

CITY OF HIGHFILL, ARKANSAS

APPLICATION & CHECKLIST FOR A FINAL PLAT

STAFF USE ONLY

Date Final Plat Application Submitted _____
Date Final Plat Accepted as Complete _____
Case Number _____

FEE \$500.00

APPLICATION:

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.

GENERAL INFORMATION

Developer _____
Address: _____

Day Phone: _____
Fax #: _____

Representative: _____
Address: _____

Day Phone: _____
Fax #: _____

Property Owner: _____
Address: _____

Day Phone: _____
Fax #: _____

Indicate where correspondence should be sent:

_____ Applicant
_____ Representative
_____ Owner

PROPERTY DESCRIPTION

Site Address: _____

Attach legal Description of Property.

PRELIMINARY PLAT

Date preliminary plat accepted by the Planning Commission: _____

FINAL PLAT

Please attach the following documents to this Final Plat Application:

1. A copy of the receipt from the City acknowledging payment of the application fee.
2. A copy of the letter of preliminary plat approval issued by the Planning Commission.

3. A copy of the two (2) year maintenance bond in the amount of fifty percent (50%) of the cost of all improvements issued and payable to the City.
4. A file marked copy of the restrictive covenants and restrictions.
5. A statement by the engineer, employed by the City, that the developer has either: (1) installed all improvements in accordance with the plans and specifications approved by the Planning Commission or (2) a performance guarantee in the form of a bond, or irrevocable letter of credit payable to the City has been posted with the Recorder/Treasurer in sufficient amount to assure the completion of all required improvements (if approved by the Planning Commission and the City).
6. A reproducible original and ten (10) blue line or black line prints of a scale of not more than one hundred (100) feet to the inch. One copy in reproducible, digital format shall also be provided.

Whenever the provisions of these rules and regulations have been complied with and while the certificate of preliminary plat approval is in effect, the developer may submit to the staff this Application for review and approval of the final plat, at least thirty (30) working days prior to the Planning Commission meeting which shall consist of the following information:

Final Plat Checklist*

- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. The drawing shall be neat, legible and suitable for filing for record in the office of the county circuit clerk. The document shall not contain patching or pasting of paper or other attachments. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Allowance shall be made for a one-half inch border at the top, bottom, and right edges of the sheets, and a one-and-one-half inch border at the left edge of the tracing sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. When more than one (1) sheet is used for a plat, a key map showing the entire subdivision on a smaller scale shall be shown on the first sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Whenever more than one (1) sheet must be used to accurately portray the lands subdivided, each sheet must show the particular number of that sheet, and the total number of sheets included, as well as clearly labeled match lines to show where other sheets adjoin. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Boundary and written legal description of the property in the subdivision. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Names and addresses of the owner(s) and developer(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. The name of the subdivision, city, county, and state shall be shown in bold letters inside the margin at the top of each and every sheet included. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Acreage in the subdivision. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Date. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. A prominent North arrow shall be drawn on every sheet included showing any portion of the lands subdivided, and when possible, it shall be placed in the upper right-hand corner. The bearing reference shall be clearly stated on the plat. A scale of one (1) inch equals one hundred (100) feet shall be used at all times unless permission to do otherwise is obtained in writing. In all cases the scale used shall be both clearly stated and graphically illustrated by a bar scale drawn on every sheet showing any portion of the lands subdivided. |

