbox"/>	One digital PDF set of all proposed improvements and drawn to a conventional engineering scale, for printing on sheets no larger than 24"x36". Development Plans shall conform to Municipal Code Chapters 105, 107, and 109.
<input type="checkbox"/>	One digital PDF copy of on-site and off-site drainage report. Report shall conform to the Municipal Code.
<input type="checkbox"/>	Provide existing or draft covenants, conditions, and restrictions, if applicable.
<input type="checkbox"/>	Provide a copy of each draft maintenance and/or access agreement(s) between Owner, Developer and City, if applicable.
<input type="checkbox"/>	PDF copy of land deed showing ownership of the property, and PDF copy of any previously recorded plats or other documents related to the property.

ACKNOWLEDGEMENTS

By my signature below, I hereby acknowledge and understand the following:

Planning Commission Action. The Planning Commission shall approve, approve with conditions, or disapprove the proposal in accordance with the Municipal Code.

Construction. Construction for the subdivision may begin after a Grading & Erosion Control Permit has been acquired; a digital copy of the Approved Preliminary Plat in AutoCAD (dwg) and pdf formats will be furnished by the applicant to the City; and a Pre-Construction meeting has been held.

Owner / Agent Signature:

Date:

This application is not valid unless signatures on both the front and back of this form have been provided.

SURVEY REQUIREMENTS / DRAWING CHECKLIST

<input type="checkbox"/>	Provide contact information for the licensed surveyor preparing the survey, including license number.
<input type="checkbox"/>	Provide Benton County Assessor parcel number and ownership information for each parent parcel.
<input type="checkbox"/>	Show north arrow, scale, and complete legend.
<input type="checkbox"/>	Show the zoning classification of the parent parcel.
<input type="checkbox"/>	Show and label the boundary for the subdivision as well as any proposed lot lines.
<input type="checkbox"/>	Show property lines of all property owners adjacent to the exterior boundaries of the proposed subdivision.
<input type="checkbox"/>	Label city boundaries as applicable.
<input type="checkbox"/>	Provide two (2) controlling corners with State Plane coordinates.
<input type="checkbox"/>	Provide written legal descriptions for each parent tract.
<input type="checkbox"/>	Label the point of beginning from a permanent, well-defined referenced point.
<input type="checkbox"/>	Show curve data for any street rights-of-way or project boundary. Curve data shall include at a minimum radius, and its chord bearing and distance.
<input type="checkbox"/>	Street right-of-way lines are to be clearly labeled and shall depict any ROW required by AHTD and/or the Master Street Plan. ROW and their centerlines shall be dimensioned. All ROW shall be dedicated by either Final Plat or by separate easement and ROW plat.
<input type="checkbox"/>	Show 100 year floodplain, floodway, and known base flood elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	Provide a general vicinity map with a radius of one (1) mile from the project's boundary.
<input type="checkbox"/>	Show the location of all existing structures.
<input type="checkbox"/>	Provide all known on-site and off-site existing utilities and easements (dimensioned) and provide structure locations, types, and conditions noting them as "existing" on the plat, if applicable.
<input type="checkbox"/>	Existing easements shall show the name of the easement holder, purpose of the easement, and recording information. If an easement is blanket or indeterminate in nature, a note to this effect shall be placed on the plat.

<input type="checkbox"/>	Regarding all sanitary sewer systems (existing & proposed), if applicable: <ul style="list-style-type: none"> • Provide letter of approval from system operator; • Provide pipe locations, sizes, and types; • Show manhole locations, rim and invert elevations; • Provide profiles including slope in percentage, existing and proposed utility crossings or parallel in vicinity; • If lift station is proposed, submit plans to the Mayor or his designee for review before submission to ADEQ; • Show off-site existing and/or proposed plans for gravity sewer and force mains serving the development, if applicable.
<input type="checkbox"/>	Indicate the occurrence of any previous overflow problems of sewer or septic systems on-site or in the proximity of the site.
<input type="checkbox"/>	Indicate the width, approximate locations, and purposes of all proposed easements or rights-of-way for utilities, drainage, water, sewer, flood control, ingress/egress or other public purposes within and adjacent to the project.
<input type="checkbox"/>	Identify and dimension all access easements, including ingress and egress.
<input type="checkbox"/>	Provide the proposed minimum Finish Floor Elevation (FFE) for all buildable lots.
<input type="checkbox"/>	The lot layout, the dimension of each lot, the lot and block number, of each lot's total area in square footage or acreage to the nearest 0.01-acre, and the approximate finish grade where pads are proposed for building sites. Lots shall be number consecutively for all phases. The numbers shall be associated with each phase of subdivision. The total number of lots shall be indicated on the plat. Subdivision names shall be shown and considered final on an approved Preliminary Plat.
<input type="checkbox"/>	For phased development, a plat showing all phases is required.
<input type="checkbox"/>	Proposed street names shall be included on all Preliminary Plats. The City of Bella Vista will work in conjunction with the Benton County 911 Administration and the developer to determine all final (proposed) street names, which shall appear on all Final Plats.
<input type="checkbox"/>	Provide a note of any known existing erosion problems on-site and within two hundred fifty (250) feet downstream from the property. Provide locations and type of all silt control devices to maintain silt on-site.
<input type="checkbox"/>	Show the location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
<input type="checkbox"/>	Show the locations of 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.
<input type="checkbox"/>	Show the locations of all known potentially dangerous area, including areas subject to flooding, slope stability, settlement, excessive noise, previously filled areas and the means of mitigating the hazards to, including but not limited to, abatement walls and signage.
<input type="checkbox"/>	Provide existing or draft covenants, conditions, and restrictions.
<input type="checkbox"/>	Show size, location, and type of all existing trees over six (6) inches or more in DBH except in areas determined by the Mayor or his designee to be heavily wooded. Heavily-wooded areas may show the limits of the tree line(s) instead of individual trees, upon approval by Department Director or approved designee.

SIGNATURE BLOCKS

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.

Signed: _____ Date of Execution: _____
Registered Land Surveyor
State of Arkansas Registration No. _____

2. Certificate of Preliminary Engineering Accuracy

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

Signed: _____ Date of Execution: _____
Registered Land Surveyor
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 expires on _____ (date).

_____ Date of Execution: _____
Chairman
City of Bella Vista Planning Commission

4. Certificate of Ownership *(one copy of information below will be needed per signing owner)*

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.

Signed: _____ Date of Execution: _____

Name & Address: _____ Source of Title: Deed Record _____ Page _____

ACKNOWLEDGMENT

State of Arkansas)
)
County of _____)

On this day before the undersigned, a Notary Public duly qualified and acting in and for the county and state aforesaid, personally appeared _____, satisfactorily proven to be the person(s) whose name(s) appear(s) as the Owner(s) in the foregoing instrument, and stated that he/she/they has/have executed the same for the consideration, uses and purposes therein stated.

In witness whereof, I hereunto set my hand and on this _____ day of _____, 20____.

_____ My commission expires: _____
Notary Public