

Subdivision Final 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: \$250.00 per request

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

PROPERTY INFORMATION

Subdivision Name:				Parcel #:			
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"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
	PZD: <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:	Permit Fees:	Receipt #
Permit #:	Floodplain? Y / N	
File #:	Zoning:	CC Action:
		CC Meeting Date:

APPLICATION CHECKLIST

<input type="checkbox"/>	A completed application with appropriate fee.
<input type="checkbox"/>	Payment of any outstanding inspection fees.
<input type="checkbox"/>	Three paper and one digital complete sets of reproducible Mylar and digital drawings, of all 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 107 and 109.
<input type="checkbox"/>	Engineer of Record to prepare and submit a copy of the estimate of donated assets, broken down by improvement type (streets, water, electric, sewer, drainage, and sidewalks), approved by the city's engineer and Mayor or his designee.
<input type="checkbox"/>	Submittal of maintenance bond or other financial instrument for donated assets.
<input type="checkbox"/>	Submittal of performance bond or other financial instrument for substantially completed items.
<input type="checkbox"/>	Written statement by the developer of formal notice of completion to the City.
<input type="checkbox"/>	Written statement by Engineer of Record that all constructed or installed improvements have been inspected for conformance with all plans, specifications, and any written agreements that were approved as part of or conditions to the Planning Commission's initial preliminary plat approval. These include vehicular and pedestrian accesses, pavements, striping, and edging; drainage structures; utility mains; fire hydrants or other connections; street signs; and any lighting.
<input type="checkbox"/>	Written statement by Engineer of Record that the streets and utilities are have been completed and/or installed in accordance with the approved plans and specifications.
<input type="checkbox"/>	Provide existing or draft covenants, conditions, and restrictions, if applicable.
<input type="checkbox"/>	Provide a copy of each maintenance and/or access agreement(s) between Owner, Developer and City, if applicable.
<input type="checkbox"/>	Provide a copy of each variance granted by the City to the Owner and/or Developer for the project, if applicable.

ACKNOWLEDGEMENTS

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

Final Inspection. A final inspection of the project will be conducted by a City representative to confirm it was constructed according to the plans and specifications of the Preliminary Plat. If the final inspection by City representative shows any defects, deficiencies, or deviations from the Preliminary Plat, the Mayor or his designee shall notify the Owner/Developer and his Engineer of Record. The owner/developer shall, at his expense, correct such defects or deviations prior to final plat approval. When such deficiencies have been corrected, the engineer-of-record shall notify the mayor or his designee in writing that improvements are again ready and a final inspection shall be conducted.

Planning Commission Action. The Planning Commission shall approve, approve with conditions, or disapprove any subdivision final plat. Disapproval of the plat shall be transmitted to the applicant with the reasons therefore within fifteen (15) days after the meeting at which the plat was disapproved.

City Council Action. The City Council shall approve, approve with conditions, or disapprove any subdivision final plat. Disapproval of the plat shall be transmitted to the applicant with the reasons therefore within fifteen (15) days after the meeting at which the plat was disapproved.

Recording. If approved, and after all conditions have been met, the applicant will submit the plat for recording with the Benton County Circuit Clerk. Two (2) recorded paper copies and digital copy in AutoCAD (dwg) and pdf formats on CD will be furnished by the applicant to the Department of Community Development Services.

Application for building permit. No building permit for any lot in the subdivision may be issued until proof of the recording of the approved final plat has been presented to the Department of Community Development Services.

Owner / Agent Signature:

Date:

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

Non-bondable items criteria for substantial completion. The following items shall be completed prior to Planning Commission approval of the final plat.

Streets.

- a. All curb and gutter and street drainage slopes completed and backfilled.
- b. Final layer of asphalt in place.
- c. Street signs paid for.
- d. Pedestrian accommodations constructed.
- e. Road right-of-way restoration substantially complete.

Sewer.

- a. All sewer lines constructed to grade.
- b. Mandrel and pressure tests complete.
- c. All manholes complete to required elevations and vacuum tested.
- d. Sewer services marked.
- e. Lift station site functionally complete, with the exception of electricity.
- f. Tracer wires installed on force mains and tested.
- g. Lift station alarm completed and monitor-able.
- h. Draft final record drawings.

Water.

- a. All water lines in place, pressure tested, and bacterially tested safe.
- b. All hydrants and valves in place, accessible, and operational.
- c. Meter tiles and setters in place.
- d. Tracer wires installed and tested.
- e. Draft of record drawings.
- f. Passing test results for all backflow devices provided.
- g. All backflow prevention devices installed properly and functional.

Electrical conduit.

- a. Conduit in place at proper depth and clear of obstructions.
- b. Conduit termination points in proper location per design layout, marked and protected.
- c. Transformer and junction box locations at or near final grade.

Drainage.