- 11. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street, easement, and building setback lines with dimensions and other areas shown on the plat, as well as the outer boundaries of the lands subdivided. The purpose of any easement shown on the plat must be clearly stated, and shall be confined to only those deal with public utilities, such as gas, power, telephone, water, sanitary sewer and such drainage easements as deemed necessary for the orderly development of the land encompassed within the plat. All such easements, relative to their usage and maintenance, must be approved by the planning commission.
- 12. Location and description of any land to be dedicated or reserved for parks, schools, or other public purposes. In addition, the purpose of all areas dedicated to the public must be clearly indicated or stated on the plat.
- 13. All blocks must be numbered or lettered in consecutive order. All lots within each block must be numbered in consecutive order. All streets must be named, numbered, or lettered in a manner acceptable to the city council in accordance with applicable law.
- 14. All distances shall be shown in feet and to the nearest one-hundredth foot. All measurements shall refer to the horizontal plane. The course of every boundary line shown on the plat shall be indicated by a direct bearing reference or by an angle between it and an intersecting line having shown bearing, except where its description is better illustrated by measurements shown at points or intervals along a meander line having shown courses. All bearings and/or angles shown shall be given to the nearest minute of arc, to a smaller fraction to be stated in seconds of arc.
- 15. Curve data shall be stated in terms of radius, central angle, and tangent, or length of curve, and unless otherwise specified by local ordinance curve data for streets of uniform width may be shown only with reference to the centerline, and lots fronting on such curves may show only the chord bearing and distance of such portion of the curve as is included in their boundary; in all other cases the curve data must be shown for the line affected.
- 16. When any lot or portion of the subdivision is bounded by an irregular line, the major portion of that lot or subdivision shall be enclosed by a meander line showing complete data with distances along all lines extending beyond the enclosure to the irregular boundary shown with as much certainty as can be determined or as “more or less”, if variable. In all cases, the true boundary shall be clearly indicated on the plat.
- 17. The subdivision shall be referenced by bearing and distance to one (1) or more of the following established land monuments: section, quarter corner, or one-sixteenth corner with section lines, quarter lines, or one sixteenth lines shown noted and described on the plat.
- 18. All monuments to be of record must be adequately described and clearly identified on the plat. Where additional monuments are to be set subsequent to the recording of the plat, the location of such additional subordinate monuments shall be shown by a distinct symbol noted on the plat as representing subordinate monuments.
- 19. All interior excepted parcels shall be clearly indicated and labeled, “NOT A PART OF THIS PLAT”.

- 20. Where ponds, lakes, rivers, bayous, or canals are within or immediately adjacent to the boundary of the subdivision, normal pool elevation, mean high pool elevation, and spillway elevations where applicable shall be shown on the plat. The elevations shall be based on mean sea level.
- 21. The base flood elevation (one-hundred-year flood elevation), as designated by FEMA shall be shown on the plat where applicable. Also, the finished minimum flood elevations, not lower than the base flood elevation for each lot, shall be included.
- 22. Layouts, locations and sizes of all utilities including, but not limited to, water, gas, sanitary sewer, electric, storm sewer, etc.
- 23. A Certificate of Owner must be listed and signed as follows:
 “We the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided said real estate in accordance with the within Plat and hereby dedicate to the City of Highfill all roads, alleys, easements, and rights of way in accordance with the within plat.

(Signed)

Date of Execution	Name
	Address
	D.R. _____
Source of Title	Page _____”

- 24. A Certificate of Recording listed as follows:
 “This document, number filed for record, _____, 20____, in Plat Book _____, Page _____.

(Signed)

(Name) Clerk”

“For Restrictive Covenants or Bill of Assurance, see Deed Record Book _____, Page _____.”

- 25. A Certificate of Surveying Accuracy must be listed and signed as follows:
 “I, _____ do hereby certify that this Plat correctly represents a survey and a plan made by me or under my supervision; that all monuments shown hereon actually exist; and that their location, size, type, and material are correctly shown; and all requirements of the Highfill Subdivision Regulations have been fully complied with.

(Signed)

Date of Execution	Name
	Address
	Registered Land Surveyor
	No _____, Arkansas”

- 26. A Certificate of Final Approval listed as follows:
 “Pursuant to the Highfill Subdivision Regulations, this document is given Final Approval by the Highfill City Council. All of the conditions of approval having been completed, this document is hereby accepted, and this certificate executed under the authority of said Regulations.

(Signed)

Date of Execution	Mayor City Council Highfill, Arkansas”
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*** Applicant shall positively certify each item. Where “no” or “N/A” is checked, Applicant shall submit a written explanation why the item is not positively certified.**

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 incomplete, incorrect or false information is grounds for invalidation of the application. I understand that the City may not approve my application or may 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 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: _____

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