- a. Drainage swales in place, sodded or concrete-lined, properly dedicated with erosion control measures in place.
- b. Detention/retention facilities to grade and draining properly.
- c. Outlet structures, pilot channels, headwalls, flumes, and other appurtenances in place and constructed to approved plans and specifications.
- d. Any needed off-site improvements or easements in place.
- e. Sodding of detention/retention ponds completed and established.
- f. Fencing of detention/retention ponds in place.
- g. Aeration facilities for retention ponds in place.
- h. All drainage inlets, outlets, and conduits in proper location and constructed to approved plans and specifications.
- i. Final layer of drainage paving in place as required by approved plan, including parking lots.

Bondable items criteria for substantial completion guarantees. The following items shall be completed prior to City Council approval of the final plat.

Streets.

- a. Correction of final layer of pavement to the required thickness and density.
- b. Correction of low or ponding areas in street.
- c. Correction of unacceptable curb sections.
- d. Correction of damaged pedestrian accommodation sections.
- e. Approval of final record street drawings.

Sewer.

- a. Cosmetic work.
- b. Final record drawings.

Water.

- a. Painting hydrants with proper coding for fire flow rates.
- b. Hydrant markers installed.
- c. Adjusting meter tiles to grade.
- d. Adjusting meter setters.
- e. Adjusting valve stacks.
- f. Pouring concrete valve operator pads.
- g. Final record drawings.

Drainage. Cosmetic work: finish grouting; clean out all boxes, pipes, and other appurtenances.

SURVEY REQUIREMENTS / DRAWING CHECKLIST

<input type="checkbox"/>	Provide contact information, state registration and/or license number for all licensed parties involved in the project.
<input type="checkbox"/>	Show north arrow, scale, and complete legend.
<input type="checkbox"/>	Provide title block with complete information for professional sign-offs and revision information.
<input type="checkbox"/>	Show the zoning classification of all parcels.
<input type="checkbox"/>	Show and label the boundary for the subdivision as well as all proposed lot lines.
<input type="checkbox"/>	Show property lines of all property owners adjacent to the exterior boundaries of the 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 the subdivision including area in acres for each parent tract.
<input type="checkbox"/>	Label the point of beginning for each parent tract from a permanent, well-defined referenced point.
<input type="checkbox"/>	Provide a general vicinity map with a radius of one (1) mile from the project's boundary.
<input type="checkbox"/>	Show 100 year floodplain, floodway, and base flood elevations. Reference the FEMA FIRM panel number and effective date.
<input type="checkbox"/>	Provide a benchmark (within 0.5 mile) clearly defined with an accuracy of 0.01 foot. This benchmark must be tied to USGS datum.
<input type="checkbox"/>	If wetlands exist, note progress or completion of US Army Corps of Engineers determination.
<input type="checkbox"/>	Street names must have been coordinated with 911 Administration and shall be included on all Final Plats.
<input type="checkbox"/>	Show curve data for any street rights-of-way. Curve data shall include at a minimum the curve's radius, and its chord's bearing and distance.
<input type="checkbox"/>	Street right-of-way lines are to be clearly labeled and shall depict all ROW.
<input type="checkbox"/>	Show the location of all existing structures that are to remain.
<input type="checkbox"/>	Provide all known on-site and off-site existing utilities, easements (dimensioned), and structure locations, types, and conditions on the plat.
<input type="checkbox"/>	The lot layout, the dimension of each lot, the lot and block number, 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.
<input type="checkbox"/>	For phased development, a plat showing all phases is required.
<input type="checkbox"/>	Provide the minimum Finish Floor Elevation (FFE) for all buildable lots.
<input type="checkbox"/>	Provide setbacks for each zoning district's buildable lots. If there is more than one zoning district within the subdivision, provide a way of depicting which lots are within which zoning district.
<input type="checkbox"/>	Identify and dimension the width, approximate locations, and purposes of all 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"/>	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"/>	Show the location of known existing or abandoned water wells, sumps, cesspools, springs, water impoundments, and underground structures within the project.
<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"/>	<p>Regarding all sanitary sewer systems, if applicable:</p> <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; • Show on-site or off- site gravity sewer and force mains serving the development, if applicable.
<input type="checkbox"/>	Provide locations and type of all post-construction (stormwater) control devices to remain on-site. Provide a copy of a Maintenance Agreement document stating who will maintain the device(s).
<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"/>	<p>Show basic topographic information with:</p> <ol style="list-style-type: none"> a. 2-foot contours when the ground slopes between level and 10%; b. 5-foot contours when the ground slopes between 10% and 20%; c. 10-foot contours when the ground slopes over 20%; <p>Contours should extend at least 10-feet onto adjoining properties.</p>

SIGNATURE BLOCKS

1. 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.

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

2. Certificate of 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 Engineer
State of Arkansas Registration No. _____

3. 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____.

Notary Public

My commission expires: _____

4. Certificate of Utility Approval

Provide a list of the names of the utility companies serving the subdivision and a signature line for a representative of each company. The list of company names should match those included on the subdivision's preliminary plat.

5. Certificate of Approval

Pursuant to the City of Bella Vista 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 _____
Mayor